



## Assessments: Managing the Question Database

You can organize questions in the Question Database by creating categories to group questions. You can create custom columns to include additional information about your questions.

### Switching Between Category and Question View

You can toggle between two views of the Question Database:

- **Category View:** displays the categories in which questions have been grouped. In this view, only questions within expanded categories are displayed.
- **Question View:** displays all questions within the Question Database at once; questions are not organized into categories and are simply displayed in alphabetical order.

**Question Database**

- Select type - > **Create Category** **Manage Columns**

Show:

<input type="checkbox"/>	Title ↑	Type	Used By	Level of Difficulty
<input type="checkbox"/>	Earth's Energy Cycle (0)			--
<input type="checkbox"/>	Earth's Water Cycle (0)			--
<input type="checkbox"/>	<b>Global Warming (2)</b>			--
<input type="checkbox"/>	Carbon Dioxide Residence Time	Multiple Choice	Midterm Exam	Moderate
<input type="checkbox"/>	The Greenhouse Effect	True False	Midterm Exam	Easy
<input type="checkbox"/>	Uncategorized Questions (0)	Category	--	--

Move Questions to Category: - Select category - >

**Category View of the Question Database**

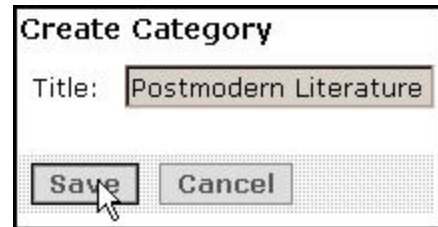
## Creating Categories

You can create categories to group related questions. Use the categories to help you browse the database quickly.

**EXAMPLE** Create categories based on topics or themes that students are studying.

### To create categories:

1. From the Question Database screen, click **Create Category**. The Create Category pop-up screen appears.
2. Enter the category Title and click **Save**. The Question Database screen appears and the category is added.



The screenshot shows a 'Create Category' dialog box. It has a title field with the text 'Postmodern Literature' and two buttons at the bottom: 'Save' and 'Cancel'. A mouse cursor is pointing at the 'Save' button.

**Note:** You can also create categories while creating questions.

## Default Columns in the Question Database

The Question Database organizes important information about each question within columns, allowing you to sort the database and locate specific questions. The Question Database has four default columns:

Column	Description
<b>Title</b>	The title entered for the question when it was created.
<b>Type</b>	The type of question, e.g., Paragraph, Matching, Multiple choice, etc.
<b>Used By</b>	The assessments in which the question appears.
<b>Category</b>	The name of the category in which the question is grouped.

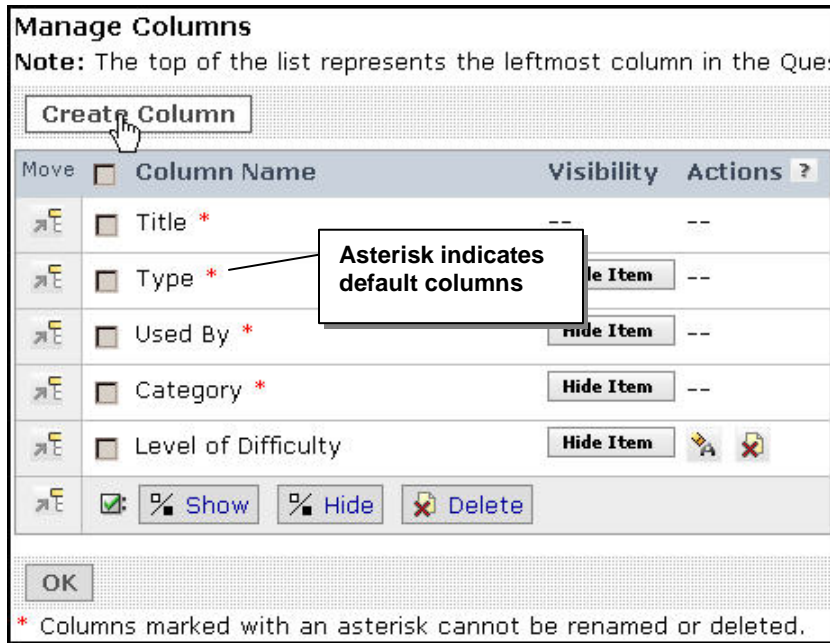
## Creating Custom Columns

You can create custom columns to include additional information about your questions. Once created, custom columns appear as fields in the question creation process.

**EXAMPLE** Create a column titled *Level of Difficulty*. As you create questions, you can complete this field with descriptive information. Consult the *Level of Difficulty* column when adding questions to an assessment to ensure that you are selecting appropriate questions.

**To create a custom column:**

1. Select **Assessments** from Course Tools.
2. Click **Go to Question Database**.
3. Click **Manage Columns**. The Manage Columns screen appears.



4. Click **Create Column** to display the Create Column pop-up screen.
5. Enter the column Name and click **Save**.

