

**eSkill**

The Next Generation of Skills Assessment

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# eSkill Web Editor Training

## How to Use the eSkill Web Editor

## About the Web Editor

The eSkill Web Editor is an eSkill application designed to create test questions for use in the eSkill Testing System (<http://www.eskill.com>).

With the eSkill Web Editor, you'll be able to create and modify custom test subjects and have them uploaded into your eSkill customer account.

## Connecting to Web Editor

You can access the eSkill Web Editor by following the link: <http://editor.eskill.com/WebEditor/> or from your eSkill customer account by clicking on “Learn More About the eSkill Editor”, then clicking the “eSkill Editor” button.

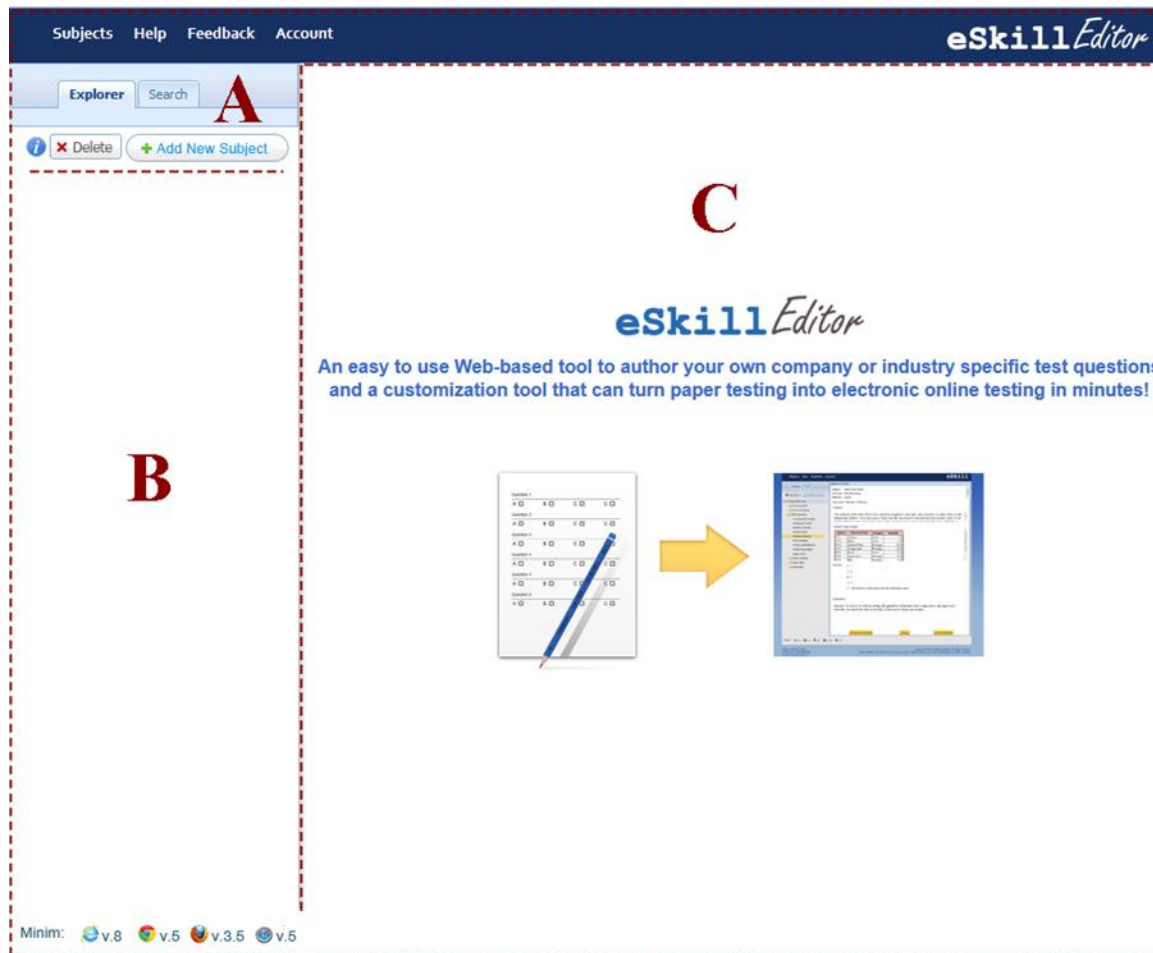


The screenshot shows a login window titled "Login". Inside the window, there is a section titled "User Login" which contains two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Stay signed in". A "Submit" button is located below the input fields. Below the button is a link that says "Forgot your password?". At the bottom of the window, there is a "Minim:" label followed by four browser icons with their respective versions: Internet Explorer v.8, Google Chrome v.5, Mozilla Firefox v.3.5, and Safari v.5.

