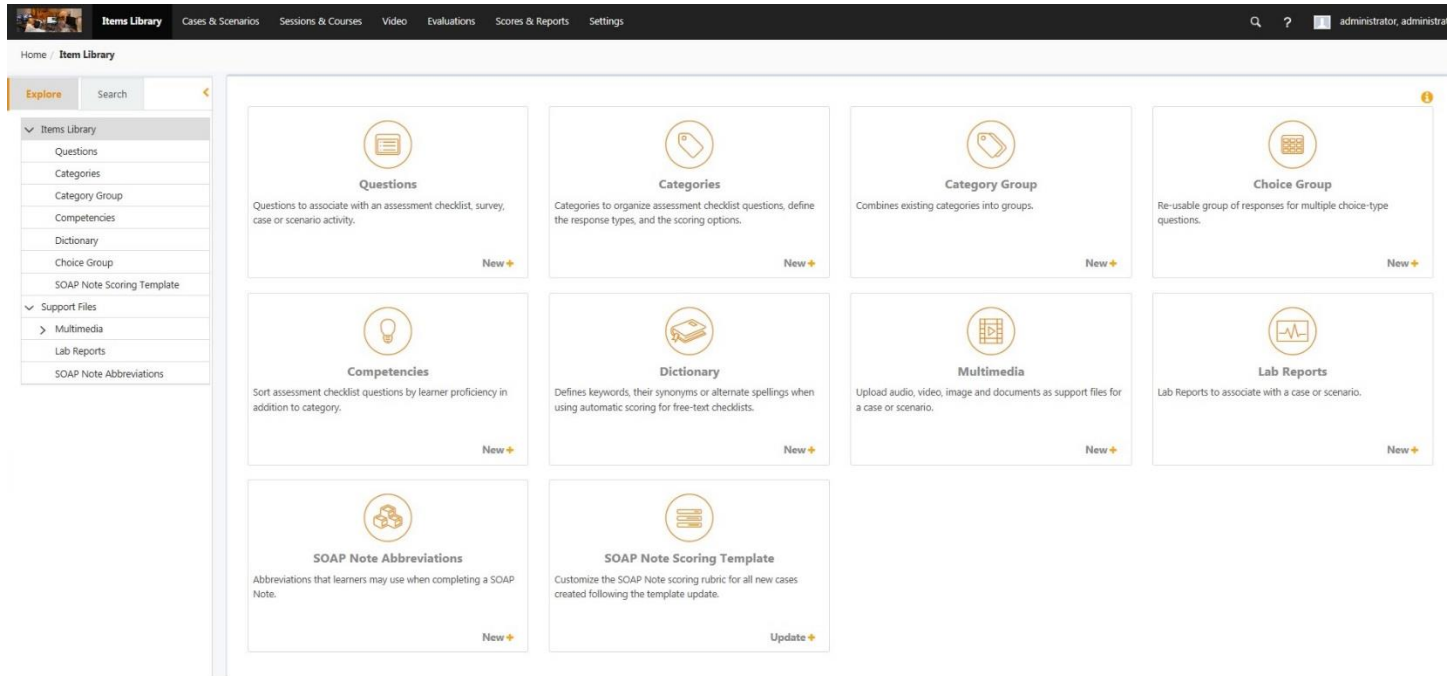


## Create Categories

Create categories to organize the assessment checklist questions, define the response types, and the scoring options.



The screenshot shows the 'Item Library' section of the SIMULATIONiQ Enterprise software. The interface includes a top navigation bar with 'Items Library' selected, and a sidebar menu on the left with options like 'Questions', 'Categories', 'Competencies', and 'SOAP Note Abbreviations'. The main area displays a grid of item types, each with an icon, title, description, and a 'New' or 'Update' button. The items shown are: Questions, Categories, Category Group, Choice Group, Competencies, Dictionary, Multimedia, Lab Reports, SOAP Note Abbreviations, and SOAP Note Scoring Template.

To create a new Category:

1. Click **Items Library > Categories > Add New.**

## Add Category ×

To add a new category, type a unique Category name, complete the required fields, and then click Create.

<p><b>Response Type*</b></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Select</span> <span>▼</span> </div>	<p><b>Name*</b></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>
<p><b>Weight*</b></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>	<p><b>Required Pass</b></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span style="width: 80%;"></span> <span>%</span> </div>
<p><b>Status*</b></p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Active</span> <span>▼</span> </div>	<p><b>Evaluator Type*</b></p> <p><input checked="" type="checkbox"/> SP                      <input checked="" type="checkbox"/> Evaluator</p>

**Response Choices\***

Choice	Score
No record(s) found.	

Add From Choice Group

Create

2. Complete the required fields:

Field	Description
<b>Response Type*</b>	This is the response category (True/False, Text, 1-2 Scale, 1-3 Scale, etc.). Depending on the type selected and the number of choices, the response choices grid will be populated accordingly.
<b>Name*</b>	Enter the name of the response Category.
<b>Weight*</b>	Enter the weight of the response Category.
<b>Required Pass</b>	Enter the minimum pass percentage required by the students to pass the category.
<b>Status*</b>	Select <b>Active</b> or <b>Retired</b> .
<b>Evaluator Type*</b>	Select SP, Evaluator, or both. This allows any checklist using this category to be automatically assigned to either or both roles when a session is created.
<b>Response Choices*</b>	This is populated based on the response type. Click the Choice hyperlink to edit. Or, click <b>Add from Choice Group</b> to select an existing group of multiple choice responses. See <b>Choice Group</b> for more information.
* Required field	

3. Click **Create** to add the new Category.

## **Category Groups**

Create category groups by combining existing question categories for more efficient use. For example, a category group called GI OSCE could include the GI, History Taking, and Physical Examination categories.

## Category Group ×

To Add a New Category Group, Type a Unique Category Group Name, Complete the Required Fields, and then Click Create.

**Category Group Name\***

**Status**

Show Selected

**Categories\***

<input type="checkbox"/>	Category Name	Grading
<input type="checkbox"/>	Comm	Yes/No
<input type="checkbox"/>	EHR	Yes/No
<input type="checkbox"/>	History	1-3 Scale
<input type="checkbox"/>	M_Communication Skills	1-5 Scale
<input type="checkbox"/>	M_Medical History	1-3 Scale
<input type="checkbox"/>	M_Performance	Yes/No
<input type="checkbox"/>	Management	1-5 Scale
<input type="checkbox"/>	Physical	1-3 Scale
<input type="checkbox"/>	POST ENCOUNTER	1-5 Scale
<input type="checkbox"/>	PRE ENCOUNTER	1-5 Scale
<input type="checkbox"/>	rt - 1-2	1-3 Scale
<input type="checkbox"/>	rt - TF	True/False
<input type="checkbox"/>	rt - yn hh	Yes/No
<input type="checkbox"/>	ssj	Yes/No
<input type="checkbox"/>	Test	1-2 Scale

15 record(s) found...

15

1

Create

To create a new Category Group:

1. Click **Items Library > Category Group > Add New.**
2. Complete the required fields:

Field	Description
<b>Category Group Name*</b>	This is the name of the grouping of categories (a maximum of 50 characters are allowed).
<b>Status</b>	Select <b>Active</b> or <b>Retired.</b>
<b>Categories*</b>	Select the Category names from the grid by clicking the checkbox (click the checkbox in the row including <b>Category Name</b> and <b>Grading</b> to select all categories).
* Required field	

**Note:** If a category group is activated for a session in which scores have already been generated, be sure to regenerate the scores prior to generating scoring reports.

1. Click **Save Changes** at the bottom of the screen to save.