

Job Aid: TMS Question Editor

Purpose

The purpose of the TMS Question Editor (QE) job aid is to guide you through the step-by-step process of using TMS Question Editor to create, format, and edit questions, as well as create and associate an objective with a question.

In this Job Aid, you will learn how to:

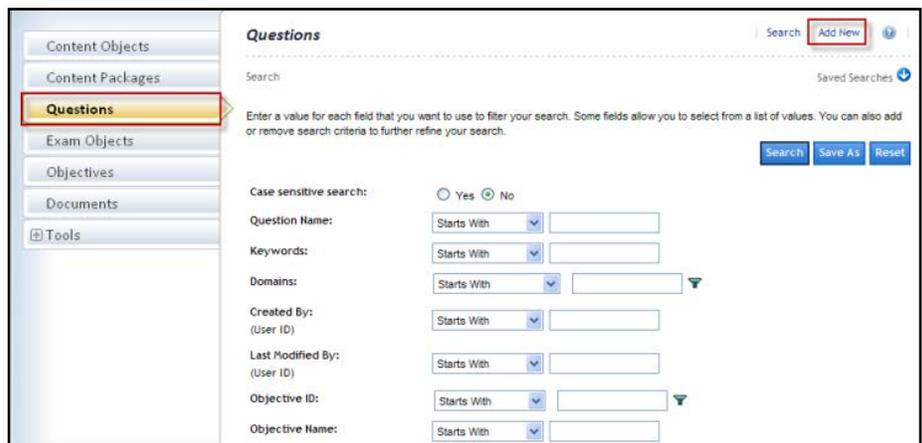
- Create a Question in TMS QE
- Search for a Question in TMS QE
- Edit/Format a Question in TMS QE
- Insert Image into Question in TMS QE
- Add Question Variant in TMS QE
- Associate an Objective with a Question – Create Objective First
- Associate an Objective with a Question – Create Question First



Task A. Create a Question in TMS QE

Note: Verify that the **Admin** tab is selected.

1. Navigate to **Content > Questions**.
2. Click the **Add New** link. The **Add New Question** pop-up window displays.



The screenshot shows the TMS interface for the 'Questions' section. On the left is a navigation menu with 'Questions' highlighted. The main area is titled 'Questions' and contains a search bar with an 'Add New' link. Below the search bar are several search filters: 'Case sensitive search' (radio buttons for Yes/No), 'Question Name', 'Keywords', 'Domains', 'Created By (User ID)', 'Last Modified By (User ID)', 'Objective ID', and 'Objective Name'. Each filter has a 'Starts With' dropdown and a text input field. At the bottom right of the search area are 'Search', 'Save As', and 'Reset' buttons.



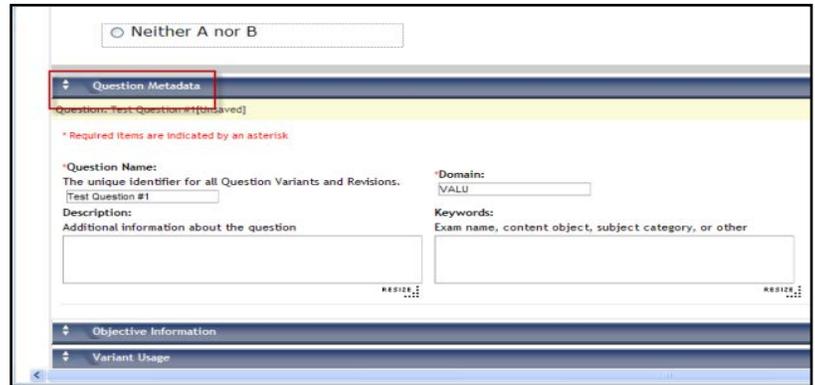
3. Enter the **Question Name**.
4. Enter a **Domain**, or click the **Search** icon to search for and select a domain.
5. Select a question type from the **Question Type** drop-down menu.
6. Click **Add**.

