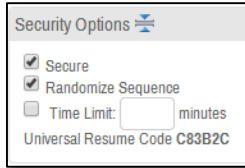


Users can create a vignette of questions by assigning individual questions to a group. **Creating a group of questions** will ensure that questions are grouped together in assessments. This will keep questions that are similar in context together in a randomized assessment.

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.

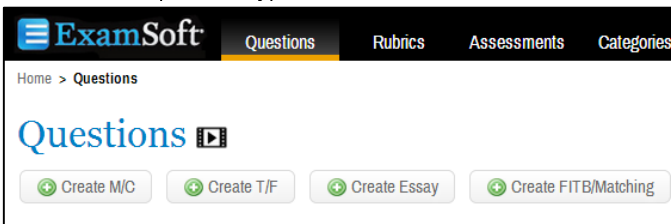
When **Randomize Sequence** in **Security Options** is selected, question groups will be randomized in the assessment, however grouped questions will remain together. Questions *within* the group *will not* be randomized. The questions *within* the group will appear based on their order number, which can be manually edited once added to an Assessment.



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.

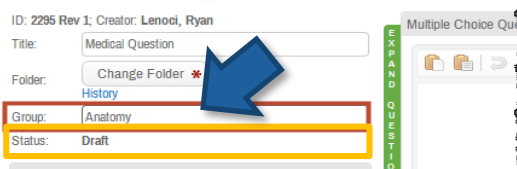
## Assigning a Group Name

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.
4. Type in a group name.

### Create Multiple Choice Question

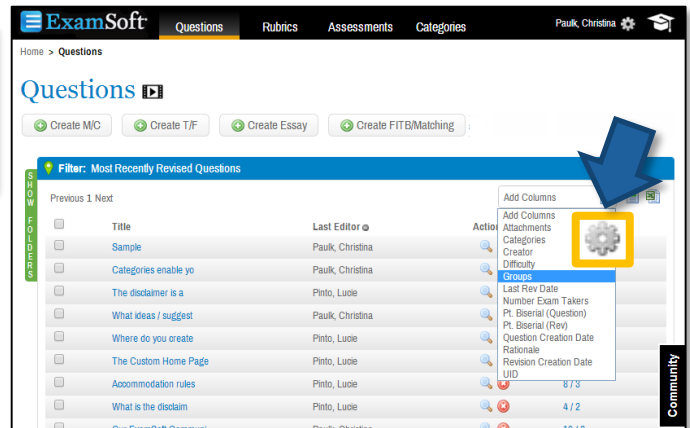


Group titles are case sensitive. Keep that in mind when typing in group titles for questions.

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.



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.

