

5.4.2 Collections tab

An item collection is a static grouping of items. On the Project Manager's **Project Bank** page, you can choose specific items to add to a collection. These items remain members of that collection regardless of any changes that may occur. Unlike saved searches, if an item's changes make it ineligible to match the search criteria, it is no longer displayed on the collection.

Item collections can be used as search criteria to include or exclude items in addition to any other search criteria.



What are the benefits of creating Item Collections?

Creating Item Collections allows you to name a group of items so they can be added to exam forms or to send them for review. You can also use item collections to easily assign batches of items to different sets of Reviewers.

Create a new item collection

1. Retrieve items using the search criteria on the **Manage Project Bank** page.
2. From the search results list, select the items to be added to the new collection.
3. Click **Save Collection**. This opens a window that allows you to specify the name of a new collection.

The screenshot shows the 'Manage Project Bank' interface. At the top, there are navigation tabs: Develop Questions, Prepare Assets, Create Exam Form, Manage (selected), Observe, Manage Item Bank, and View Item Bank. Below these are sub-tabs: Settings, Blueprint, Users, Project Bank (selected), Reports, Import, Custom Menu, and Queue. The main content area is titled 'Search Questions' for 'Project: Demo_STDIB2'. It includes a search criteria section with a dropdown for 'Question ID', a radio button for 'Not', and a dropdown for 'is equal to'. Below this are buttons for 'Add New Criteria', 'Retrieve Questions', 'Save Search', and 'Load Search'. A 'Choose Columns' section contains buttons for 'Examine Questions', 'Preview', 'Batch Edit', 'HTML', 'Translate', 'Translate Side by Side', 'Save Collection' (highlighted with a red circle), and 'Generate Report'. Below the buttons is a table with columns: Question ID, State, Blueprint, Written by, and Question Stem. The table contains 8 rows of data. The first four rows have checkboxes checked, and the last four have checkboxes unchecked. The 'Save Collection' button is also highlighted with a red circle at the bottom of the table.

Some	Question ID	State	Blueprint	Written by	Question Stem
<input checked="" type="checkbox"/>	97008.English	Review	0.*	Admin, Admin	MCQ OCO 1
<input checked="" type="checkbox"/>	97009.English	Review	0.*	Admin, Admin	MCQ OCO 2
<input checked="" type="checkbox"/>	97010.English	Review	0.*	Admin, Admin	MCQ OCO 3
<input checked="" type="checkbox"/>	97013.English	Review	0.*	Admin, Admin	MCQ OCO 4
<input checked="" type="checkbox"/>	97022.English	Review	0.*	Admin, Admin	Case 1 Question 1
<input checked="" type="checkbox"/>	97023.English	Review	0.*	Admin, Admin	Case 1 Question 2
<input type="checkbox"/>	97024.English	Review	0.*	Admin, Admin	Case 2 Question 1.
<input type="checkbox"/>	97025.English	Review	0.*	Admin, Admin	Case 2 Question 2.

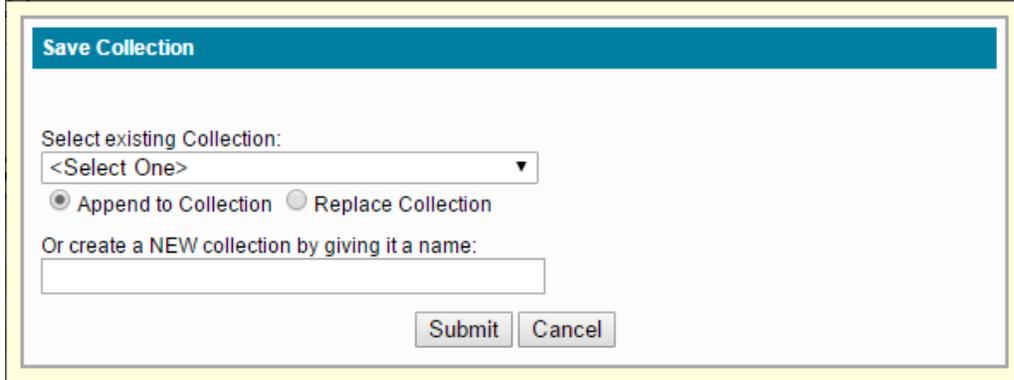
4. Specify a **name** for the collection and click **Submit** to save the new collection.