7. Double-click in the top text box and enter the question stem.
8. Double-click in each of the following boxes with the radio buttons and enter the answer choices for the question.
Note: Enter the correct answer in the text box with the selected radio button.
9. When you have finished entering the question stem and answer choices, click the **Available for Exams** checkbox to activate the question. An **Alert** pop-up will appear.
10. Click **Activate** to make this question available for exams.

11. Click **Save**.

Optional:

13. Click the **Expand** arrow for the **Question Metadata** section.
14. Enter a **Description** and relevant **Keywords** for the question in the **Question Metadata** section.

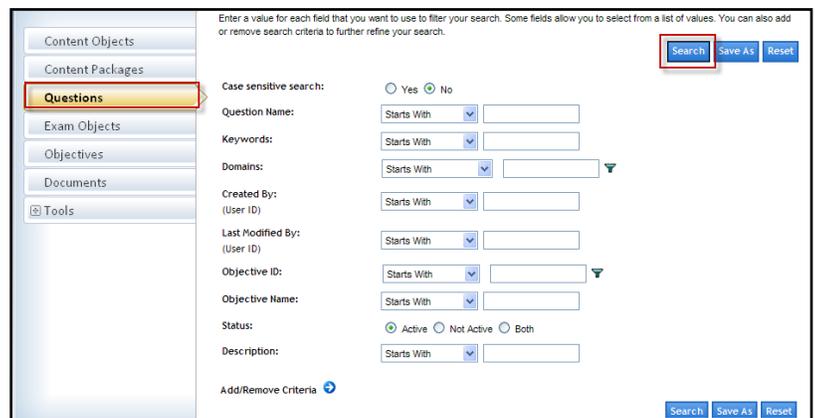



Task B. Search for a Question in TMS QE

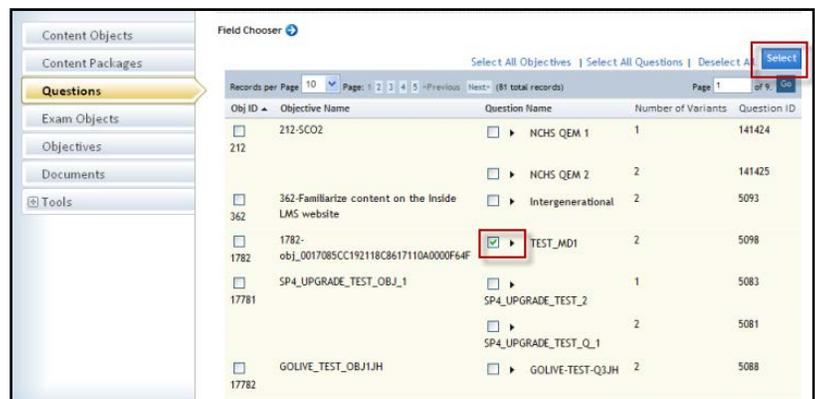
1. Navigate to **Content > Questions**.
2. Enter any criteria to search for the question.

Note: The default search criteria are the Objectives identifiers. Click the **Search Filter** icon to search for objectives by objective ID or other criteria.

3. Click **Search**.

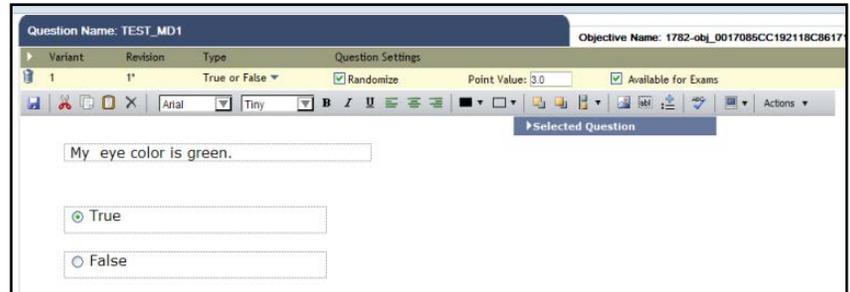


4. The search results display.
5. To see the question variant details from the search results list, click the **Expand** arrow to the left of the question name.
6. Click the checkbox under the **Question Name** column for the question for which you are searching.
7. Click **Select**.



