

TUTORIAL

Assigning Categories to Questions in ExamSoft

This tutorial explains how assign categories to questions in ExamSoft.

1. Navigate to the folder that contains the questions that you would like to apply categories to.

The screenshot shows the ExamSoft 'Questions' interface. On the left, a 'Questions by Folder' tree is visible. The 'Archive' folder is highlighted with a red box, indicating it is selected. The main area displays a list of questions under the filter '/ITEMS/Archive'. The questions are listed in a table with columns for Title, ID/Rev, Last Editor, Status, and Type. The questions are:

Title	ID/Rev	Last Editor	Status	Type
Write a paragraph ex	2 / 1	Gregory, Brian	Approved	ES
When does summer beg	15 / 1	Gregory, Brian	Approved	M/C
What day is it?	78 / 1	Gregory, Brian	Draft	T/F
What day is it?	14 / 1	Gregory, Brian	Approved	M/C
Test	8 / 2	Gregory, Brian	Draft	ES
Predictive Value, Co	3 / 2	Gregory, Brian	Approved	T/F
Marketable Securities	1 / 1	Gregory, Brian	Approved	M/C
Hamlet	7 / 7	Gregory, Brian	Approved	M/C
Copy of Hamlet	10 / 1	Gregory, Brian	Approved	M/C
Beginning of summer	77 / 1	Gregory, Brian	Approved	M/C

2. Next, choose the checkbox next the questions to apply categories to.

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Home > Questions

Questions ⓘ

Search Folders... x #

- ITEMS 0
- Archive 10
- Dyson 0
 - Criminal Justice and Security 0
 - CRJ346A - IPace 0
- PA Program 0
 - Clinical Year Exams 2
 - PAS 701 - Internal Medicine Clerkship 157
 - PAS 702 - Pediatric Clerkship 143
 - PAS 703 - Obstetrics & Gynecology Cleri 136
 - PAS 704 - Behavioral Medicine Clerkship 64
 - PAS 705 - Primary Care Clerkship 105
 - PAS 706 - Emergency Medicine Clerkshj 118
 - PAS 707 - Surgery Clerkship 108
 - PAS801 - Clinical Medicine I 0
 - Fall 2015 0
 - Cardio Pool 2015 85
 - CardioSampleTestEDM20151124 62
 - Clin Med I Sample Exam in ExamSof 5
 - PAS802 - Clinical Medicine II 0
 - Spring 2016 0

Filter: /ITEMS/Archive

Previous 1 Next Show: 10 | 25 | 50 | 100 | 250

<input type="checkbox"/>	Title	ID/Rev	Last Editor	Status	Type
<input checked="" type="checkbox"/>	Write a paragraph ex	2 / 1	Gregory, Brian	Approved	ES
<input checked="" type="checkbox"/>	When does summer beg	15 / 1	Gregory, Brian	Approved	M/C
<input checked="" type="checkbox"/>	What day is it?	78 / 1	Gregory, Brian	Draft	T/F
<input checked="" type="checkbox"/>	What day is it?	14 / 1	Gregory, Brian	Approved	M/C
<input type="checkbox"/>	Test	8 / 2	Gregory, Brian	Draft	ES
<input type="checkbox"/>	Predictive Value, Co	3 / 2	Gregory, Brian	Approved	T/F
<input type="checkbox"/>	Marketable Securities	1 / 1	Gregory, Brian	Approved	M/C
<input type="checkbox"/>	Hamlet	7 / 7	Gregory, Brian	Approved	M/C
<input type="checkbox"/>	Copy of Hamlet	10 / 1	Gregory, Brian	Approved	M/C
<input type="checkbox"/>	Beginning of summer	77 / 1	Gregory, Brian	Approved	M/C

Questions Bulk Edit Options... ▾

Previous 1 Next 10 Results Show: 10 | 25 | 50 | 100 | 250

3. Select the drop-down menu below the questions list and choose **Change Category Assignments**.

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The screenshot shows the 'Questions' management interface. On the left is a 'Questions by Folder' tree view. The 'Archive' folder is selected, showing 10 items. On the right is a list of questions with columns for 'Title', 'ID/Rev', and 'Last Editor'. A red box highlights the 'Change Category Assignments' option in the 'Questions Bulk Edit Options...' dropdown menu. The interface also includes buttons for 'Create M/C', 'Create T/F', 'Create Essay', 'Create FITB/Matching', and 'Import Questions'.

