

IB Question Entry System - User Guide

Welcome! This guide will help you install and use the IB Question Entry System, a simple tool for entering exam-style questions into a structured format.

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🔧 Installation & Running

Easy Method (No Terminal Required!)

For Windows:

- Double-click `Start_Application.bat` - it will check everything, install what's needed, and run the program automatically

For Mac:

- Double-click `Start_Application.command` - it will check everything, install what's needed, and run the program automatically

Note: If you get a security warning on Mac the first time, right-click the file and select "Open" from the context menu, then click "Open" in the dialog. After that, you can double-click normally.

The scripts will automatically:

- Check if Python is installed
- Install required packages if needed
- Start the application

Manual Installation (If Easy Method Doesn't Work)

Step 1: Install Python

First, you need to have Python installed on your computer.

For Windows:

1. Go to [python.org/downloads](https://www.python.org/downloads/)
2. Download the latest version of Python (3.8 or higher)
3. Run the installer

4. **Important:** Check the box that says "Add Python to PATH" before clicking "Install Now"
5. Wait for installation to complete

For Mac:

1. Python is usually already installed. Open Terminal and type: `python3 --version`
2. If you see a version number (like 3.8.0), you're good to go!
3. If not, install it using Homebrew or download from [python.org/downloads](https://www.python.org/downloads/)

Step 2: Install Program Requirements

1. Open a terminal/command prompt:
 - **Windows:** Press 'Win + R', type `cmd`, and press Enter
 - **Mac:** Open "Terminal" from Applications > Utilities

2. Navigate to the program folder:

```
```bash
cd /path/to/data-entry
````
```

(Replace `/path/to/data-entry` with the actual location of this folder)

3. Install the required packages:

```
```bash
pip install -r requirements.txt
````
```

If that doesn't work, try:

```
```bash
pip3 install -r requirements.txt
````

or

```bash
python -m pip install -r requirements.txt
````
```

4. Wait for installation to complete. You should see a message like "Successfully installed PyQt6..."

Manual Method (If Easy Method Doesn't Work)

1. Open a terminal/command prompt:
 - **Windows:** Press 'Win + R', type `cmd`, and press Enter
 - **Mac:** Open "Terminal" from Applications > Utilities

2. Navigate to the program folder:

```
```bash
```

```
cd /path/to/data-entry
```

```

```

### 3. Run the program:

```
```bash
python app.py
```
```

If that doesn't work, try:

```
```bash
python3 app.py
```
```

### 4. A window should appear - this is the program interface!

```

```

## ## 📖 How to Use

### ### Basic Workflow

#### 1. \*\*Enter Exam Information\*\*

- In the "Exam Information" section at the top, enter:
  - \*\*Subject:\*\* Select from the dropdown menu
  - \*\*Exam Name:\*\* ! \*\*IMPORTANT\*\* - See the "example video to see what the exam name has to be

#### 2. \*\*Create a Question Set\*\*

- Click "Create New Set"
- Enter a label (e.g., "Question 10")
- Select a section (A or B, or leave blank)
- Click "OK"

#### 3. \*\*Add Questions\*\*

- Select the question set you just created from the list
- Click "Add Question(s)"
- Fill in the question details:
  - \*\*Path:\*\* The question path (e.g., `10` or `10.a.i` for subquestions)
  - \*\*Answer Type:\*\* Choose:
    - \*\*0\*\* = No answer expected (context only)
    - \*\*1\*\* = Open text answer
    - \*\*2\*\* = Multiple choice
  - \*\*Question Text:\*\* Type or paste your question text
  - \*\*Mark Scheme:\*\* Required for answer types 1 and 2
  - \*\*Marks:\*\* Required for answer types 1 and 2 (must be greater than 0)
  - \*\*Needs Context:\*\* Only appears for answer type 1 - \*\*you must check this box\*\*
- Click "Add" or "Add and Continue" to add more questions to the same set

4. \*\*Formatting Text\*\*

- Use the \*\*Bold\*\* button to make text bold
- Use the \*\*Courier\*\* button to apply Courier font (click again to remove it)
- Click \*\*Insert Image\*\* to add images to your questions
- You can also drag and drop images directly into the text boxes

5. \*\*Edit or Delete Questions\*\*

- Select a question in the preview tree
- Click "Edit Selected" to modify it
- Click "Delete Selected" to remove it

6. \*\*Reorder Questions\*\*

- Drag and drop questions in the preview tree to reorder them
- Or use "Move Up" and "Move Down" buttons
- Note: Order numbers are maintained within each question set

7. \*\*Export to CSV\*\*

- Click "Export CSV"
- Choose where to save the file
- The file will be named automatically based on the exam name (e.g., `N21\_questions.csv`)
- Images will be saved in an `images` folder next to the CSV file

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## 🔎 Troubleshooting

### "Python is not recognized as an internal or external command"

- Python is not installed or not in your PATH
- Reinstall Python and make sure to check "Add Python to PATH"
- Or use `python3` instead of `python`

### "No module named 'PyQt6'"

- The requirements haven't been installed
- Run: `pip install -r requirements.txt`
- If that doesn't work, try: `pip3 install -r requirements.txt`

### Program window doesn't appear

- Check the terminal for error messages
- Make sure PyQt6 is installed correctly
- Try running: `python3 app.py` instead

### "Cannot save CSV file"

- Make sure you have write permissions in the folder
- Check that you entered an exam name
- Try saving to a different location (like your Desktop)

### ### Images not showing in exported CSV

- Images are saved in a separate `images` folder next to the CSV
- Make sure both the CSV file and the `images` folder are in the same location

### ### Questions are in the wrong order

- Remember that order numbers restart for each question set
- You can drag and drop questions to reorder them
- Or use the "Move Up" and "Move Down" buttons

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## ##💡 Tips

- \*\*Save your work regularly\*\* by exporting to CSV, but send us the final version of the csv only
- \*\*Check the exam name\*\* matches the video before starting
- \*\*Use "Add and Continue"\*\* when adding multiple questions to the same set
- \*\*Drag and drop\*\* images directly into text boxes for easy insertion
- \*\*Right-click questions\*\* in the preview to see options (if available)

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## ##📞 Need Help?

If you encounter issues not covered in this guide:

1. Check the troubleshooting section above
2. Review the instructional video
3. Contact your supervisor or technical support

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