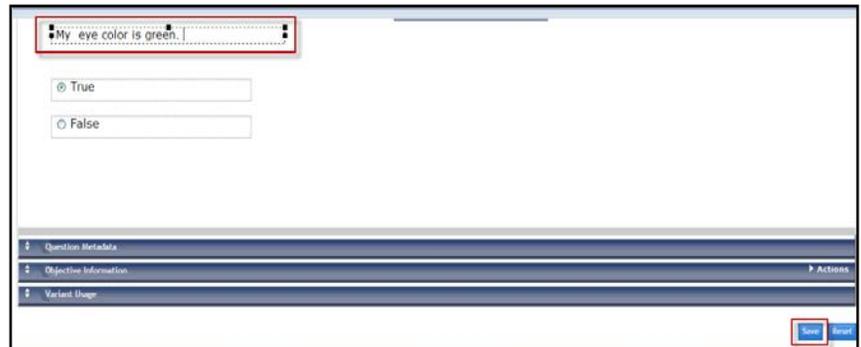
Obj ID	Objective Name	Question Name	Number of Variants	Question ID
212	212-SC02	NCHS QEM 1	1	141424
		NCHS QEM 2	2	141425
362	362-Familiarize content on the Inside LMS website	Intergenerational	2	5093
1782	1782-obj_0017085CC192118C8617110A0000F64F	TEST_MD1	2	5098
17781	SP4_UPGRADE_TEST_OBJ_1	SP4_UPGRADE_TEST_2	1	5083
		SP4_UPGRADE_TEST_Q_1	2	5081
17782	GOLIVE_TEST_OBJ1.JH	GOLIVE-TEST-Q3.JH	2	5088

- Your question workspace is displayed and ready for editing.



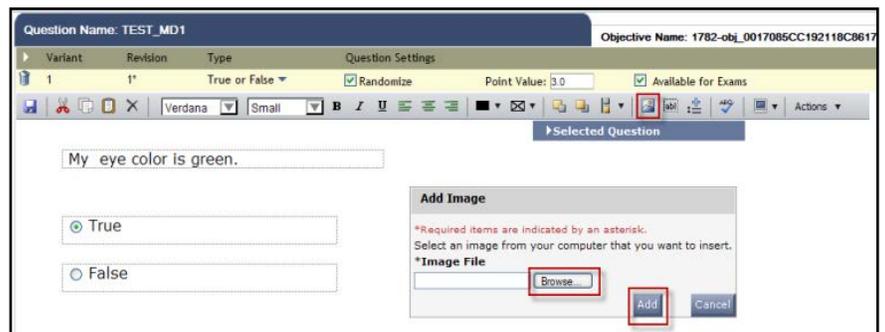
Task C. Edit/Format a Question in TMS QE

- Double-click in the text box for the question stem and/or answers, and highlight the text to be formatted.
- Use the **Formatting** toolbar to change the text font, size, and color, etc.
- Click anywhere outside of the text box, and click **Save**.



Task D. Insert Image into Question in TMS QE

- Search for and select the question.
- Click **Select**.
- Click your mouse to place your cursor at the insertion point where you want the image to appear.
- Click the **Insert Image** icon. The **Add Image** window displays.
- Click **Browse**. Locate and select the image file you want to add. The file name is automatically entered in the **Image File** text box in the **Add Image** pop-up window.



6. Click **Add**.

Task E. Add Question Variant in TMS QE

1. Search for and select the question.
2. Click **Select**.
3. Click the **Actions** drop-down menu.
4. Select **Add New Variant** from the drop-down menu.

The screenshot shows the 'Questions' page for 'TEST_MD1'. The 'Type' is currently 'True or False'. The 'Actions' dropdown menu is open, and 'Add New Variant' is highlighted in red. Other options in the menu include 'Add Distractor', 'Delete Distractor', 'Clean Up Question', 'Edit Image', 'Preview Variant', 'Delete Variant', 'Copy Question', and 'Reset to Last Saved'.

