

SeaLeft FAQ Manual

Introduction

SeaLeft FAQ is an application that can be used for self-quizzing. It presents questions in a multiple choice format and can be used for any subject to which such questions can be written. *SeaLeft FAQ* provides the following features:

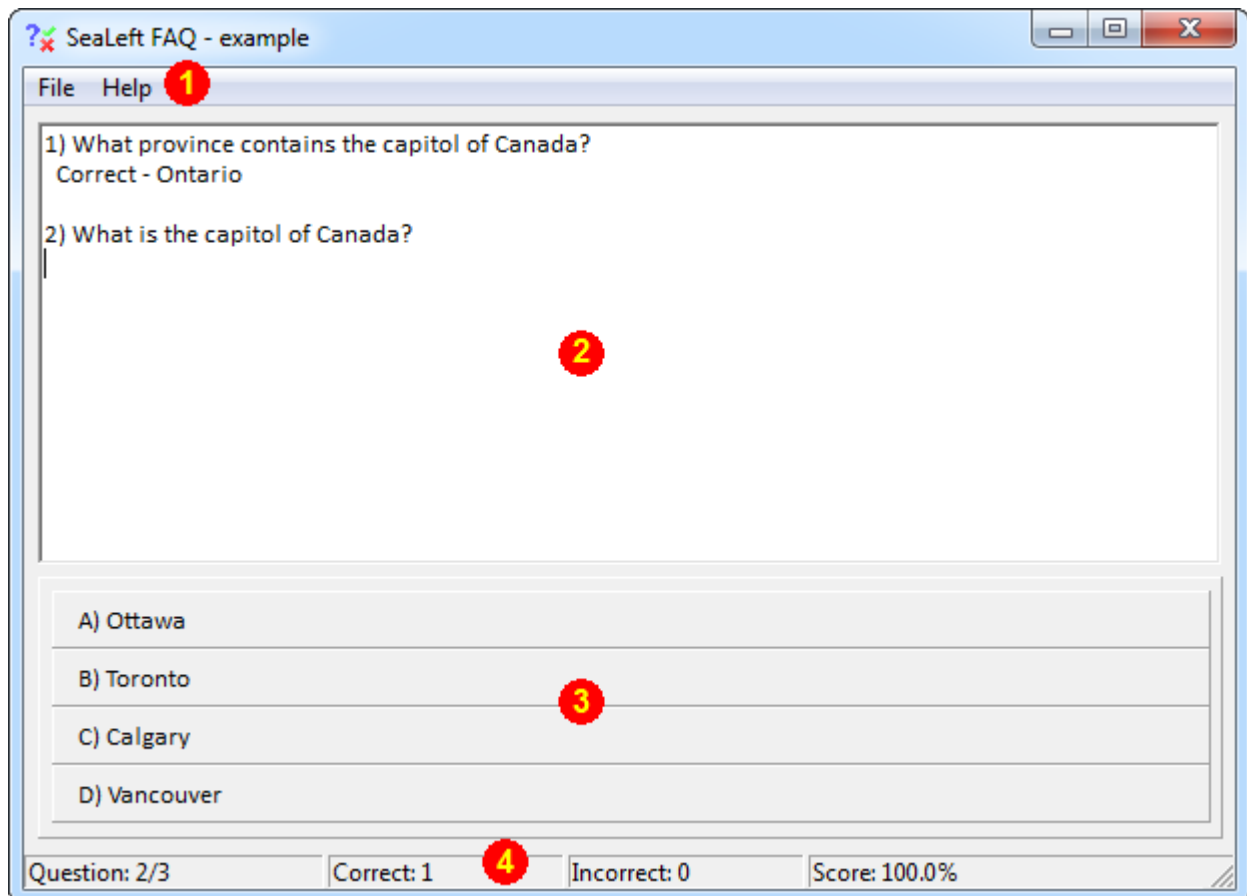
- Quizzes with any number of multiple choice questions.
- The ability to be re-asked “problem” questions until they are answered correctly.
- Performance history so you can see how you improve over time.
- The ability to create your own quizzes.

