

Assigning Weights to Questions

In the event's Scorecard where the system evaluates scores assigned to questions, it uses the weight assigned to each question in its calculations to determine an overall rating. A weight is simply a percentage of the questionnaire's total weight, which is 100%. The total weight for all questions on a questionnaire must add up to 100%. There are three ways to add weights to questions:

- **Auto weighting** – the system calculates and assigns weights using an even distribution across all questions.
- **Manual entry** – manually type in weights for each question.
- **Combination** – manually type in weights for some questions, lock them, and then use to auto weighting to let the system calculate weights for the rest of the unlocked questions.

This QRG assumes you know how to create questionnaires and add questions.

Instructions for Auto Weighting all Questions

1. Click on an event's existing questionnaire that you want to add or edit question weights.
2. Click the **Auto Weight** toggle so the ball moves to the right.
3. Each question will be automatically assigned a weight based on the total number of questions divided into 100. e.g. 8 questions will give a weight of 12.5 to each question. Note that questions marked as **Informative** are not included and cannot have weights assigned.

The diagram illustrates the process in three steps:

- Step 1:** A user selects a questionnaire from a list. The selected item, "Sustainable Business Practices", is highlighted with a yellow box.
- Step 2:** The user clicks the "Auto Weight" toggle switch, which moves from left to right. This action sets the "Total Weight" to 100/100 and displays a "Weight" field for each question.
- Step 3:** The system automatically assigns a weight of 12.5% to each question. The weight values are shown in yellow boxes, and each question is now locked, indicated by a lock icon.

Tips

- Best practice is to use auto weight after all questions are added.
- If you decide to Auto Weight after working on a large questionnaire, check all sections and unlock any locked questions.
- If you add questions to the questionnaire after enabling **Auto Weight**, you must click the **Auto Weight** toggle off (left position) and then on (right position). This results in all questions' percentage weight, including the new question, to be re-distributed equally. Otherwise questions added after an **Auto Weight** will not be weighted.

Instructions for Manually Weighting all Questions

1. Click on an event's existing questionnaire that you want to add or edit question weights.
2. Type a percentage weight in each question's **Weight** field.
3. Click the **Lock icon** to lock a question's weight so it cannot be accidentally changed. (Optional)
4. Refer to the **Total Weight** field. The 1st number in the **Total Weight** field is the total weight you have assigned. The second number is 100. If you have only allocated 35% of a questionnaire's weights, the **Total Weight** field displays "35/100".

The screenshot illustrates the process of manually weighting questions in a questionnaire. It is divided into two main sections. The left section, labeled '1', shows a list of questionnaires under the heading 'QUESTIONNAIRES (1)'. It includes status indicators for 'Not Started', 'In Progress', and 'Complete'. A table lists questionnaires with columns for 'Questionnaire Name' and 'Created By'. The entry 'Sustainable Business Practices' by 'UCALA' is highlighted with a yellow box. The right section, labeled '2' and '3', shows a detailed view of a questionnaire. At the top, there is an 'Auto Weight' toggle and a 'Total Weight: 100/100' field, which is highlighted with a yellow box and labeled '4'. Below this, individual questions are listed. Each question has a 'Weight' field and a lock icon. The first question's 'Weight' field is highlighted with a yellow box and labeled '2'. The second question's 'Weight' field is highlighted with a yellow box and labeled '3'. The lock icon for the second question is highlighted with a yellow box and labeled '4'.

Tip

- You can manually assign weights as you create each question or wait until you have completed creating all questions.
- Once you have assigned weights to all questions in a section, click the Lock icon for all assigned weights.

Warning

- The first number of the **Total Weight** field must equal 100 to publish the event. If you save a questionnaire with a weight less than 100, an Information popup will display to remind you that the total weight for the questionnaire must be 100%. If this popup displays, you will need to assign additional weights to your questions before publishing the event.

Instructions for Combining Weight

1. Click on an event's existing questionnaire that you want to add or edit weights to questions.
2. Type a percentage weight in the selected question's **Weight** field.
3. Click the **Lock icon** to lock a question's weight so auto weighing will not affect it.
4. Click **Auto Weight**.

The system will allocate the remaining available percentage weight equally for all unlocked questions.

For example, a questionnaire contains five questions of which three are manually weighted with 10, 15, and 35, for a total weight of 60 and then locked. The next two questions are entered without a weight and Auto Weight is applied. They would each be auto-assigned a weight of 20%, bringing the total questionnaire weight to 100.

The screenshot illustrates the process of assigning weights to questions in a questionnaire. It shows a list of questionnaires, with 'Sustainable Business Practices' selected. The 'Auto Weight' toggle is shown in the 'off' position. The 'Weight' field for a question is highlighted, and the 'Lock' icon is shown being clicked. The 'Auto Weight' toggle is then shown in the 'on' position. An 'Example' box on the right shows a list of questions with weights: 10%, 15%, 35%, 20%, and 20%.

Tip

- If you add questions that you want to be weighted afterwards, you must click the **Auto Weight** toggle off (left position) and then on (right position). This results in all unlocked questions' percentage weight, including the new questions, to be re-distributed equally. (Locked questions will not be affected.) Otherwise questions added after an **Auto Weight** will not be weighted.
- If you want to change a locked question's weight after adding additional questions, unlock it first before typing in the new weight.
- Make it a habit of entering and locking all manually weighted questions.
- Before you click **Auto Weight**, make sure all questions manually weighted are locked so all questions are appropriately calculated.