Creating Additional Questions in WebNEERS

Creating Questions – Institute Level

1. From the Home Screen click **Manage Adult Questions** [or Manage Youth Questions for youth additional questions]
2. Click **Create Institute Adult [Youth] Questions**
3. Create a **Custom ID** (unique identifier) for the question to be added
   a. Once it is created it cannot be modified, so use caution if this unique identifier will be meaningful to the institute.
4. Identify the **Question Type**
   Options
   a. True/False
   b. Multiple choice
   c. Likert-type scale – 5pt, 4pt or 3pt
   d. Numeric – 3, 4, 5, 6, or 7

Tip: *The difference between Numeric and Likert-type scales is how the 0 value is treated. For Numeric, 0 is a valid response option and is included in the calculation of improvement. For Likert-type scales, 0 is reflective of a N/A response and thus is not part of the calculation.*

Note: *For the Numeric scales – options for 6 or 7 item scales are only available for Youth questions*

5. Enter **Full Question** text
   a. Care should be taken that the question is clear but concise.
6. Enter **On Screen Text**
   a. This will be the text the data entry person will see.
   b. The full question will not be displayed to the data entry staff.

Tip: *Use short, distinct words/phrase for question*

7. Enter **Title**
   a. This is what will be displayed on the behavior checklist summary report.
   b. The full question text will not be displayed on the summary report, so use words/phrases that will identify the question content effectively

Tip: *Use short, distinct words/phrase for question. This may be the same as or different than the "On Screen Text" – step 6.*

8. Identify the **Tags**
    a. This is the learning objective being measured by the question. For youth questions this is also the grade(s) the question is appropriate for and the type of change being measured - behavior or knowledge.

Tip: *Ideally at least 1 Core Area would be selected, however, it is not required. Select Other Areas as needed to best reflect the question.*

9. Describe the **Answers**
    a. <u>Responses</u> - Enter the response options for your question. If there is a prefilled valued, you can change it. Make sure you enter responses in the order they will be collected (appear on the paperwork).
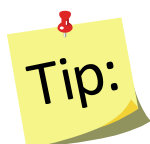
Tip: *For a traditionally scored question - 1 represents strongly disagree; 5 represents strongly agree. If you wish to have a reverse score item, you will need to play close attention when assigning values.*

    b. <u>Scoring</u> - Select the scoring option that applies:
        • **Correct** answers generate the "good" message that will appear on the diagnostic report;
        • **Acceptable** provides the "acceptable" message,
        • **Incorrect** provides the "learn more" message.

    c. <u>Values</u> - Select the value the system should use to score each response. This will be used to generate data for the Checklist Summary Report.

10. For Adult Questions, enter the **Messages**
    a. Messages are the text the participant will see on the checklist diagnostic report:
        • **Good** – the message for the best/correct answer.
        • **Acceptable** – the message for an acceptable response
        • **Learn More** – the message to encourage the participant to learn more about the topic as their response was in the "incorrect" range.

11. Select **Ok** to create the question

Create the Question Set

1. From the Institute Home Screen click **Manage Adult [Youth] Question Sets**
2. Click **Add Adult [Youth] Checklist Set**
    a. For Youth, select the appropriate Grade Level appropriate for the set
3. Create a **Question Set Name**

4. Create a question **Set ID**
5. Select the **Questions** you want in the set

> **Note:** *This can be a mix-n-match between the new questions you created and existing questions that are currently in the system.*

> **Note:** *Adult checklists are limited to 20 questions per checklist; Youth Checklists are limited to 5 questions per checklist.*

6. Choose the **Regions** that will get access to this new question set.
7. Use the **Sort Selected Question** feature to ensure the order is what you would like (bottom of screen)
   a. You may move questions by dragging them up or down in the list.
8. Select **Create** to create the question set and to add it to the regions selected

> **Note:** *Question sets are editable up until a region level user attaches the question set to an adult or a youth group. Once that happens, the question set is locked and no further edits can be made.*

Using Additional Question Sets at the Region Level

Adding a Checklist

1. From the **WebNEERS Home** screen, under **Adults**, select **Manage Checklists**.
2. From **Manage Checklists** screen, find the adult.
3. From the **Manage** column, select the *Wrench icon (* 🔧 *)* icon to edit that record.
4. Select **Add Checklist**.
5. Select the **Additional Question Set** button.
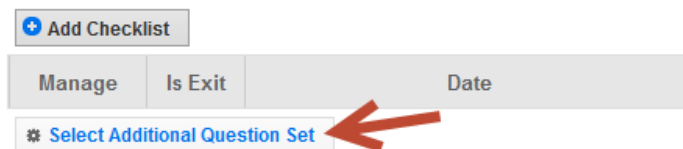
6. Select the appropriate **Additional Question Set**, select **OK.**
7. Then select **Add Checklist.**