ExamSoft

Creating a Group of Questions

Users can create a vignette of questions by assigning individual questions to a group. **Creating a group of questions** will ensure that questions are grouped together in assessments. This will keep questions that are similar in context together in a randomized assessment.

A question group is created in the question bank when entering a question into the system. When questions are added to an assessment, the system will automatically link together the questions based on the group name. If no

group name is provided when creating a question, then they will not 'stick' to other questions.

Security Options 😤	4
✓ Secure✓ Randomize Sequ	ence
Time Limit:	minutes
Universal Resume C	ode C83B2C

When **Randomize Sequence** in **Security Options** is selected, question groups will be randomized in the assessment, however

grouped questions will remain together. Questions *within* the group *will not* be randomized. The questions within the group will appear based on their order number, which can be manually edited once added to an Assessment.

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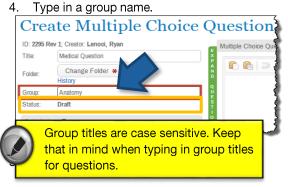
ExamSoft does not keep an accessible record of the groups created, so we recommend that users keep an external document with their group titles and question IDs in each respective group.

Assigning a Group Name

- 1. Navigate to the Questions tab.
- 2. Select a question type to create.



3. Fill in the question and answer fields, select the options desired, and add attachments as necessary.



6. Questions in the same group will appear together in assessments. When the option to randomize questions is selected, these questions will not be randomized within the grouping.

View & Search by Group Name

- 1. Navigate to the **Questions** tab.
- 2. Click the gear icon to add the **Groups** column.

e > Questi	mSoft Questions	Rubrics Assessments Ca	itegories	Paulk, Christina 🗱 🦷
uest	ions 🖬			
Create N	N/C O Create T/F O Cr	eate Essay 💿 Create FITB/Ma	tching	
Filter	Most Recently Revised Questions			
Previous			Add C	olumns
	Title	Last Editor 👁	Add C Action Attach	olumns ments
	Sample	Paulk, Christina	Catego Creato	
	Categories enable yo	Paulk, Christina	Cifficul Group	ity
	The disclaimer is a	Pinto, Lucie	🔍 Last R	ev Date er Exam Takers
	What ideas / suggest	Paulk, Christina	Q Pt. Bis	erial (Question)
	Where do you create	Pinto, Lucie	Questi	erial (Rev) on Creation Date
	The Custom Home Page	Pinto, Lucie		ale on Creation Date
	Accommodation rules	Pinto, Lucie		8/3
	What is the disclaim	Pinto, Lucie		4/2

3. Click the column title to sort by that column.



View Groups in Assessments

- 1. Navigate to the Assessments tab.
- 2. Select a posted assessment.
- 3. Click the gear icon and select **Groups**.
- 4. The Groups column is added to the view.

