Part 3: Editing Questions

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

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

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.
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).

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.

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.
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).

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**.

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.
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).
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.

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.
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

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.

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.