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.

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.	
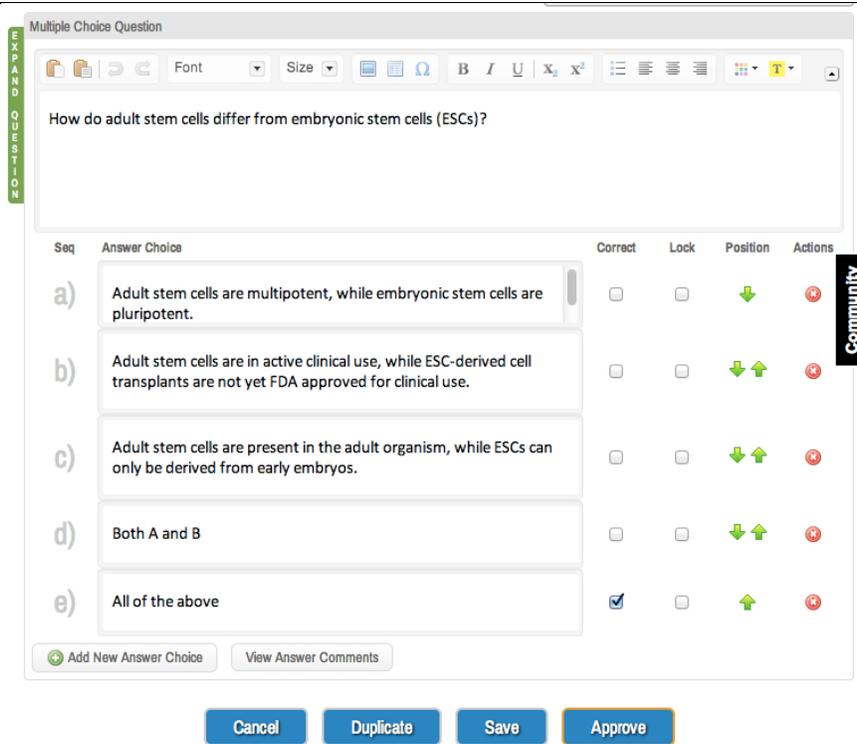
Figure 5