## Web Editor Features

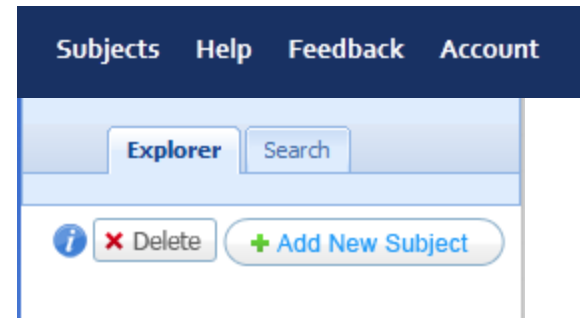
The layout of the Web Editor application includes three main areas:


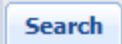



- A. Menu and Toolbar**
- B. Subject Browser**
- C. Editing Panel**



## A. Toolbar

The Toolbar offers you quick access to the most important features of the Web Editor.



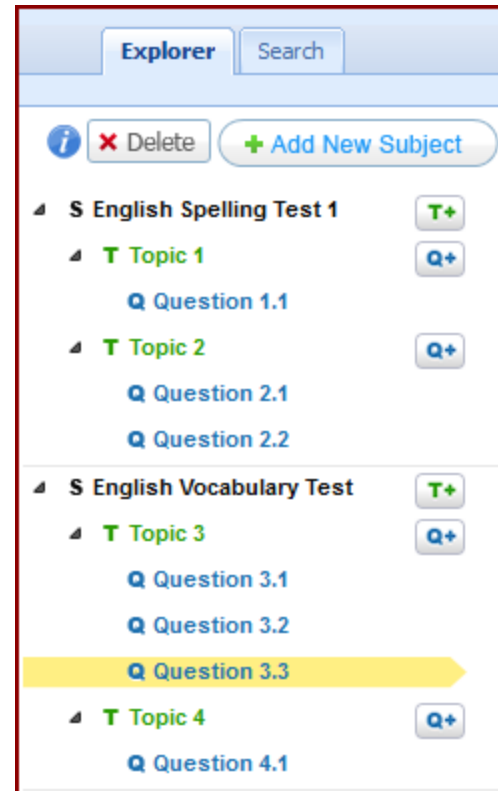
	<b>Explorer</b> - Displays the list of all opened subjects.
	<b>Search</b> - Searches for a specified word within the names of the subjects, topics, and questions.
	<b>About the Editor</b> - Displays information for the settings.
	<b>Delete</b> - Allows you to delete the selected subject, topic, or question.
	<b>Add New Subject</b> - Creates a new blank subject.

## B. Subject Browser

This panel shows a sample hierarchical representation of all opened subjects.

Each subject is the root node of a tree. The second-level folders are the topics, which are displayed under their subjects, and the third-level items are the descriptions of each question within that topic.

You can have multiple subjects opened at the same time. Each of them will be displayed as a separate tree in the Subject Browser.



## C. Editing Panel

The screenshot shows the 'Subject Page - Edit' interface. On the left, the 'Explorer' panel displays a tree structure with the following items:

- English Spelling Test 1 (T+)
  - Topic 1 (Q+)
    - Question 1.1
  - Topic 2 (Q+)
    - Question 2.1
    - Question 2.2
- English Vocabulary Test (T+)
  - Topic 3 (Q+)
    - Question 3.1
    - Question 3.2
    - Question 3.3
  - Topic 4 (Q+)
    - Question 4.1

The right-hand panel, titled 'Subject Page - Edit', contains the following fields and controls:

- Attributes**
  - Name: English Spelling Test 1
  - Comment: (empty text area)
- Statistics**
  - Topic count: 2
  - Question count: 3
- Buttons: Save, Publish to Test Center

The **Editor** tab includes several sections, depending on which node (subject, topic, or question) is selected in the Subject Browser on the left.

