

## Part 3: Editing Questions

1. Go to the **Questions** tab
2. Click on the title of the question to view it.



Figure 3

3. Click on **Create New Revision/Edit** to be able to edit the question text.

e fulminant hepatitis B infection, likely to require hospitalization.

in active hepatitis B infection with increased risk of cirrhosis.

early incubation period after hepatitis B infection, prior to development of symptoms.

Comments

Cancel

Duplicate

Create New Revision/Edit

Figure 4

When you are in editing mode you can now edit the text in the question box or the individual answer choices.

Removing an answer choice:  
Click on the circular red “x” icon.

When you are done editing the question be sure to click the **Approve** button.

Note: Only approved questions can be added into assessments.  
Clicking the **Save** button will keep the question in **Draft** mode and therefore unavailable for use in assessments until it is approved.

A screenshot of a "Multiple Choice Question" editor. The top bar includes "EXPAND QUESTION", "Font" and "Size" dropdowns, and other toolbar icons. The main area contains the question text: "How do adult stem cells differ from embryonic stem cells (ESCs)?". Below the question is a table of answer choices:

Seq	Answer Choice	Correct	Lock	Position	Actions
a)	Adult stem cells are multipotent, while embryonic stem cells are pluripotent.	<input type="checkbox"/>	<input type="checkbox"/>		
b)	Adult stem cells are in active clinical use, while ESC-derived cell transplants are not yet FDA approved for clinical use.	<input type="checkbox"/>	<input type="checkbox"/>		
c)	Adult stem cells are present in the adult organism, while ESCs can only be derived from early embryos.	<input type="checkbox"/>	<input type="checkbox"/>		
d)	Both A and B	<input type="checkbox"/>	<input type="checkbox"/>		
e)	All of the above	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

At the bottom are buttons for "Add New Answer Choice", "View Answer Comments", "Cancel", "Duplicate", "Save", and "Approve".

Figure 5

## How to Add an Image

- When you are in Edit mode, place your cursor in the part of the text where you want to add an image. Click on the **image icon** (fig. 6).

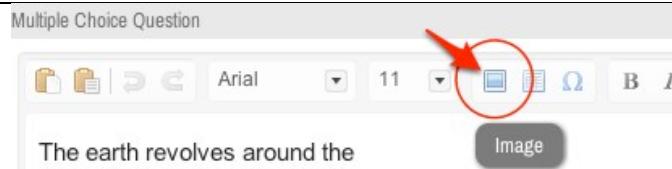


Figure 6

- The **Image Properties** popup window will open. Click on **Choose File** and select the image from your computer. Click on **Send it to the Server**. You can adjust the Width and Height of the picture and preview the image. Click **OK** when you're done.

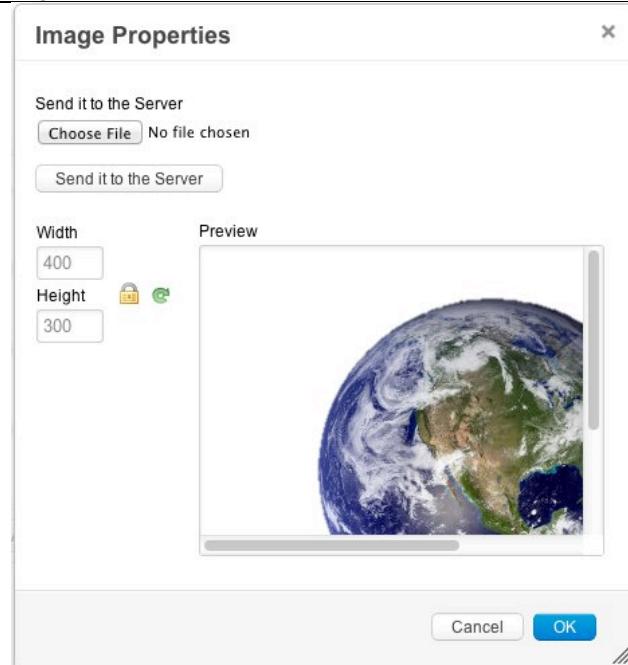


Figure 7

- Once your image is in your question you have the option of resizing the image. To do this, right-click on the image and select **Image Properties** (see image).

Note: Remember to Approve your changes.