How to Add an Image 1. 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).	Multiple Choice Question Arial 11 The earth revolves around the Image Figure 6
2. 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.	**Image Properties** ✕ Send it to the Server Choose File No file chosen Send it to the Server Width Preview 400 Height 🔒 ⟳ 300 Cancel OK Figure 7
3. 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.	Arial 11 □ ▦ Ω The earth revolves around the Paste Image Properties Figure 8
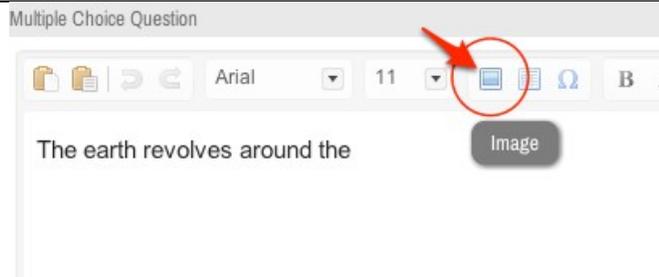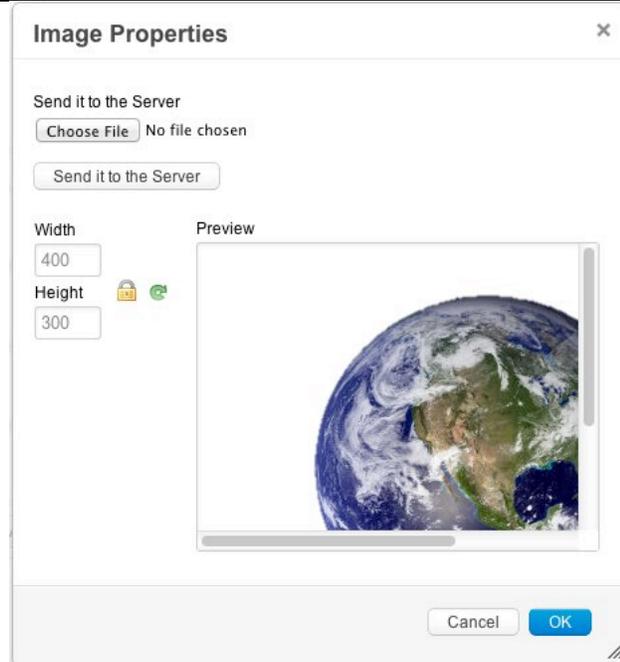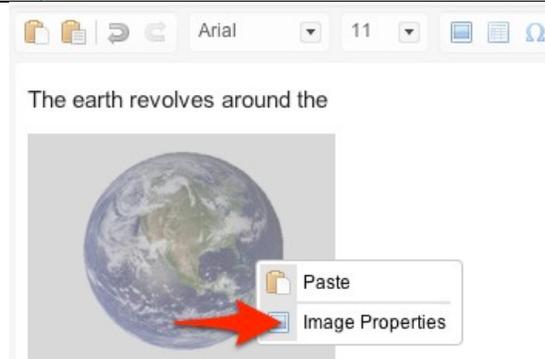
How to Assign a Category 1. You can assign multiplecategories to your question. Go to your question and click on the **Add Category** button (see image).	 Figure 9
2. In the pop-up window select the categories on the left that you want to assign to the question by clicking on the green plus symbol (fig. 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**.	 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.	 Figure 11
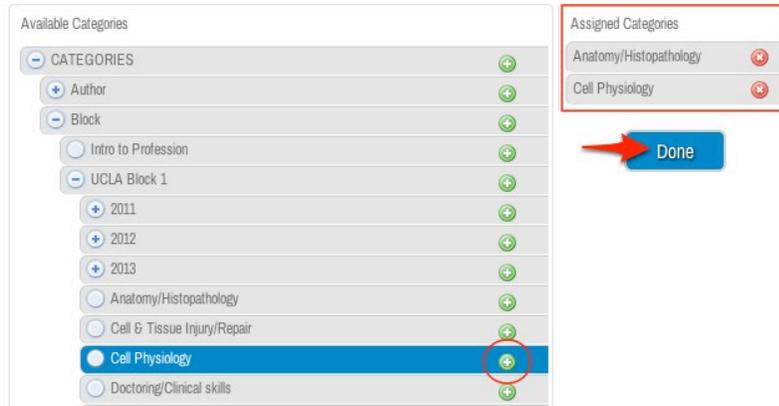
How to Group Questions 1. You can group questions so that they will stay together even when the assessment is set to randomize the sequence of questions. To assign a question to a group go to your question and enter Edit mode. Type a name for your group in the **Group** field. Use the same group name for all the questions in that group. Make sure to approve all of your changes.	ID: 2319 Rev 2; Creator: **Rock, Jason** Title: Earth Folder: Change Folder * Z-TEST Folder Group: Set A Status: **Approved** Multiple Choice Question The earth revolv Figure 12
2. The Groups are displayed in a column when viewing the questions (fig 13).	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 B M/C 1 Approved Set C M/C 1 Approved Set C M/C 1 Approved Set C M/C 1 Approved M/C 1 Approved M/C 1 Approved Figure 13
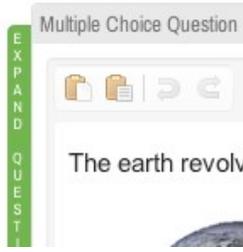
Create a Matching Question 1. To create a matching question, go to the Questions section and click on the **Create FITB/Matching** button. 2. Create a table with two columns and up to 5 rows. In the left column put the first set of items beginning with a capital A to E. In the right column, click **Add 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.	## Questions ▶ ⊕ Create M/C ⊕ Create T/F ⊕ Create Essay ⊕ Create FITB/Matching Figure 14 Show which waves or sounds best match the following cardiac events. | A. P wave	1 Ventricular contraction
B. S_1	2 Mitral and tricuspid closure
C. S_2	3 Atrial contraction
D. QRS	4 Aortic and pulmonic valve closure
E. T wave	5 Ventricular relaxation | 1 D 2 B 3 A 4 C 5 E ⊕ Add New Blank Cancel Duplicate Save Approve Figure 15
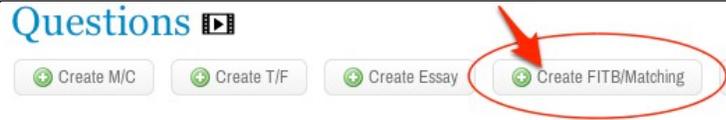
Part 4: Creating an Assessment

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**.

≡ ExamSoft   Questions   Rubrics   **Assessments**

Home > **Assessments**

Assessments ▶

⊕ Create New Assessment
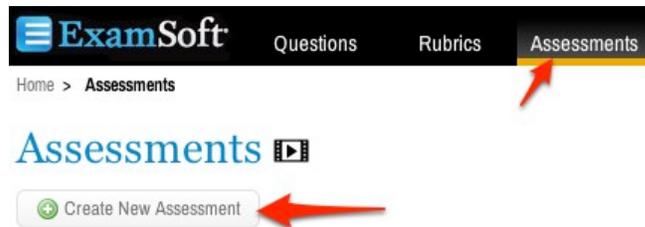
Figure 16

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	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.). 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	**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	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**.

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

Figure 18
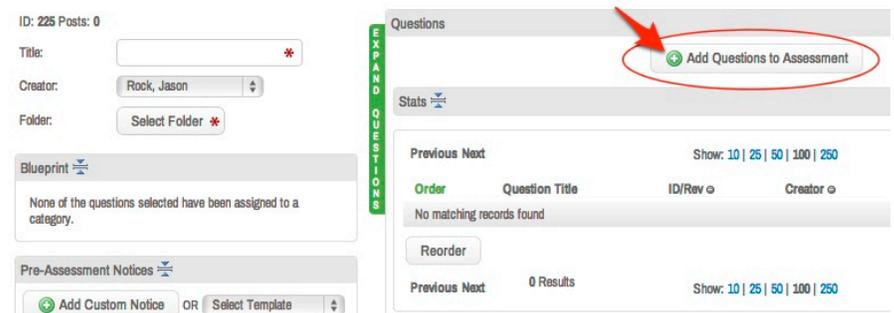
4. Navigate to the folder in question bank where your questions are located. Select your questions.
5. Click on **Add Selected to Assessment** and then click on **Close**.
6. Changes to the question are reflected in the bank. You will need to refresh that question in the assessment (or else it will continue to use the previous version of the question).

Figure 19

7. Click on the red x icon to remove questions from an assessment.