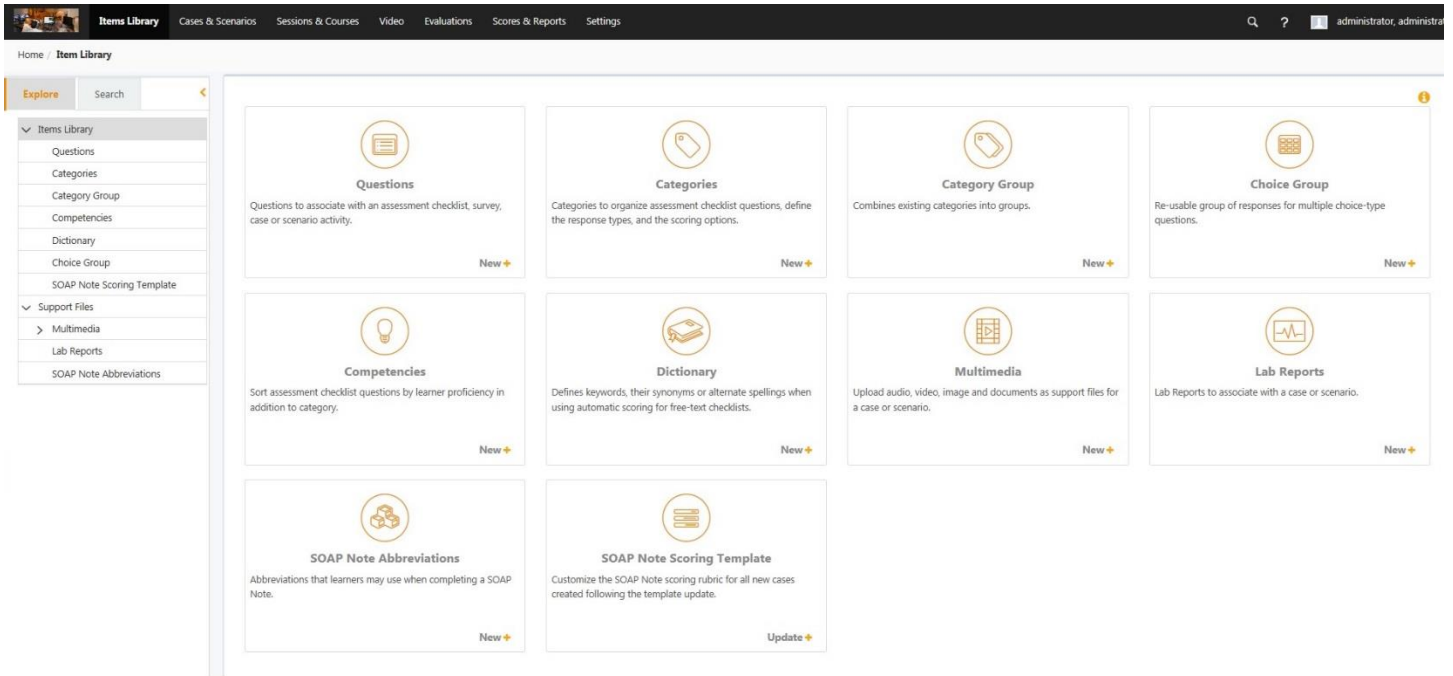


## Create Categories

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 on the left with a search bar and a list of categories. The main area displays a grid of item types, each with an icon, a title, a brief description, and a 'New' or 'Update' button.

Item Type	Description	Action
Questions	Questions to associate with an assessment checklist, survey, case or scenario activity.	New
Categories	Categories to organize assessment checklist questions, define the response types, and the scoring options.	New
Category Group	Combines existing categories into groups.	New
Choice Group	Re-usable group of responses for multiple choice-type questions.	New
Competencies	Sort assessment checklist questions by learner proficiency in addition to category.	New
Dictionary	Defines keywords, their synonyms or alternate spellings when using automatic scoring for free-text checklists.	New
Multimedia	Upload audio, video, image and documents as support files for a case or scenario.	New
Lab Reports	Lab Reports to associate with a case or scenario.	New
SOAP Note Abbreviations	Abbreviations that learners may use when completing a SOAP Note.	New
SOAP Note Scoring Template	Customize the SOAP Note scoring rubric for all new cases created following the template update.	Update

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; height: 25px; width: 100%;"></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 <span style="margin-left: 100px;"><input checked="" type="checkbox"/> Evaluator</span></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**

Active
▼

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.