5. Change the question type by clicking the down arrow next to **True or False**.

Optional: Change the **Point Value** of the variant.

The screenshot shows the 'Type' dropdown menu open, with 'Multiple Choice' selected and highlighted in red. The 'Point Value' is set to 3.0. The question stem 'My eye color is green.' and the 'True' radio button are visible below.

6. Enter the question stem.
7. Enter the correct answer and the distractors.

The screenshot shows the question stem 'My eye color is green.' and two radio button options: 'Yes' (selected) and 'No'. Both options are highlighted with a red box.

Optional: Enter any appropriate metadata in the **Question Metadata** section.

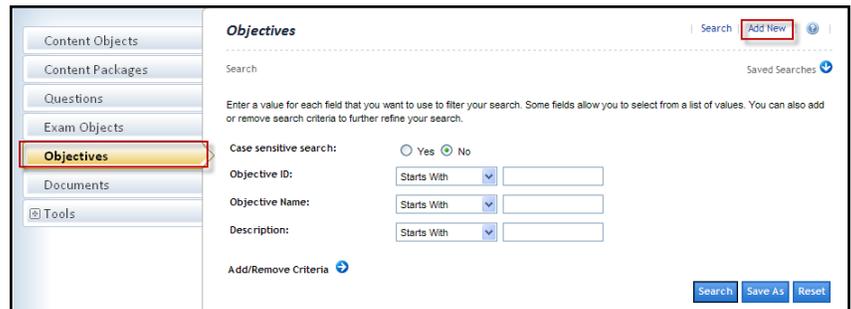
8. Make the question variant available for all exams.
9. Click **Save**.

The screenshot shows the 'Question Metadata' section. Fields include 'Question Name' (TEST_MD1), 'Domain' (TEST), 'Description' (Eye color), and 'Keywords' (Exam name, content object, subject category, or other). The 'Save' button is highlighted in red at the bottom right.



Task F. Associate an Objective with a Question – Create Objective First

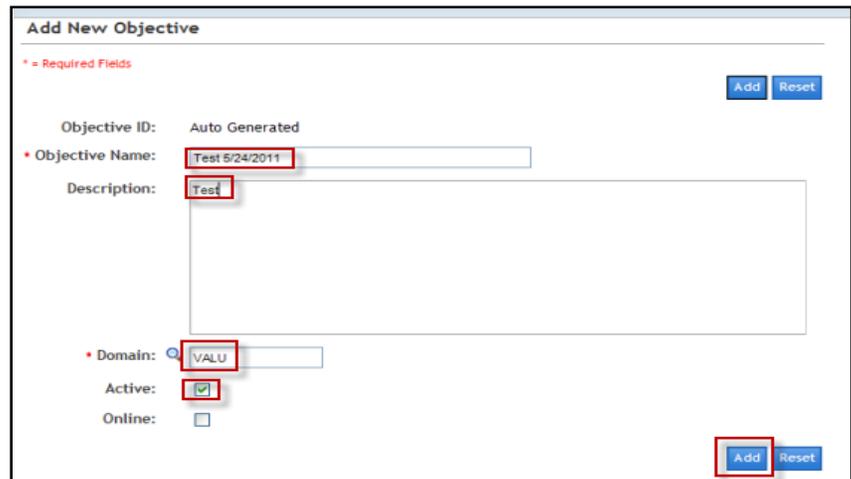
1. Navigate to **Content > Objectives**.
2. Click **Add New**.