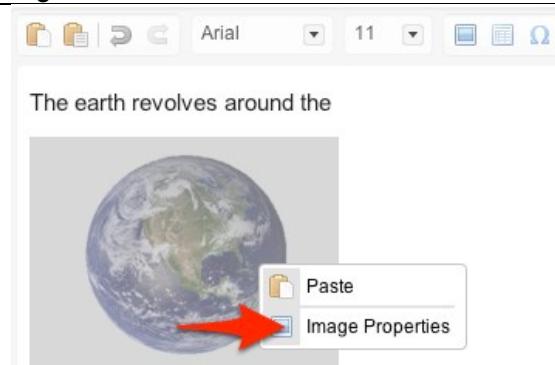


Figure 8

## How to Assign a Category

1. You can assign multiple categories to your question. Go to your question and click on the **Add Category** button (see image).

The screenshot shows a question editor interface. At the top, there are fields for ID, Title (Earth), Folder (Z-TEST Folder), Group, and Status (Draft). On the right, there's a preview area for a Multiple Choice Question with the text "The earth revolves around th" and an image of Earth. A vertical green bar on the right says "EXPAND QUESTION". Below the title, there's a "Categories" section with an "Add Category" button highlighted by a red arrow.

Figure 9

2. In the pop-up window select the categories on the left that you want to assign to the question by clicking on the green plus symbol (fig. 10).

You will see a list of the assigned categories on the right hand side. You can remove categories by clicking on the red X icon.

Once you are done assigning categories click **Done**.

## Add Categories to Question

This screenshot shows the "Add Categories to Question" dialog. On the left, under "Available Categories", there's a tree view with nodes like "CATEGORIES", "Author", "Block", "Intro to Profession", "UCLA Block 1" (which has children "2011", "2012", "2013"), "Anatomy/Histopathology", "Cell & Tissue Injury/Repair", "Cell Physiology" (which is selected and highlighted in blue), and "Doctoring/Clinical skills". On the right, under "Assigned Categories", there are two items: "Anatomy/Histopathology" and "Cell Physiology", each with a red X icon. A large red arrow points to the "Done" button at the bottom right.

Figure 10

3. Categories assigned to the question will now show up in the **Categories** window (see image).

You can always add more or remove existing categories by clicking on the **Add Category** button.

This screenshot shows the "Categories" window. It has an "Add Category" button at the top. Below it, there's a list of assigned categories: "UCLA Block 1", "Carlisle", and "Health care delivery". A red arrow points to the "Add Category" button.

Figure 11

## How to Group Questions

1. You can group questions so that they will stay together even when the assessment is set to randomize the sequence of questions.

To assign a question to a group go to your question and enter Edit mode. Type a name for your group in the **Group** field. Use the same group name for all the questions in that group. Make sure to approve all of your changes.

2. The Groups are displayed in a column when viewing the questions (fig 13).

ID: 2319 Rev 2; Creator: Rock, Jason

Title: Earth

Folder: Change Folder \*

Z-TEST Folder

Group: Set A 

Status: Approved

EXPAND QUESTION

Multiple Choice Question

The earth revolv

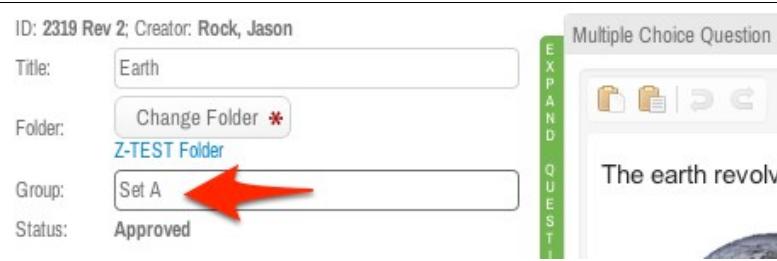


Figure 12

Type	Weight	Status	Group
M/C	1	Approved	Set A
M/C	1	Approved	Set A
M/C	1	Approved	Set A
M/C	1	Approved	Set A
M/C	1	Approved	Set A
M/C	1	Approved	Set B
M/C	1	Approved	Set B
M/C	1	Approved	Set B
M/C	1	Approved	Set C
M/C	1	Approved	Set C
M/C	1	Approved	Set C
M/C	1	Approved	