The 'Save Collection' dialog box is shown. It has a title bar 'Save Collection'. Below the title bar is a dropdown menu for 'Select existing Collection:' with the value '<Select One>'. Below the dropdown are two radio buttons: 'Append to Collection' (selected) and 'Replace Collection'. Below the radio buttons is a text input field for 'Or create a NEW collection by giving it a name:' with the value 'Test Collection'. At the bottom of the dialog are two buttons: 'Submit' and 'Cancel'.

 All states of items except **Imported** items are displayed in the search results.

Add items to an existing collection

1. Retrieve items using the necessary search criteria.
2. Select the items from the search results list that should be added to the existing collection.
3. Click **Save Collection**. A window opens allowing you to select an existing collection from a drop-down list.



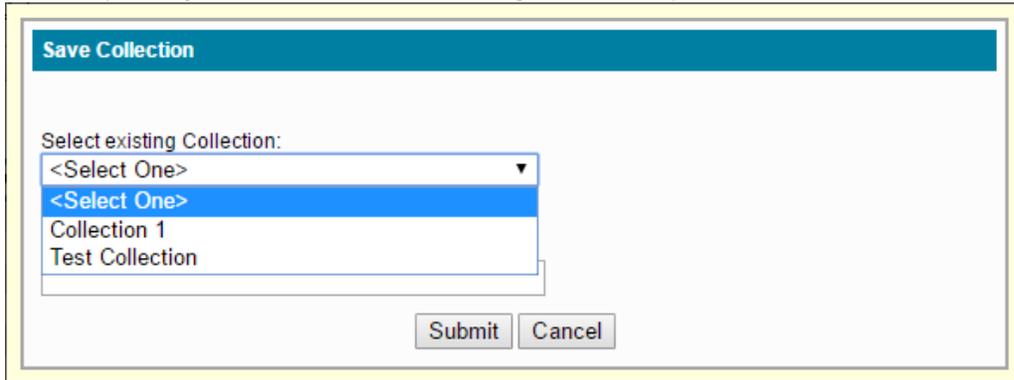
Save Collection

Select existing Collection:
<Select One>

Append to Collection Replace Collection

Or create a NEW collection by giving it a name:

4. Choose any existing collection from the **Select existing Collection** drop-down field.



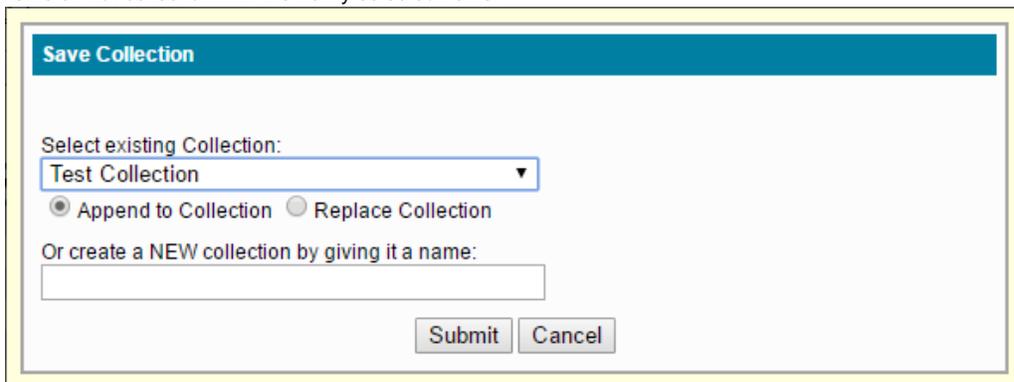
Save Collection

Select existing Collection:
<Select One>
<Select One>
Collection 1
Test Collection

Append to Collection Replace Collection

Or create a NEW collection by giving it a name:

5. Select either **Append to Collection** to add the items to the existing collection, or **Replace Collection** to replace the already existing items of that collection with the newly selected items.