This manual provides everything you need to be able to use *SeaLeft FAQ* to take quizzes and to create your own quizzes. It is divided into the following sections:

- At a Glance – Briefly describes the main window of *SeaLeft FAQ*.
- Quick Start – Briefly describes how to take a quiz in *SeaLeft FAQ*.
- *SeaLeft FAQ* in Depth – Describes in detail all parts of the *SeaLeft FAQ* application.
- Creating Quizzes – Describes in detail how to create your own quizzes for use in *SeaLeft FAQ*.

At a Glance

SeaLeft FAQ's main window is divided into several sections.



1. Menu Bar

Access the menus to start a quiz or review past performance.

2. Question Area

View the current quiz question as well as the history of all questions already asked in the current quiz.

3. Answer Area

Click the desired answer to the current quiz question.

4. Quiz Status

Displays the status of the current quiz, including how many questions have been asked, how many remain, how many have been answered correctly, and the current percentage score.

Quick Start

You can take a quiz with *SeaLeft FAQ* in one of three ways:

- Double-click a FAQ file in Windows. This should automatically start *SeaLeft FAQ*, which will begin running the double-clicked quiz file immediately.
- Select *Open Quiz* from the *File* menu. This will present an *Open Quiz* dialog that you can use to locate and open a FAQ file in Windows.
- Select a previously run quiz from the history section of the *File* menu. This will start that previously run quiz and is useful if you are attempting the same quiz frequently.

Once you have started a quiz the first question of that quiz will be displayed in the *Question Area*. The *Answer Area* will then display two to six possible answers for the question. When you click an answer the *Question Area* will show whether you have answered correctly or not and will then present the next question.

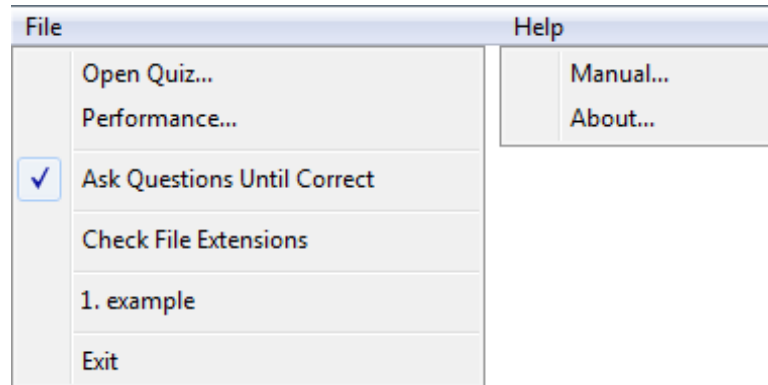
You will continue to be asked questions until the quiz is complete. The *Quiz Status* will show how far through the current quiz you have progressed. Once you answer the last question then the *Question Area* will show your final performance on the quiz.

After you have attempted a quiz at least once, you can review your past performance on that quiz in the *Performance History* window. This can be accessed by selecting *Performance* from the *File* menu of the main *SeaLeft FAQ* window.

SeaLeft FAQ in Depth

Main Window

Menu Bar



The *Menu Bar* provides access to options used to start quizzes and to review past performance on quizzes.

File Menu

Click the *File* menu to access the following options:

- Open Quiz – Clicking this option will display an *Open Quiz* dialog window from which you can choose a quiz to take.
- Performance – Clicking this option will display the *Performance History* window. From here you can review your past performance on any quizzes you have completed.
- Ask Question Until Correct – This option may be turned on and off by clicking on it. When this option is turned on a checkmark will appear next to it in the menu. In this case, *SeaLeft FAQ* will “shuffle” incorrectly answered questions back into the remaining questions of a quiz. Incorrectly answered questions will continue to be asked until they are answered correctly. This helps to provide more exposure to “problem” questions. When this option is turned on, the number of remaining questions in the quiz will increase by one for each question that is answered incorrectly. Turning this option off will cause questions to only be asked once per quiz whether they are answered correctly or not. The setting of this option is remembered between sessions in *SeaLeft FAQ*.
- Check File Extensions – Clicking this option will cause the application to check if the .faq quiz file type is associated with *SeaLeft FAQ*. If it is then you will be able to double-click such files in Windows and have their quizzes start automatically. If it is not, then *SeaLeft FAQ* will ask if you want to associate the file extension with it.
- File History – *SeaLeft FAQ* will remember up to the last four most recent quizzes you have taken. These will be displayed in the *File* menu and can be clicked to immediately start the quiz without having to use the *Open Quiz* option.
- Exit – Selecting this option will close the *SeaLeft FAQ* application.

