

## ExamSoft Question Tagging Tutorial

### Question Tagging Guidelines

1. Starting from Fall 2019, all ExamSoft questions should be tagged to two **required** categories: (a) Disciplines (and sub-disciplines, if any); and (b) School Competencies (and sub-categories, if any).
2. It is suggested to tag a question to no more than 3 disciplines and 3 competencies. For example, for **Disciplines**, tag to up to 3 disciplines. For **School Competencies**, tag to up to 3 competencies.
3. Departments are encouraged to develop and then tag questions to **supplementary (optional)** categories (e.g., course topics, faculty contributors, etc.)

### Tutorial

1. Click on “Add or Remove Category” on the left side of the question editing window. This will bring up the category tree.

The screenshot displays the question editing window on the left and the 'Available Categories' panel on the right. In the question editing window, the 'Add or Remove Category' button is circled in orange. The 'Available Categories' panel shows a search bar and a tree structure of categories. The 'D1 - Disciplines (Required)' category is expanded, showing sub-disciplines like 'D1a-Anatomy', 'D1b-Biochemistry', 'D1c-Cell biology', 'D1d-Molecular biology', 'D1e-Microbiology', 'D1f-Genetics', 'D1g-Histology', 'D1h-Immunology', and 'D1i-Neuroscience'. Each category has a green plus icon and a gear icon next to it.

2. Tag the question to the two required categories.

#### For “Disciplines”:

- First, click to select the **parent discipline(s)** (e.g., D1-Biomedical science).
- Then, for disciplines that have **sub-disciplines**, please also select sub-discipline(s) (e.g., D1e-Microbiology).

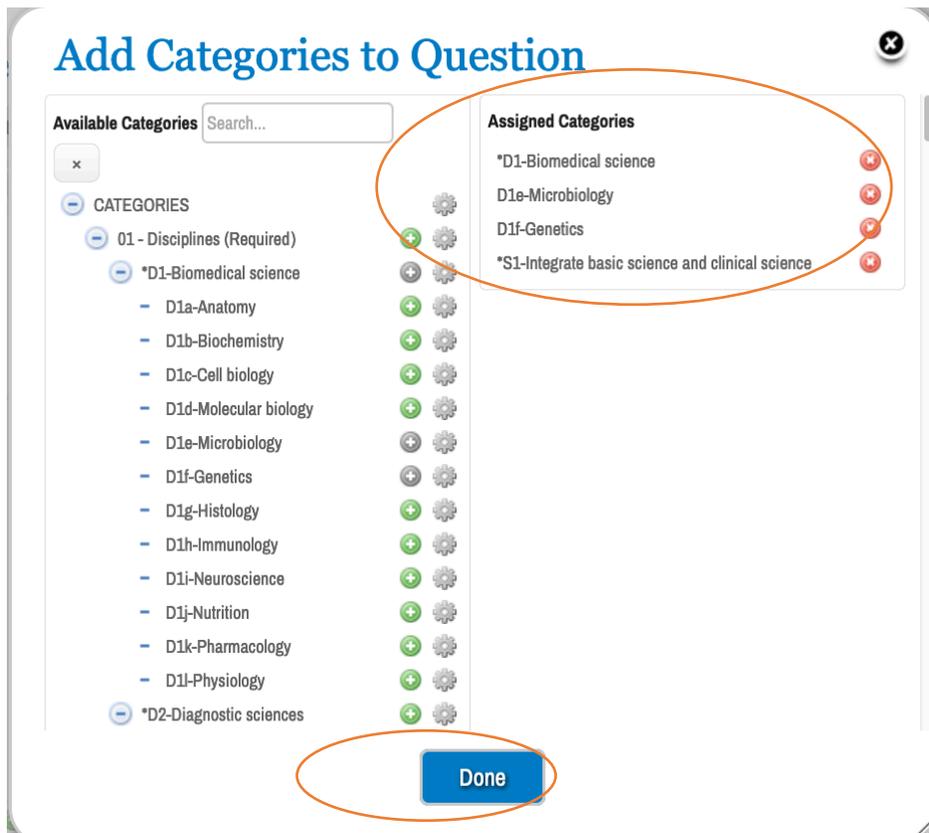
#### For “School Competencies”:

- First, click to select specific **competency(ies)** (e.g., S1).
- For School Competency 15 (S15), please also select the **sub-categories** (e.g., S15a).

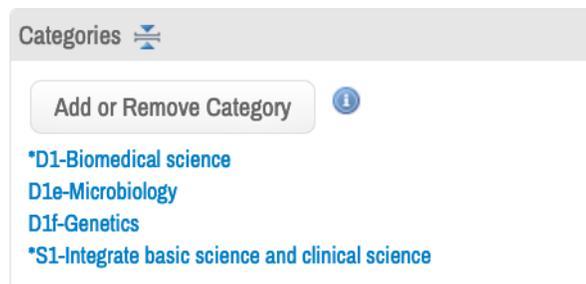
**Optional:** You are encouraged to create and tag questions to other supplementary (optional) categories. Examples: faculty contributor names, specific course topics, etc.

**NOTE:** If you ask your coordinator to enter questions in ExamSoft, please provide them with the specific categories (and subcategories) that you want each question to be tagged to. Simply put the **codes** for the categories (e.g., D1, S1) next to each question.

3. The categories you have selected will appear in the “Assigned categories” list on the right. Review for accuracy. Then, click on “Done”.

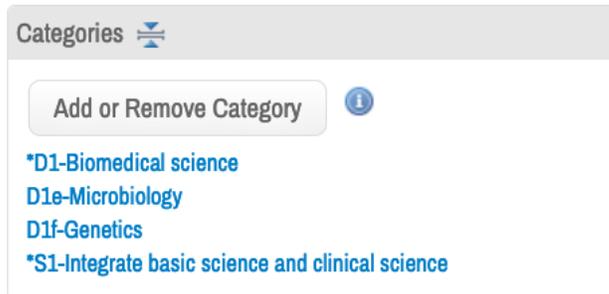


**Done!** You will see your selected categories under “Categories” on the left side of the question editing window.



Anytime you want to add or remove selected categories from a question:

(1) Click on "Add or Remove Category".



(2) Follow the same steps above to add additional categories. Click on the **X** button next to a category to remove it. Click on "Done" to save changes.