Folder	#
ITEMS	0
Archive	10
Dyson	0
Criminal Justice and Security	0
CRJ346A - iPace	0
PA Program	0
Clinical Year Exams	2
PAS 701 - Internal Medicine Clerkship	157
PAS 702 - Pediatric Clerkship	143
PAS 703 - Obstetrics & Gynecology Clerk	136
PAS 704 - Behavioral Medicine Clerkship	64
PAS 705 - Primary Care Clerkship	105
PAS 706 - Emergency Medicine Clerkshi	118
PAS 707 - Surgery Clerkship	108
PAS801 - Clinical Medicine I	0
Fall 2015	0
Cardio Pool 2015	65
CardioSampleTestEDM20151124	62
Clin Med I Sample Exam in ExamSof	5
PAS602 - Clinical Medicine II	0
Spring 2016	0

Filter:	/ITEMS/Archive	
Previous	1 Next	
Title	ID/Rev	Last Editor
<input checked="" type="checkbox"/> Write a paragraph ex	2 / 1	Gregory, Brian
<input checked="" type="checkbox"/> When does summer beg	15 / 1	Gregory, Brian
<input checked="" type="checkbox"/> What day is it?	78 / 1	Gregory, Brian
<input checked="" type="checkbox"/> What day is it?	14 / 1	Gregory, Brian
<input type="checkbox"/> Test	8 / 2	Gregory, Brian
<input type="checkbox"/> Predictive Value, Co	3 / 2	Gregory, Brian
<input type="checkbox"/> Marketable Securities	1 / 1	Gregory, Brian
<input type="checkbox"/> Hamlet	7 / 7	Gregory, Brian
<input type="checkbox"/> Copy of Hamlet	10 / 1	Gregory, Brian
<input type="checkbox"/> Beginning of summer	77 / 1	Gregory, Brian

4. Click the **Add Categories** box.

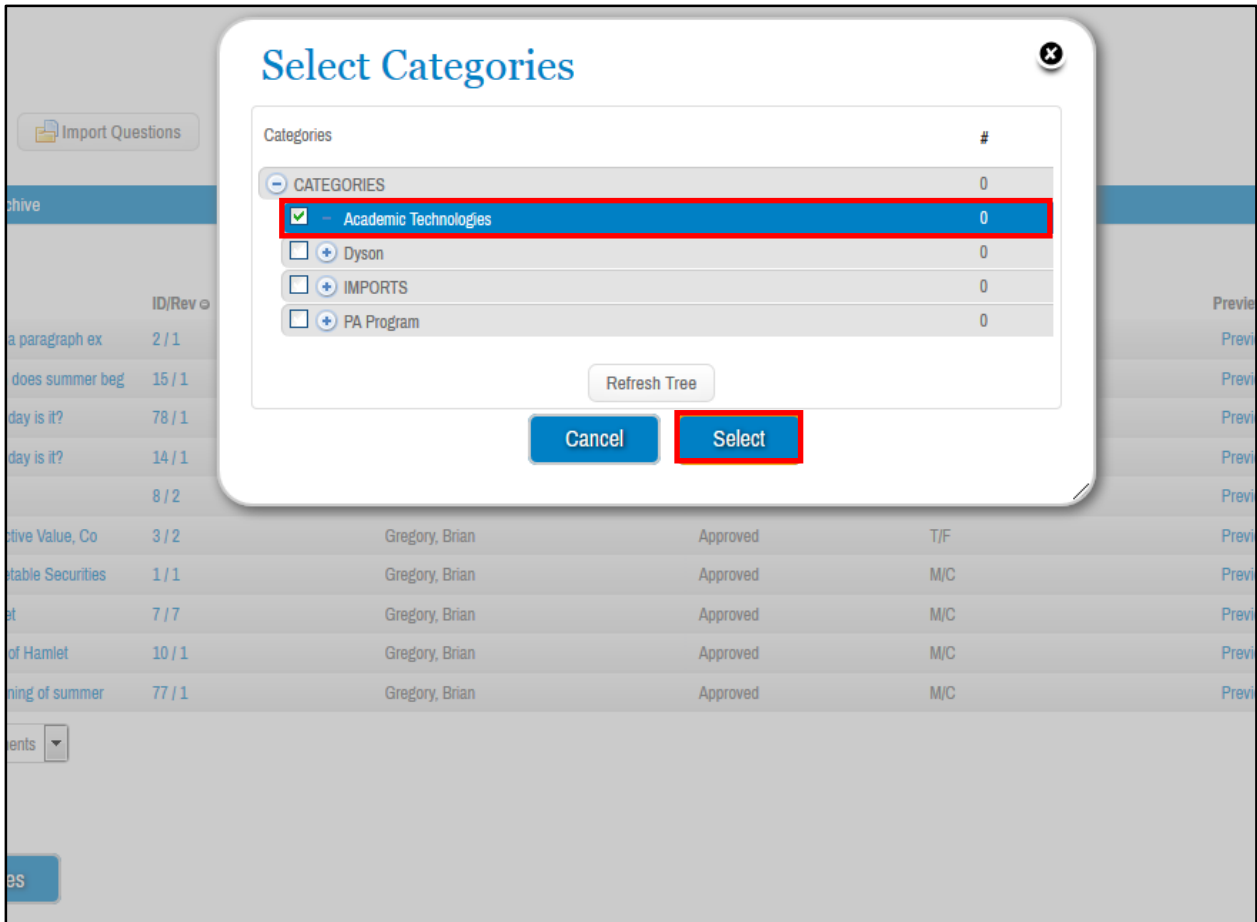
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The screenshot shows the 'Questions' management interface. On the left is a 'Questions by Folder' tree with folders like 'ITEMS', 'Archive', 'Hematology', etc. The main area displays a list of questions with columns for Title, ID/Rev, Last Editor, Status, and Type. A 'Change Category Assignments' pop-up box is open, showing 'Add Categories' (highlighted with a red box), 'Remove Categories', and 'Update Categories' buttons. The 'Add Categories' button is the focus of the tutorial step.

