

## Get Organized with folders

Questions and assessments can be easily organized into folders for all users to access, add, review, edit, share, and manage. Users can be provided access rights to each folder and all the contents. Their access rights can be limited to view only or editing permissions. This allows great flexibility when setting up your exam management system.

## Creating folders

ExamSoft recommends setting up a system that logically arranges questions by how they will be posted to exams and assessments by when they will be administered. Question folders should consolidate questions by course or content covered; whereas, assessment folders should store exams based on courses and semesters. This allows users to review previous delivered assessments and make changes based on

### Sample Question and Assessment Folders:

### Sample Question and Assessment Folders Worksheet:

Question Folder Name	Sub-folders	Sub-folders
<b>Program of Study Outline</b> <i>(for example - courses for first or second year, first or second semester, or pre-requisites)</i>	Course Name	Quizzes Mid-Term Final Exam Sample Questions
<b>Track Program Outline</b> <i>(to include Core Courses, Electives, or Capstone Courses)</i>	Course Title and Number	Weekly Quizzes Final Exam



This organizational structure allows users to quickly access and manage those **questions** that are specific to the courses they teach. All questions are then prearranged in grouped sets based on content and level of knowledge or skill sets. This becomes handy when searching for wanting to assess specific learning outcomes from various levels or based on completed course work.

Assessment Folder Name	Sub-folders	Sub-folders
<b>Course Name</b>	Semesters <i>(Fall, Spring, Winter, Summer)</i>	Year



This organizational structure allows users to quickly access and manage those **assessments** that are specific to the courses they teach. All assessments are arranged by course and date administered. This makes it incredibly easy to review assessments as changes are made year after year. This organization also permits exam review committees to pull up the questions used on specific exams.