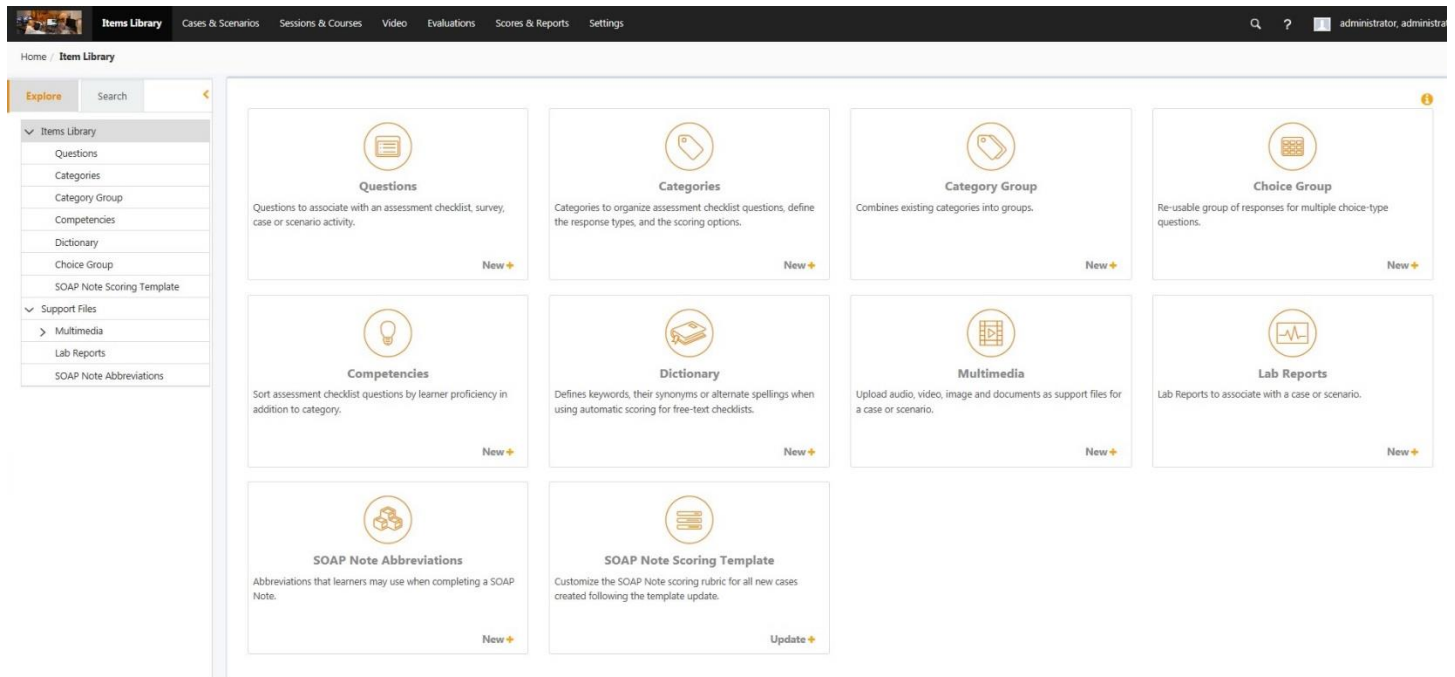


Create Questions

Create questions and responses for learner and SP performance assessments, learner pre and post encounter checklists, and surveys.



To create a new Question:

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

Add New Question ✕

To create a new checklist question, complete the required fields, and then click **Create**.

Checklist Type*

Response Type*

Copy Question Text

Question Text*

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Insert Image, Table, Table of Contents, Fullscreen, Help.

Include Instructions

Question Weight*

Include Multimedia Files

Add From Choice Group Add Choice

Response Choices*

[Add to Choice Group](#)

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

Save and Add New Create

2. Complete the required fields:

Checklist Type

Learner Pre-Encounter	Make pre-encounter exercises (pre-test or documents) available to learners in advance of the SP session.
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Learner Post-Encounter	Make post-encounter exercises (post-test or documents) available to learners after the SP session.
Performance Assessment	Create a checklist evaluating the performance of the learner.
Learner Self-Assessment	Create a checklist for the learner to evaluate his or her performance in a case.
SP Performance Assessment	Create a checklist for evaluating the performance of an SP in a case.
Survey	Create a survey to be completed by learners after the post-encounter.

Add To Category (Assessment Checklist Types only)

3. Select an existing Category or click **Add New Category** to associate the Question with. See **Categories** on page **Error! Bookmark not defined.** for more information.

Response Type

4. Defaults based on the Category selected. You may select a different Response Type for this question if needed.

Questions Text

5. Enter the Question Text or click **Copy Question Text** to select an existing question.
6. Enter the following information depending on the Checklist and Response Type selected:

Field	Description
Include Instructions	Click to enter instructions to complete the question.
Must Pass	For assessment checklist types only. Indicate if the learner must pass this question and the minimum score required to pass.
Question Weight*	The default value is 1.0. This is used for calculating the weighted average mean score for the category.
Answer blank	For a fill in the blank type question, click the hyperlink to inset an answer blank in the question text to allow for entry of the keyword (only one blank is permitted per question).
Reset to default	Return to your original selections
Add From Dictionary	Select an existing keyword along with a synonym
Add From Choice Group	Select a keyword from a choice group, which is used to assign scores and weights to checklists for scoring.
Add Choice	Create a choice to be added to a choice group.
Add Keyword	Create a keyword “on the fly” with weight and scoring.
Limit Choices Required for Response	Define the minimum number of choices required for the student to complete the checklist (Minimum Choices Required for Response), as well as the maximum number of correct choices allowed for completion (Maximum Choices Allowed). Enter the Minimum percentage score that a student must obtain to pass this checklist item, as well as the Maximum (e.g., for a checklist item allowing one

	response choice only, the minimum and maximum values could be set to 1; for a checklist item with three choices, the minimum value could be 1 and the maximum could be 3).
Advanced Scoring Options	In addition to applying scores and weights, enter the scoring criteria, used to determine how many of the selected choices are required to achieve the score (a negative number can be added in the Score field to deduct points for an incorrect answer).
Applicable Checklists	Click to apply this question to other checklists.
Include Multimedia Files	Click this checkbox to activate the Add Multimedia button. Use this to select an audio, video, image, or document file. The following screen appears (click the Add button to include the file with the pre-encounter question):
* Required field	

7. Click **Create** to save the question or **Save an Add New** to add another question.