**Attributes** – Allows you to enter or edit the subject name, and also write a note about the subject. (This feature is only available when a subject is selected.)

**Statistics** - Displays the number of topics and questions available. (This feature is only available when a subject is selected.)

## C. The Editing Panel

**Body** – Enter or edit the text of the question.

**Content** – Lets you attach a content file (picture, audio, PowerPoint) to any question.

**Add Extra Content** – Lets you attach an extra content file (picture, audio, PowerPoint) to any question. (This feature is only available when a file is uploaded.)

**Answers** – Enter or edit the answer options. The template and the functionality of this section depend on the type of question selected. You can select one, many, or all of the options as correct answers, using the checkboxes provided. (This feature appears in all question types except Free Response and Typing.)

**Explanation** - Insert an explanation of the correct answer that will appear to anyone who is configuring the test or reading through the test scores.

**Explanation Content** - Attach a content file (picture, audio, PowerPoint) to the explanation of any question, except for Typing questions.

The screenshot shows the 'Question Page - Edit' interface. It features several sections, each with a red circle around its label:

- Description:** A text input field containing 'Question 1.1'.
- Type:** A dropdown menu set to 'MC - One'.
- Difficulty:** A dropdown menu set to 'Beginner'.
- Body:** A large text area with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, bold, italic, underline, link, unlink, list, and indent, as well as dropdowns for styles, font, and size.
- Content:** A text input field with 'Upload Content' and 'Delete' buttons to its right.
- Answers:** A dropdown menu set to 'MC - One'.
- Explanation:** A text input field with 'Add an answer' button to its left.
- Explanation Content:** A text input field with 'Upload Content' and 'Delete' buttons to its right.



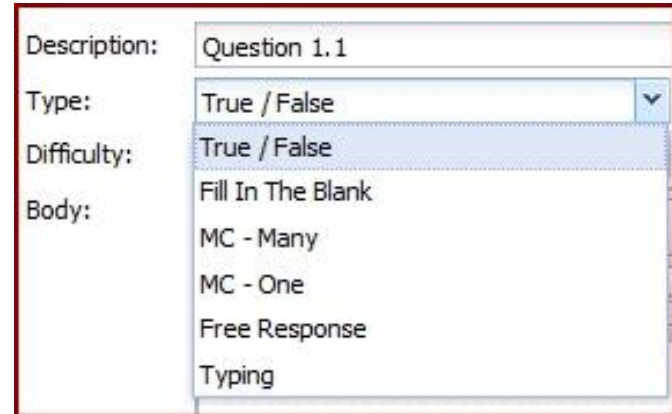
## Question Types

### True / False Questions

This question type provides two answer choices: **True** or **False**.

### Fill-in-the-Blank Questions

This question type provides a blank space for the test taker to enter an answer. Usually, the answer is only one word. When two words or an expression are required, the question text should specify this explicitly, either with the number of blanks in the answer area or with words. Please note that answers for fill-in-the-blank questions are case-insensitive but must match the correct answer exactly. In some cases, you can provide more than one correct answer option.



The screenshot shows a configuration window for a question. The 'Description' field contains 'Question 1.1'. The 'Type' dropdown is set to 'True / False'. The 'Difficulty' dropdown is also set to 'True / False'. The 'Body' field is currently empty, but a list of other question types is visible below it: 'Fill In The Blank', 'MC - Many', 'MC - One', 'Free Response', and 'Typing'.

### Multiple Choice

- **MC – Many:** This question type provides several answer choices with one or more correct answers.
- **MC – One:** This question type provides several answer choices with only one correct answer.

### Free Response Questions

This question type allows the test taker to enter an open-ended response to an interview or complex question. You can also set a time limit, if you like. eSkill provides no scoring for Free Response questions. Free Response questions can be a valuable tool for asking detailed survey-type questions, obtaining a writing sample, or automating and standardizing your interview process.

### Typing and Data Entry Questions

This question type allows you to measure typing skills in both words per minute and accuracy, using a text selection. A time limit is required. When you create a typing question, eSkill provides a suggested time limit, which is calculated for a typing speed of 35 words per minute using six-character words. This is provided as a reference only, and is not meant to be a standard of quality.