Click the *Help* menu to access the following options:

- Manual – Clicking this option will open this manual document.

- About – Clicking this option will show the version and copyright information for *SeaLeft FAQ*.

Question Area

1) What province contains the capitol of Canada?

Correct - Ontario

2) What is the capitol of Canada?

When you are taking a quiz questions will appear in the question area. When you answer a question the question area will show if you have answered the question correctly or not. Each time you take the same quiz, questions will be mixed into a different order. This helps to ensure you pay attention to the question and not where it appears in the quiz.

If you answer a question incorrectly, the correct answer will be displayed in red. Each question remains in the question area through the end of the test. After the test has finished you can scroll back through the test and easily find the questions you answered incorrectly.

Once you finish a test the question area will display your final results. It will display the number of questions you answered correctly out of the total and will also express your performance as a percentage.

Answer Area

A) Ottawa

B) Toronto

C) Calgary

D) Vancouver

When you start a quiz the *Answer Area* will change to provide you with the possible answers to each question. Each question asked may have from two to six multiple choice answers, with each choice presented on its own button. To answer the current quiz question click the button of the option you wish to choose.

Each time you take the same quiz, answers for each question will be mixed into a different order. This helps to ensure you pay attention to the answers and not where they're located.

Quiz Status

Question: 2/3 Correct: 1 Incorrect: 0 Score: 100.0%

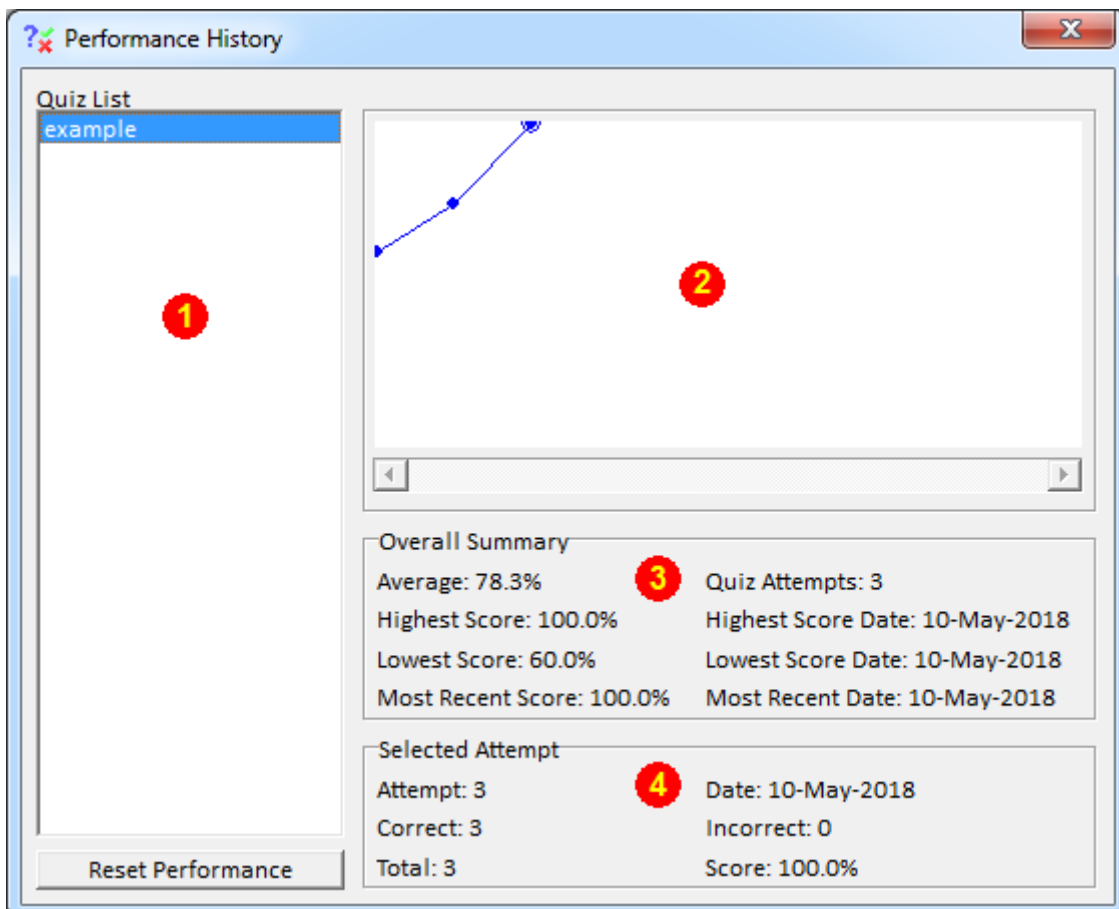
The *Quiz Status* appears at the bottom of the main window. It displays the following information while you are taking a quiz:

