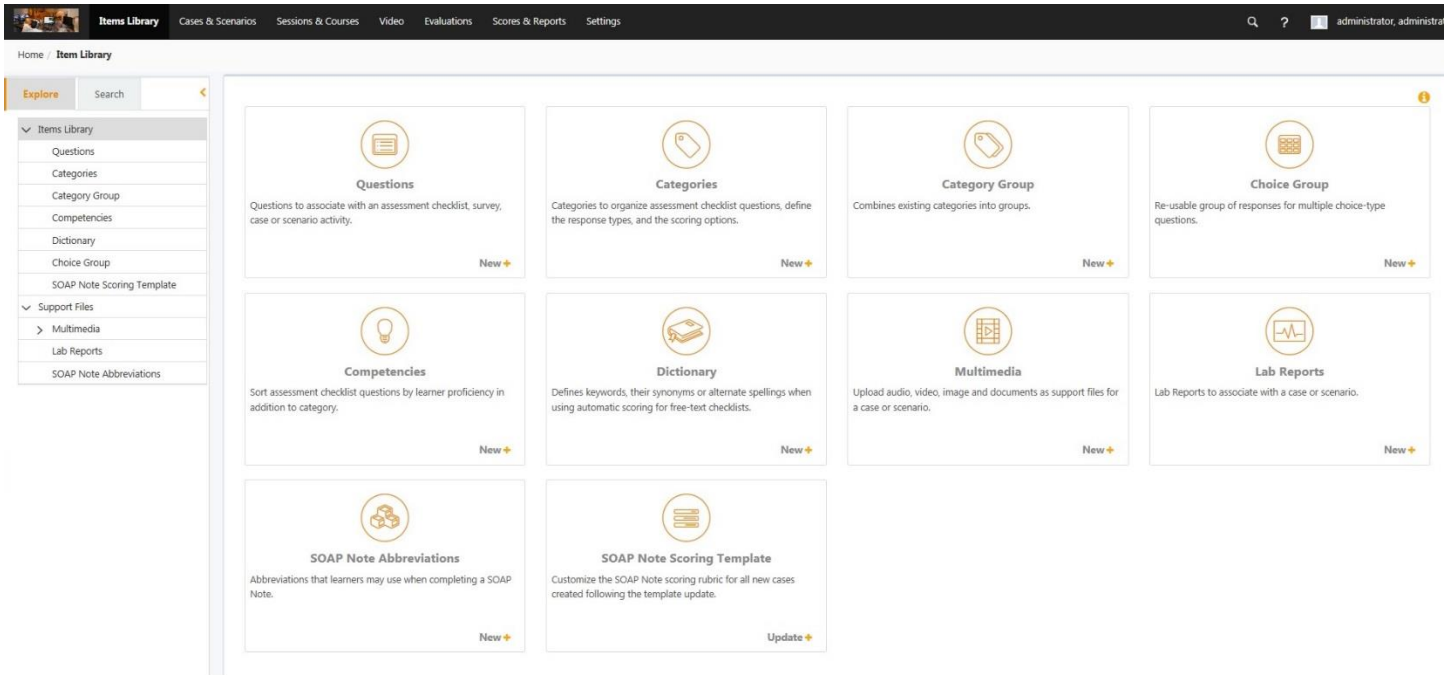


## Create Questions

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



The screenshot shows the 'Item Library' interface. The navigation menu on the left includes: Items Library, Cases & Scenarios, Sessions & Courses, Video, Evaluations, Scores & Reports, and Settings. The main content area displays a grid of 10 items for creation:

- 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 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\***



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

<b>Learner Pre-Encounter</b>	Make pre-encounter exercises (pre-test or documents) available to learners in advance of the SP session.
<b>Learner Post-Encounter</b>	Make post-encounter exercises (post-test or documents) available to learners after the SP session.
<b>Performance Assessment</b>	Create a checklist evaluating the performance of the learner.
<b>Learner Self-Assessment</b>	Create a checklist for the learner to evaluate his or her performance in a case.
<b>SP Performance Assessment</b>	Create a checklist for evaluating the performance of an SP in a case.
<b>Survey</b>	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
<b>Include Instructions</b>	Click to enter instructions to complete the question.
<b>Must Pass</b>	For assessment checklist types only. Indicate if the learner must pass this question and the minimum score required to pass.
<b>Question Weight*</b>	The default value is 1.0. This is used for calculating the weighted average mean score for the category.
<b>Answer blank</b>	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).
<b>Reset to default</b>	Return to your original selections
<b>Add From Dictionary</b>	Select an existing keyword along with a synonym
<b>Add From Choice Group</b>	Select a keyword from a choice group, which is used to assign scores and weights to checklists for scoring.
<b>Add Choice</b>	Create a choice to be added to a choice group.
<b>Add Keyword</b>	Create a keyword “on the fly” with weight and scoring.

<b>Limit Choices Required for Response</b>	Define the minimum number of choices required for the student to complete the checklist ( <b>Minimum Choices Required for Response</b> ), as well as the maximum number of correct choices allowed for completion ( <b>Maximum Choices Allowed</b> ). Enter the <b>Minimum</b> percentage score that a student must obtain to pass this checklist item, as well as the <b>Maximum</b> (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).
<b>Advanced Scoring Options</b>	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 <b>Score</b> field to deduct points for an incorrect answer).
<b>Applicable Checklists</b>	Click to apply this question to other checklists.
<b>Include Multimedia Files</b>	Click this checkbox to activate the <b>Add Multimedia</b> button. Use this to select an audio, video, image, or document file. The following screen appears (click the <b>Add</b> 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.