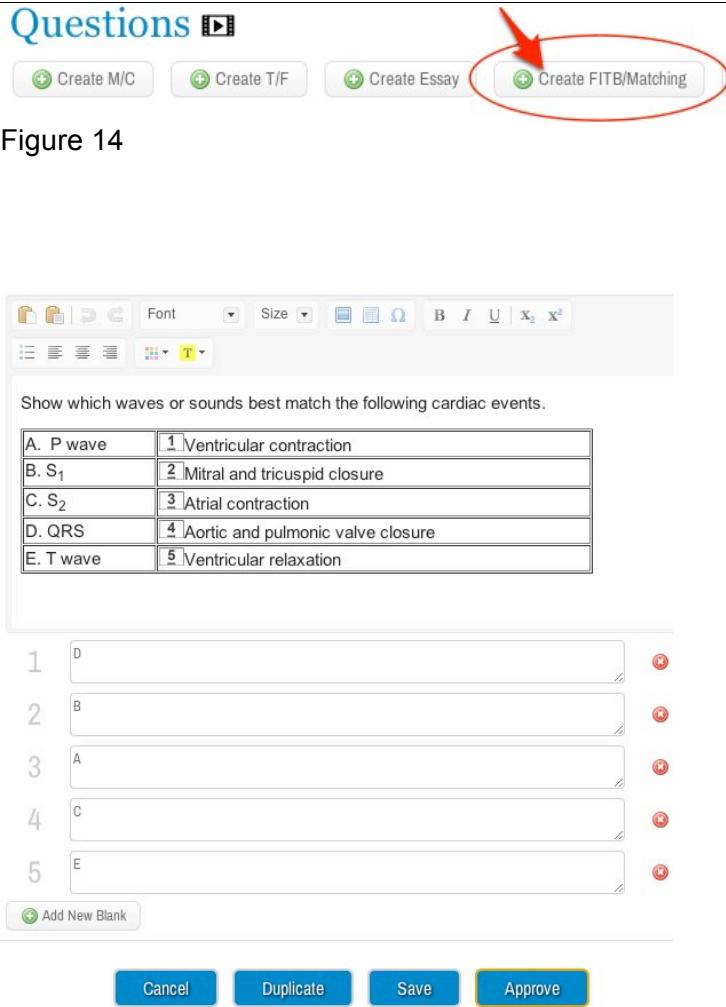
Figure 13

## Create a Matching Question

1. To create a matching question, go to the Questions section and click on the **Create FITB/Matching** button.
2. Create a table with two columns and up to 5 rows.

In the left column put the first set of items beginning with a capital A to E. In the right column, click **Add New Blank** and provide the text items that will be matched with the first column.

In the answer section below add the letters in each row that represent the correct order for the table.



The screenshot shows the 'Questions' section of a software interface. At the top, there are four buttons: 'Create M/C', 'Create T/F', 'Create Essay', and 'Create FITB/Matching'. The 'Create FITB/Matching' button is circled with a red arrow. Below the buttons is a toolbar with various icons for font, size, and text styles. The main area contains a table titled 'Show which waves or sounds best match the following cardiac events.' The table has two columns:

A. P wave	1 Ventricular contraction
B. S <sub>1</sub>	2 Mitral and tricuspid closure
C. S <sub>2</sub>	3 Atrial contraction
D. QRS	4 Aortic and pulmonic valve closure
E. T wave	5 Ventricular relaxation

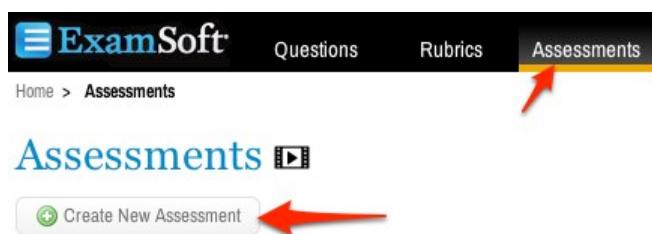
Below the table is a section for answers, labeled 1 through 5, each with a text input field and a red circular icon with a question mark. At the bottom are buttons for 'Add New Blank', 'Cancel', 'Duplicate', 'Save', and 'Approve'.

Figure 14

## Part 4: Creating an Assessment

Once you have added questions to the bank, you need to create the assessment.

1. Click on the **Assessments** tab.
2. Click **Create New Assessment**.



The screenshot shows the 'Assessments' section of a software interface. At the top, there are tabs: 'ExamSoft', 'Questions', 'Rubrics', and 'Assessments'. The 'Assessments' tab is highlighted with a yellow bar and a red arrow pointing to it. Below the tabs is a breadcrumb navigation: 'Home > Assessments'. The main area is titled 'Assessments' and contains a button labeled 'Create New Assessment' with a red arrow pointing to it.

Figure 16

**Title:** create a title for the assessment

**Creator:** choose the name of the person creating the assessment. It defaults to the user that is logged in to the system.