- Question – This section shows which question out of the total number of questions in the quiz you are currently on.
- Correct – This section shows the number of questions you have answered correctly in the quiz as you proceed.
- Incorrect – This section shows the number of questions you have answered incorrectly in the quiz as you proceed.
- Score – This section shows the percent of questions you have answered correctly in the quiz as you proceed.

Performance History

The *Performance History* window can be used to review your performance on quiz attempts you've taken in the past. You can access the *Performance History* window by clicking the *Performance* option in the *File* menu of *SeaLeft FAQ*'s main window.

The *Performance History* window is divided into several sections.



The screenshot shows the 'Performance History' window with the following sections:

- Quiz List:** A list containing 'example' (marked with a red circle 1).
- Line Graph:** A graph showing performance trends (marked with a red circle 2).
- Overall Summary:** A table of statistics (marked with a red circle 3):

Average: 78.3%	Quiz Attempts: 3
Highest Score: 100.0%	Highest Score Date: 10-May-2018
Lowest Score: 60.0%	Lowest Score Date: 10-May-2018
Most Recent Score: 100.0%	Most Recent Date: 10-May-2018
- Selected Attempt:** A table of details for the current attempt (marked with a red circle 4):

Attempt: 3	Date: 10-May-2018
Correct: 3	Incorrect: 0
Total: 3	Score: 100.0%

A 'Reset Performance' button is located at the bottom left of the window.

1. Quiz List

Lists all the different quizzes you have attempted.

2. Performance Graph

Shows a line graph plotting your performance for each attempt of the quiz currently selected in the *Quiz List*.

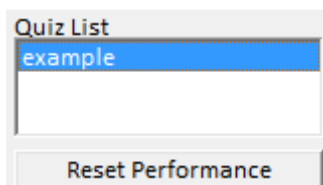
3. Overall Summary

Shows details about your overall performance across all attempts of the quiz currently selected in the *Quiz List*.

4. Selected Attempt

Shows your performance details for the specific quiz attempt currently selected in the *Performance Graph*.

Quiz List



The *Quiz List* displays an alphabetical list of the names of all the quizzes you have completed at least once. When you select a quiz from this list the *Performance Graph*, *Overall Summary*, and *Selected Attempt* sections change to display the performance you have had for that quiz.

A “Reset Performance” button appears immediately below the *Quiz List*. When you click this button, *SeaLeft FAQ* will delete all the history you have accumulated for the quiz selected in the *Quiz List*. A confirmation window will be displayed before this is done to ensure that you really want to reset your performance. Once you choose to do this, your past performance will be deleted and cannot be recovered.

Performance Graph



The *Performance Graph* displays a line graph showing how you have done on the quiz selected in the *Quiz List*. The graph shows the percent you scored for all of your previous attempts at the quiz. Clicking on a specific node in the graph causes the *Selected Attempt* section to change to show the specifics of that quiz attempt.

Overall Summary

Overall Summary	
Average: 78.3%	Quiz Attempts: 3
Highest Score: 100.0%	Highest Score Date: 10-May-2018
Lowest Score: 60.0%	Lowest Score Date: 10-May-2018
Most Recent Score: 100.0%	Most Recent Date: 10-May-2018

The *Overall Summary* shows information based on all your completed attempts for the selected quiz.

This section displays the following information:

- Average – This shows the average percent you have scored across all attempts of the quiz.
- Quiz Attempts – This is a count of how many times in total you have completed the quiz.
- Highest Score – This shows the highest percentage you have ever scored on the quiz.
- Highest Score Date – This shows the earliest date that you received your highest score.
- Lowest Score – This shows the lowest percentage you have ever scored on the quiz.
- Lowest Score Date – This shows the earliest date that you received your lowest score.
- Most Recent Score – This shows the percent you received on your most recent attempt at the quiz.
- Most Recent Score Date – This shows the date that you most recently took the quiz on.