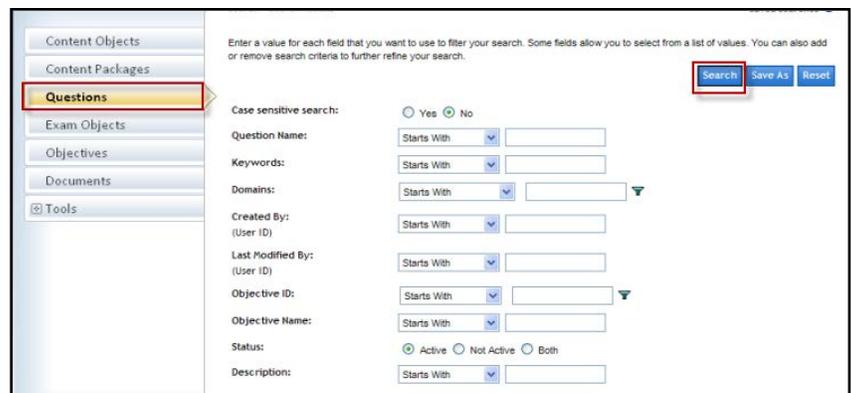
3. Enter all the required and optional information as appropriate.
4. Click the **Online** checkbox.

Note: When you click this checkbox, objects and exams that incorporate this objective are made available to users. If the box is not checked, users are locked out of any online material that incorporates the objective.

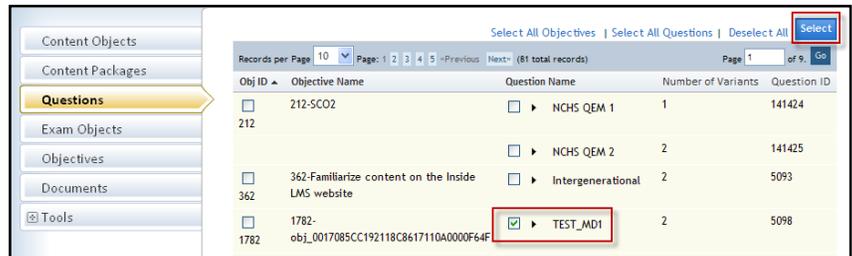
5. Click **Add**.



6. Navigate to **Content > Questions**.
7. Enter the search criteria, and click **Search** to find the question(s).



- Select the desired question(s) to associate with the objective by clicking the checkbox next to the **Question Name**.
- Click **Select**.

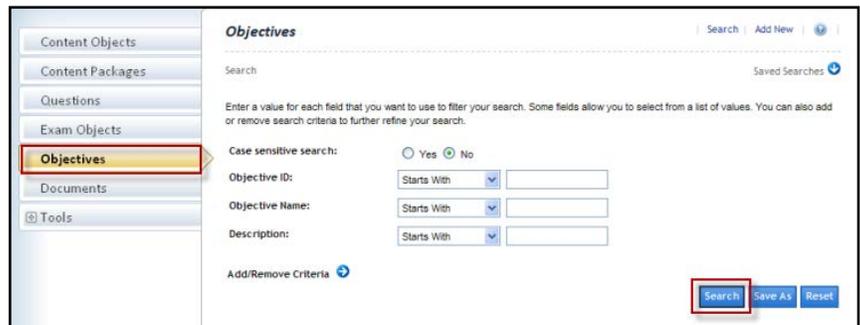


Obj ID	Objective Name	Question Name	Number of Variants	Question ID
212	212-SC02	<input type="checkbox"/> NCHS QEM 1	1	141424
		<input type="checkbox"/> NCHS QEM 2	2	141425
362	362-Familiarize content on the Inside LMS website	<input type="checkbox"/> Intergenerational	2	5093
1782-obj_0017085CC192118C8617110A0000F64F	1782-	<input checked="" type="checkbox"/> TEST_MD1	2	5098



Task G. Associate an Objective with a Question – Create Question First

- Navigate to **Content > Objectives**.
- Search for the question and access the record.



