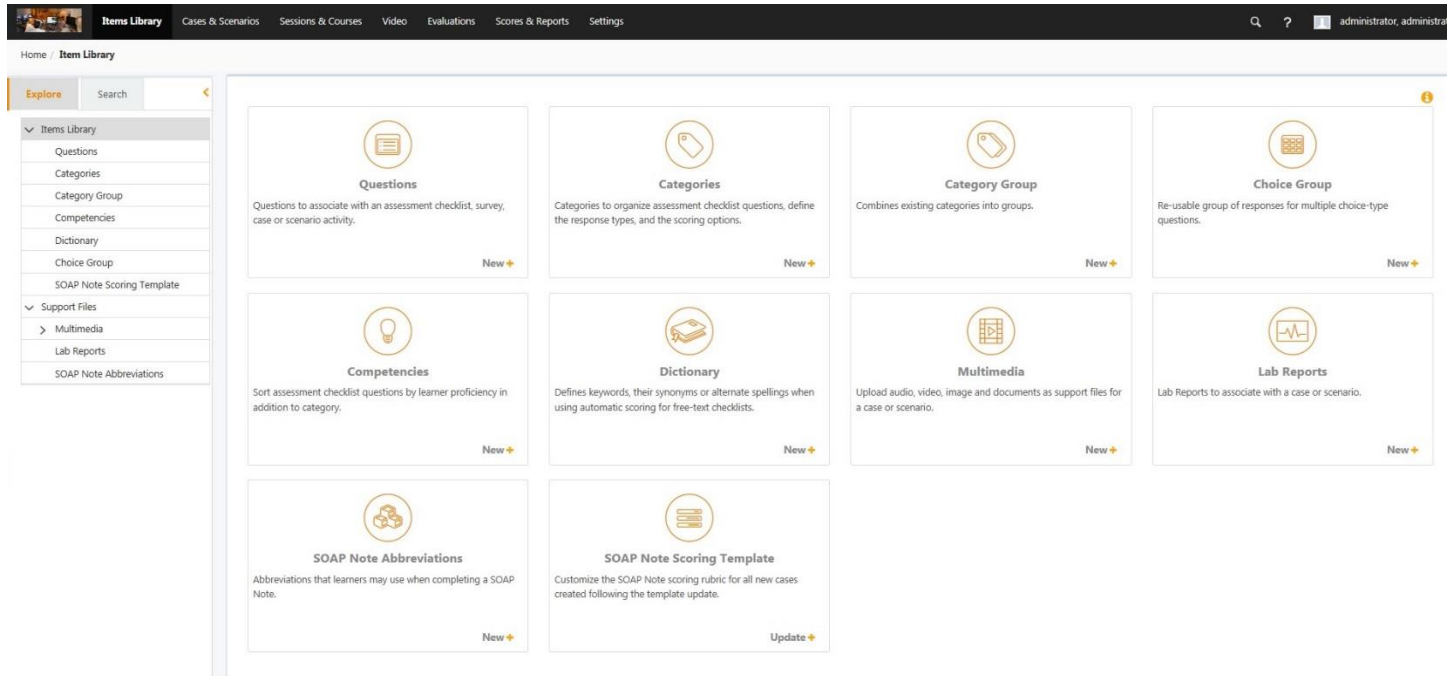


Choice Groups

Create a group of responses to associate with multiple choice-type questions.



The screenshot shows the 'Item Library' interface. On the left is a navigation menu with categories like 'Items Library', 'Support Files', 'Multimedia', 'Lab Reports', 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 include: Questions, Categories, Category Group, Choice Group, Competencies, Dictionary, Multimedia, Lab Reports, SOAP Note Abbreviations, and SOAP Note Scoring Template.

To create a choice group:

1. Click **Items Library > Choice Group > Add New**

Choice Group

To add a new choice group, type a unique choice group name, complete the required fields, and then click **Create**.

Choice Group Name*

Status

This Group Requires Lab Report

Add Choice

Choices*

Order	Choice	Score	Weight	Delete
No record(s) found.				

Create

2. Complete the required fields:

Field	Description
Choice Group Name*	Enter the name of the choice group (30 characters max).
Status	Select Active or Retired from the drop-down list.
This Group Requires Lab Report	Check this box if a checklist associated with this Choice Group is associated with a lab report.
Choices*	Click Add Choice .

Add Choice ×

Choice*

Score and Weight is Applicable

Score*

Weight*

Add

3. Complete the required field to add a choice:

Field	Description
Choice*	Enter the name of the choice. (255 characters max.)
Score and Weight is Applicable	Click this checkbox to allow for score and weight values to be associated with this choice.
Score*	Enter the score value that the student gets if they select the option. The default score is 1.0.
Weight*	Enter the weight of the response in calculating the score if it is a multiple choice multiple selection option.

4. Click **Add** to include the choice in the choice group.

Choice Group ×

To edit a choice group, modify the fields as needed, and then click **Save**.

Choice Group Name*

Status

This Group Requires Lab Report

Add Choice

Choices*

Order	Choice	Score	Weight	Delete
1 ▾	Below expectations	1	1	
2 ▾	Meets expectations	2	1	
3 ▾	Exceeds expectations	3	1	

3 record(s) found... 20 ▾ 1

Save

5. Change the **Order** of the choices if needed.
6. Click **Save**.