Selected Attempt

Selected Attempt	
Attempt: 3	Date: 10-May-2018
Correct: 3	Incorrect: 0
Total: 3	Score: 100.0%

The *Selected Attempt* section displays details for the attempt selected in the *Quiz Graph*. In the graph the selected quiz is indicated by a circled dot.

This section displays the following information:

- Attempt – This shows the number of the selected attempt. For example, if you select your third attempt this will display a “3”.
- Date – This shows the date that the attempt was made on.
- Correct – This is a count of the number of questions you answered correctly in the selected quiz.
- Incorrect – This is a count of the number of questions you answered incorrectly in the selected quiz.
- Total – This is a count of the total number of questions that were in the quiz. This count may vary from attempt to attempt if the “Ask Questions Until Correct” option was checked in the *File* menu when the quiz was attempted.
- Score – This is the percentage score for the selected quiz.

Your performance on a quiz attempt is recorded when you complete that attempt. You are free to start a new quiz or exit *SeaLeft FAQ* at any time; however, if you do so while a quiz attempt is running your performance on that attempt will not be recorded and cannot be reviewed on the *Performance History* window.

Creating Quizzes

Basic Quizzes

It is possible to create your own quizzes for use within *SeaLeft FAQ*. All that is required is a simple text editor such as the *Notepad* application within *Windows*. This section will show you how to create your own quizzes.

The easiest way to understand how to write a quiz file is to see an example:

What is the capitol of Canada?

4

Ottawa

Toronto

Calgary

Vancouver

Each question is made up of three sections:

1. The first line contains the question itself. In this example, the question is "What is the capitol of Canada?" This is what displays in the *Question Area* of *Sealeft FAQ* when the quiz is taken.
2. The line following the question contains a number that indicates how many possible answers the question has. In this example, the number is "4", which means that the next four lines are the answers that appear in the *Answer Area* of *SeaLeft FAQ* when the quiz is taken. Each question may have from two to six answers.
3. The last section contains one line for each answer that the question has. In this example, there are four possible answers: Ottawa, Toronto, Calgary, and Vancouver. The correct answer should *always* be placed on the first line of answers, with incorrect answers placed on subsequent lines. *SeaLeft FAQ* will mix up the answers when the question is asked while taking the quiz.

To create a quiz, simply add as many questions as desired with the format described above. Note that blank lines can be placed at any point in your quiz file as *FAQ* will ignore them. This allows you to separate out your questions for easier editing in the future.

Here is an example of a short quiz consisting of three questions:

What is the capitol of Canada?

4

Ottawa

Toronto

Calgary

Vancouver

What province is to the west of Alberta?

4

British Columbia

Saskatchewan

Ontario

Quebec

What province contains the capitol of Canada?

4

Ontario

Quebec

Alberta

Manitoba

To try this quiz out, copy the above questions into your text editor. Then save the file as "example.faq". It is important that the file name end with ".faq" as this is the type of file that *SeaLeft FAQ* looks for.

Once the file is saved, you can run *SeaLeft FAQ* as normal. You can then open the new "example.faq" file to see this quiz in action. For actual quizzes, you can give your file any name that you wish as long as it ends with ".faq". The name you give to the file is what will display when you take the quiz and will also appear in the *Quiz List* of the *Performance History* window.

All of the Above / None of the Above in Quizzes

When you supply the answers for a quiz question in your ".faq" file there are two special answers that are treated differently by *SeaLeft FAQ*.

All of the Above

None of the Above

If you supply one or both of these as answers, then *SeaLeft FAQ* will always display them at the end of the answer list when running the quiz. If both are provided as answers, then "None of the Above" will always appear below "All of the Above".

You can type these two answers in whatever case you like (e.g. "all of the above", "ALL OF THE ABOVE", "All of the Above"), but the wording must be as shown and no other characters can be part of the answer. For example, do not include a period on the end of the answer. If the wording is different, then the answer will be mixed in with the other answers instead of appearing at the bottom when the question is asked in *SeaLeft FAQ*.