Save Collection

Select existing Collection:
Test Collection

Append to Collection Replace Collection

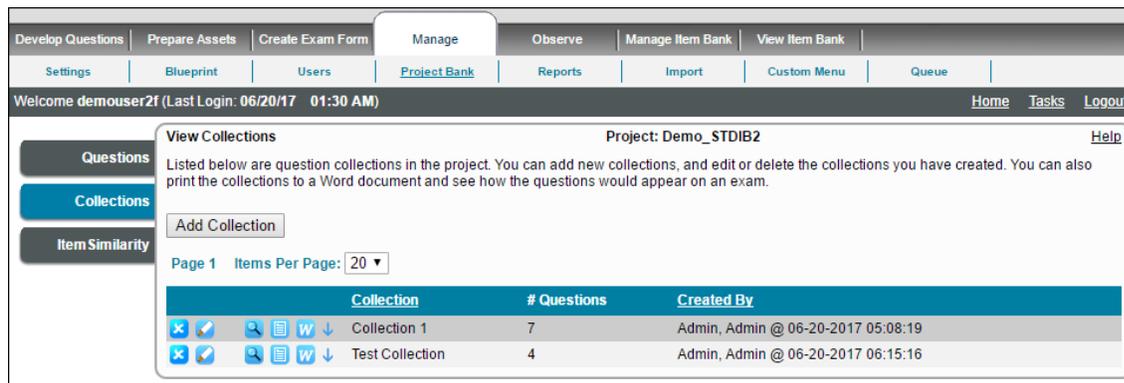
Or create a NEW collection by giving it a name:

Submit button: Save the selected items to the selected collection and returns to **View Collections** page.

Cancel button: Discard the activity and return to **Search Questions** page.

Access the View Collections page (work with existing item collections)

Select the **Manage Project Bank Collections** menu.

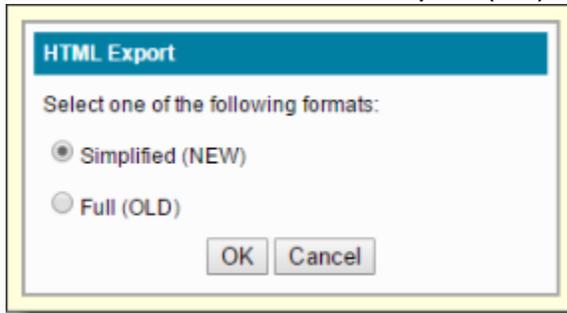


The **View Collections** table has following features:

Column	Description
	Delete the corresponding collection. <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;">  A collection can be deleted only by the Project Manager who creates it. The Delete icon is not visible to any other Project Manager. </div>
	Edit the corresponding collection. <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;">  A collection can be edited only by the Project Manager who creates it. The Edit icon is not visible to any other Project Manager. </div>
	View the items with the corresponding collection.
	Generate the corresponding collection to HTML format. <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0e0e0;">  This functionality requires you to disable any pop-up blocker in your web browser. </div>
	Generate the corresponding collection in Microsoft Word format.
	Generate the corresponding exam form in XML format. <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;">  Spreadsheet asset values are not exported to XML for: <ol style="list-style-type: none"> 1. A spreadsheet asset added to an item via Rich Text editor (in stem, answer option, block text metadata, or comment). 2. A spreadsheet type item having "Score results" selected as "Manually through test driver". </div>
Collection	The name of the collection.
Questions	Question ID of the items contained in the collection.
# Questions	Number of items contained in the collection.
Created By	The name of the user who created the collection along with date and time of its creation.

 **HTML Export of Collections**

1. Click the  **Print HTML** icon, select **Simplified (New)** radio button from the **HTML Export** popup window, and click **OK**.