## Question Components

A complete question should have the following components:

- ✓ The **Subject** that the question belongs to
- ✓ The **Topic** that the question belongs to
- ✓ The **Difficulty** level of the question (Beginner, Intermediate, Advanced, or Expert)
- ✓ The **Question Description** (usually about three to five words that summarize as precisely as possible what the question is about)
- ✓ The **Question** body (with any associated images if the question requires them)
- ✓ The correct **Answer** (or Answers)
- ✓ An **Explanation** (usually two to four complete sentences that state why the answer is correct)

Subject:	English Vocabulary Test
Topic:	Topic 4
Difficulty:	Beginner
Description:	Question 4.1

Select the correct past tense from the verb "to prefer" from the options below:

Select the best answer:

- preferred
- preferred
- preferred
- preferred
- none of the above

Explanation:

The correct past tense form of the verb is "preferred".

[Previous Question](#) [Close](#) [Next Question](#)

### NOTE:

**Files** submitted as exhibits for questions and/or explanations can be images (bmp, gif, jpg, jpeg, png), audio (mp3), or other file (pps, ppt), and should be no larger than **700 x 600 pixels**, and/or **3 MB**. An error message will appear if a file exceeds 3 MB.

# Working with Subjects

## 1. Naming a Subject

To give a name to a new subject, you need to open the **Editor**. On the right side, under **Attributes**, you will find the **Name** box, with <New Subject> as a placeholder.

**Subject Page - Edit**

**Attributes**

Name:

Comment:

**Statistics**

Topic count:  Question count:

Enter the name of the subject in this box. This name will appear in your account after you publish the subject. You can also write a note about the subject in the Comment section. This note will be visible only in the Editor.

## Working with Subjects

### 2. Copying and Pasting a Topic or Question

You can copy topics or questions from existing subjects and add them to other subjects you create. For instance, if you want to copy the first question from the second topic of the **English Vocabulary Test** into the **English Spelling Test 1**, click on **Question 4.1**, and then click on **Copy Topic/Question** from the Subject menu. Next, in the **English Spelling Test 1**, select the topic in which you want to paste the question, and click **Paste Topic/Question** from the Subject menu. (The sequence is shown below.)

The screenshot displays the eSkill Editor interface. At the top, there are navigation links: Subjects, Help, Feedback, and Account. The main header area contains the eSkill Editor logo. Below this, there is a search bar and a navigation pane on the left. The navigation pane shows a tree view of subjects: English Spelling Test 1 (with sub-items Topic 1, Question 1.1, and Topic 2) and English Vocabulary Test (with sub-items Topic 3 and Topic 4). Each item has a corresponding 'T+' or 'Q+' button. The main content area is titled 'Subject Page - Edit' and is divided into two sections: 'Attributes' and 'Statistics'. The 'Attributes' section includes a 'Name' field containing 'English Spelling Test 1' and an empty 'Comment' field. The 'Statistics' section shows 'Topic count: 2' and 'Question count: 3'. At the bottom right, there are two yellow buttons: 'Save' and 'Publish to Test Center'.

## Working with Subjects

### 2. Copying and Pasting a Topic or Question (continued)

#### Step 1

Select the question you want to copy.

The screenshot displays the 'Question Page - Edit' interface. On the left, the 'Explorer' pane shows a hierarchical tree of subjects and questions. The selected path is: English Vocabulary Test > Topic 4 > Question 4.1. The main editing area on the right contains the following fields:

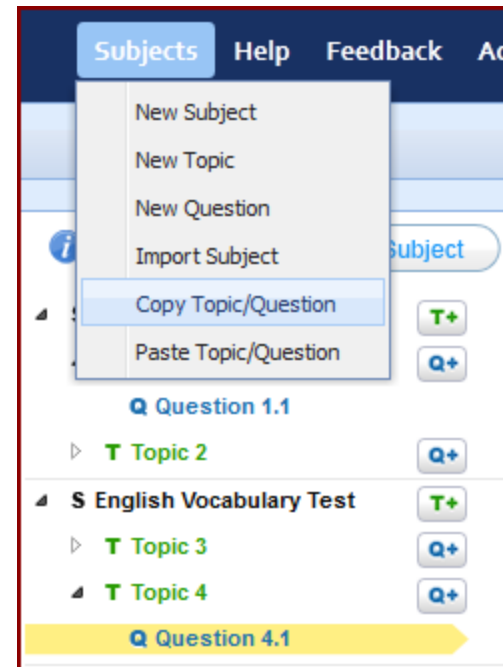
- Description:** Question 4.1
- Type:** MC - One
- Difficulty:** Beginner
- Body:** A rich text editor containing the text: "Select the correct past tense from the verb 'to prefer' from the options below."
- Content:** An empty text box with 'Upload Content' and 'Delete' buttons.
- Answers:** A list of five radio button options:
  - preferred
  - preferred
  - preferred (selected)
  - prefered
  - none of the above
- Explanation:** A rich text editor containing the text: "The correct past tense form of the verb is 'preferred'."