**Folder:** Select the folder where you want the assessment to be

### Blueprint

Gives a category breakdown of what the assessment consists of.

### Pre-Assessment Notices

This is a place to provide instructions to students.

## For Weekly Assessments

### Scoring

Select Default weights if all questions will be worth one point. Select Custom if there will questions worth more than one point (ie. Essay question to be worth 5 points or a Multiple Choice question worth 2 points, etc.).

Check Percentage and or Raw Score so that students can see the score immediately after completing the assessment.

### Security Options

**Secure:** check if you want assessment to be delivered in secure mode.

**Secure** mode, users will have no access to anything outside ExamSoft, but students can immediately review each question.

**Non Secure** assessment the user has access to the rest of their computer but they will not be able to review each question and see the correct answer.

**Randomize:** uncheck.

**Time Limit** is optional. If checked, must provide duration

## For Final Exams

### Scoring

Select Default weights if all questions will be worth one point. Select Custom if there will questions worth more than one point (ie. Essay question to be worth 5 points or a Multiple Choice question worth 2 points, etc.).

### Security Options

**Secure:** check

**Randomize:** check

Note: Question groups will stay together in a randomized exam. It is important to note that the order in which the questions in a group appear within ExamSoft will be the same order that will be seen when the user takes the assessment.

**Time Limit:** uncheck

## Create New Assessment

ID: 225 Posts: 0

Title:  \*

Creator:  Rock, Jason

Folder:  \*

### Blueprint

None of the questions selected have been assigned to a category.

### Pre-Assessment Notices

Add Custom Notice OR

No notices have been added to this assessment.

### Scoring

Maximum Points  0.00 points

Default weights  
 Assign evenly to all  
 Assign proportionally  
 Custom

Display Scores on Exit

Percentage

Raw Score

### Security Options

Secure  
 Randomize Sequence  
 Time Limit:  minutes

Universal Resume Code 52E369

### Options to Enable

Spell Check  
 Suspend  
 Calculator  
 Numbering  
 Missing Answer Reminder  
 Text Highlighting  
 Backward Navigation  
 Require Answer  
 Cut, Copy & Paste  
 Find & Replace  
 Show 5 Min Alarm  
 iPad

### Attachments

Browse  Upload

No attachments have been applied to this assessment.

### Font Override

Question Stem  Answer Choices

Figure 17

## **Options to Enable**

Check **Suspend** (this option is available only for non-secure). This allows students to save and exit out of the assessment and resume it at a later time.

## **Check Calculator**

## **Check Missing Answer Reminders**

This enables the user to see prompts that they missed answering a question.

## **Check Text Highlighting**

This enables the user to highlight portions of the question.

## **Essay Questions**

For assessments with essay questions, the following should be checked: **spell check, cut, copy, and paste, find and replace**.

## **Attachments**

This is where you can attach any lab values, formula sheets, or any other files that students should be able to access.

## **Font Override**

Set the font for Arial with the default point size for both the question stem and the answer choice.

Click **Save**.

3. Click on the button **Add Questions to Assessment** when you are ready to add questions.

## **Create New Assessment**

The screenshot shows the 'Create New Assessment' interface. At the top right, there is a button labeled 'Add Questions to Assessment' with a green icon. A red oval highlights this button. Below the button, there are sections for 'Blueprint' (which shows 'None of the questions selected have been assigned to a category.'), 'Pre-Assessment Notices' (with options to 'Add Custom Notice' or 'Select Template'), and 'Questions' (a table showing 0 results). At the bottom, there are pagination controls ('Previous Next') and a 'Show' dropdown ('10 | 25 | 50 | 100 | 250').

Figure 18

4. Navigate to the folder in question bank where your questions are located. Select your questions.
5. Click on **Add Selected to Assessment** and then click on **Close**.
6. Changes to the question are reflected in the bank. You will need to refresh that question in the assessment (or else it will continue to use the previous version of the question).
7. Click on the red x icon to remove questions from an assessment.

The screenshot shows a modal dialog box titled 'Add Selected to Assessment'. It contains a table of selected items from a question bank, with 'UCLA Block 2' highlighted in blue. To the right of the table, there are buttons for 'Question Title', 'ID/Rev', 'Last Editor', and 'Status'. Below the table, it says '0 Currently Selected' and '0 Total Questions in Assessment'. At the bottom right of the dialog is a large blue button labeled 'Add Selected to Assessment'. To the right of this button is a red arrow pointing to a blue 'Close' button.

Figure 19