5. A pop-up box will appear. Choose the categories that you would like to assign to the questions. Click **Select**.

Note: Multiple questions may be assigned, if desired.

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6. Select **Update Categories**.

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The screenshot shows a web interface for managing course items. At the top, there is a filter bar with the text "Filter: /ITEMS/Archive". Below this is a table of items. The table has three columns: "Title" and "ID/Rev". Each row has a checkbox in the first column. The first four rows have their checkboxes checked. Below the table are three buttons: "Change Category Assignments" (with a dropdown arrow), "Add Categories", and "Remove Categories". The "Update Categories" button is highlighted with a red border. At the bottom of the interface, there are navigation links "Previous 1 Next" and a count "10 Results".

<input type="checkbox"/>	Title	ID/Rev
<input checked="" type="checkbox"/>	Write a paragraph ex	2 / 1
<input checked="" type="checkbox"/>	When does summer beg	15 / 1
<input checked="" type="checkbox"/>	What day is it?	78 / 1
<input checked="" type="checkbox"/>	What day is it?	14 / 1
<input type="checkbox"/>	Test	8 / 2
<input type="checkbox"/>	Predictive Value, Co	3 / 2
<input type="checkbox"/>	Marketable Securities	1 / 1
<input type="checkbox"/>	Hamlet	7 / 7
<input type="checkbox"/>	Copy of Hamlet	10 / 1
<input type="checkbox"/>	Beginning of summer	77 / 1

Change Category Assignments ▼

Add Categories

Remove Categories

Update Categories

Previous 1 Next 10 Results

7. Go into the question to make sure that the categories you selected were applied.

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Home > Questions > Archive > Write a paragraph ex

Write a paragraph ex i

ID: 2 Rev 1; Creator: Burke, Megan

Title: Write a paragraph ex

Folder: Archive

Group: n/a

Status: Approved

Categories ⌵

Add or Remove Category i

Academic Technologies

Options ⌵

Weight: 1.0

Character Limit: NO LIMIT

EXPAND QUESTION

Essay Question

Write a paragraph exp

8. Follow steps 2 through 7 for each set of questions that should be assigned to particular sets of categories.