## Working with Subjects

### 2. Copying and Pasting a Topic or Question (continued)

#### Step 2

Click the **Copy Topic/Question** option from the Subjects menu.



## Working with Subjects

### 2. Copying and Pasting a Topic or Question (continued)

#### Step 3

Select the topic in which you want to paste the question, and click the **Paste Topic/Question** option from the Subjects menu.

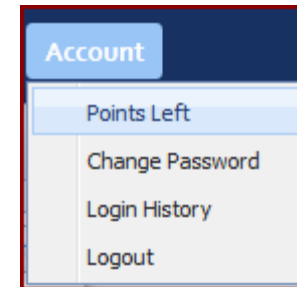
The screenshot displays the 'Topic Page - Edit' interface. On the left, the 'Explorer' pane shows a tree view of subjects. The selected subject is 'English Spelling Test 1', which contains a sub-item 'Topic 1'. Below it are 'Question 1.1' and 'Question 1.2'. Other subjects include 'English Vocabulary Test' and 'Topic 2'. The main area shows the 'Name' field set to 'Topic 1'. At the bottom right, there are two buttons: 'Save' and 'Publish to Test Center'.

## Publishing a Subject to the Test Center Application

After you finish editing your subject, you can publish it in order to have it uploaded or re-uploaded to your test center account.

- a) If you are publishing a newly created subject, you would need to have enough points available (one point per question).
- b) If you are re-publishing a subject, no points are required.
- c) If you are publishing an imported subject that's already in your test center on the Customer Subjects list, no points are required.

If you want to see how many points are left, click on “Account” from the menu and then choose the “Points Left” option.





## Publishing a Subject to the eSkill Test Center

When you publish a subject, a **message** will appear indicating whether the subject was published successfully or not. If you don't have enough points to publish the subject, the message will indicate this. If the subject was published successfully, you will see its status in the **Statistics** field under *Subject Page - Edit*.

Remember, your custom subject files are located at the top of your "Subjects Drop Down Menu" within your eSkill Test Center under the "Customer Subject" category.

### **Please Note:**

When you are revising or updating a published file that was created within the eSkill Web Editor – for example, if you need to make changes to some of your questions – be sure to **re-publish** the questions, topic, or subject in order to save your changes in the Test Center as well.

## About the “Publish” Status

When you publish a subject successfully, a status will appear at the bottom of the *Subject Page – Edit* box. This status contains information such as the date and time it was published, as well as any modifications made to the subject name since the last published date.

Example: *Last published on: October/16/2012 13:43*  
*Subject name modified since last publish: No*

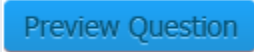


When a topic or question is re-published, the subject’s status will not change; only the topic’s or question’s status will change. The same thing happens with a topic: by re-publishing a question, the topic’s status will remain unchanged.

## Collaborative Work

When you are using collaborative editing, be sure to set up a communication plan with your colleagues. Since items can be edited individually, faulty communication could lead to undesired results.

### Editing a Question

There could be two or more users editing a question, at the same time. If, for example, **customer2** clicks on the **customer1**'s current question, both will get announced about each other's presence. When one of them edits and then saves the question, the other one gets displayed, at the top of his question, a red frame with the following options:

	<b>Preview Question</b> - View the question, as modified by your colleague.
	<b>Accept Changes</b> - Apply the changes made by your colleague, replacing the current version of the question.
	<b>Ignore Changes</b> - Ignore the changes made by your colleague, and keep the current version of the question.