

## Create 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.