Objectives Search Add New

Search Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: Yes No

Objective ID: Starts With

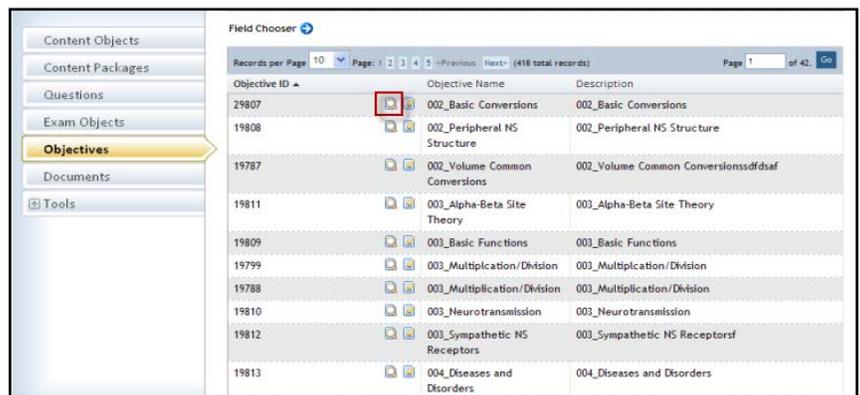
Objective Name: Starts With

Description: Starts With

Add/Remove Criteria

Search Save As Reset

- Click the **Expand** arrow to open the **Objective Information** section.



Field Chooser

Records per Page: 10 Page: 1 of 42

Objective ID	Objective Name	Description
29807	002_Basic Conversions	002_Basic Conversions
19808	002_Peripheral NS Structure	002_Peripheral NS Structure
19787	002_Volume Common Conversions	002_Volume Common Conversionsdfdsaf
19811	003_Alpha-Beta Site Theory	003_Alpha-Beta Site Theory
19809	003_Basic Functions	003_Basic Functions
19799	003_Multiplication/Division	003_Multiplication/Division
19788	003_Multiplication/Division	003_Multiplication/Division
19810	003_Neurotransmission	003_Neurotransmission
19812	003_Sympathetic NS Receptors	003_Sympathetic NS Receptorsf
19813	004_Diseases and Disorders	004_Diseases and Disorders

- Click **Add New** in the **Add New Objective** section. The **Add New Objective and Associate** pop-up window displays.



Objectives Search Add New

> Search > Search Results > View Summary

Objective ID: 29807

Objective Name: 002_Basic Conversions

View the Objective Edit Copy Objective... Delete

Description: 002_Basic Conversions

Domain: PUBLIC (Default Public Access Domain)

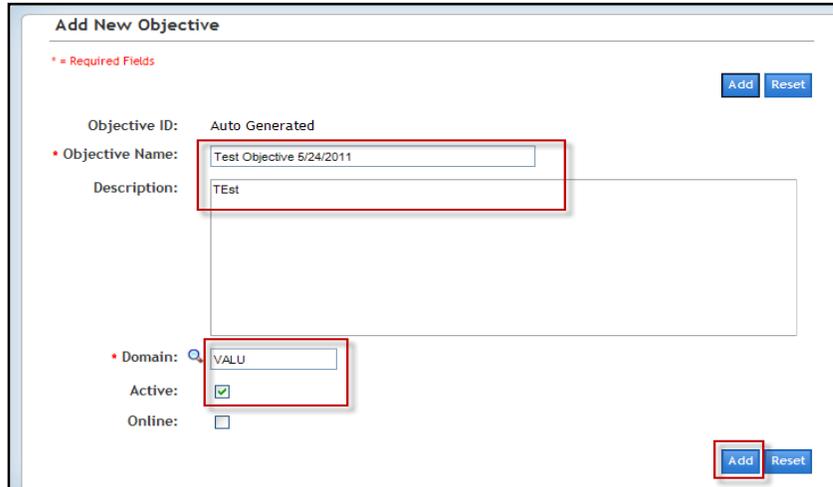
Active: Yes

Online: Yes

Imported Version: SCORM 2004

Edit Copy Objective... Delete

5. Enter the required information of **Objective Name, Description, and Domain.**
6. Click the **Online** checkbox.
7. Click **Add**.



Add New Objective

* = Required Fields

Objective ID: Auto Generated

* Objective Name: Test Objective 5/24/2011

Description: TEst

* Domain: VALU

Active:

Online:

Add Reset

Add Reset