2. A pop-up window opens with the collection in HTML format. The order of items in this window, and also in the Microsoft Word file in the archive obtained on clicking the **Download Report** button on the top right, use the following rules:
 - a. Starting from the top, when any item belonging to a case is encountered, the collection is searched for other items from that particular case and they are all arranged in the same order as in that case.
 - b. The order of items not belonging to any case are preserved with respect to each other. The order is only changed with respect to items belonging to a case, if the scenario mentioned in point a) is encountered.

We will demonstrate the behavior with an example.

Consider Case 1 with item “Case 1 Question 1” and “Case 1 Question 2” in the given order.

Question	Blueprint	Written by	Question Stem	Lock Response
97022.English	0.0.0	demouser2f	Case 1 Question 1	No
97023.English	0.0.0	demouser2f	Case 1 Question 2	No

Consider another Case 2 with items “Case 2 Question 1” and “Case 2 Question 2”, in the given order.

Question	Blueprint	Written by	Question Stem	Lock Response
97024.English	0.0.0	demouser2f	Case 2 Question 1	No
97025.English	0.0.0	demouser2f	Case 2 Question 2	No

In a collection named “Collection 1”, we will add three items, that are not part of any case, and all four items from the two cases, in the order as can be seen below.

Question	Blueprint	Written By	Question Stem
97008.English	0.0.0	demouser2f	MCQ OCO 1
97025.English	0.0.0	demouser2f	Case 2 Question 2
97009.English	0.0.0	demouser2f	MCQ OCO 2
97023.English	0.0.0	demouser2f	Case 1 Question 2
97024.English	0.0.0	demouser2f	Case 2 Question 1
97010.English	0.0.0	demouser2f	MCQ OCO 3
97022.English	0.0.0	demouser2f	Case 1 Question 1

In the HTML Export, the order of the items is listed as follows:

- Question 1
- Case 2 Question 1
- Case 2 Question 2
- Question 2
- Case 1 Question 1
- Case 1 Question 2
- Question 3

Items in a project can also be added to a collection from the **Batch Edit** pages.

What should I do if I need to include items that have been translated into different languages?

Please refer to [Items Requiring Language Translation](#).

It is a good idea to include up to 1.5 times more items than will be needed for the exam form on which the collection is to be included, so you have extra items to replace poorly rated ones.

Add a new collection

1. Select the **Manage Project Bank Collections** menu.

2. Click **Add Collection** to display the **Add/Edit Collection** page.

Develop Questions | Prepare Assets | Create Exam Form | **Manage** | Observe | Manage Item Bank | View Item Bank

Settings | Blueprint | Users | **Project Bank** | Reports | Import | Custom Menu | Queue

Welcome demouser2f (Last Login: 06/20/17 01:30 AM) Home Tasks Logout

Add Collection Add/Edit Collection Project: Demo_STDIB2 Help

Here, you can create new collections. You can add questions by searching for them and then clicking 'Add Questions' or remove questions by clicking the 'X' next to them. Remember to click 'Save' once you finish, or your changes will not be saved.

Name:

Select Questions

Provide your search Criteria ([Refresh for Count](#))

Question ID Not is equal to

3. Fill in the **Name**, **Provide your search criteria**, and click **Retrieve Questions**.
4. Select the required items from the search result grid.
5. Click **Save** to save the selected items to the collection and continue to the View Collections page, or **Cancel** to discard the changes.

Develop Questions | Prepare Assets | Create Exam Form | **Manage** | Observe | Manage Item Bank | View Item Bank

Settings | Blueprint | Users | **Project Bank** | Reports | Import | Custom Menu | Queue

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Questions View Collections Project: Demo_STDIB2 Help

Collections Listed below are question collections in the project. You can add new collections, and edit or delete the collections you have created. You can also print the collections to a Word document and see how the questions would appear on an exam.

Item Similarity Add Collection

Page 1 Items Per Page: 20

Collection	# Questions	Created By
Collection 1	3	Admin, Admin @ 06-20-2017 05:08:19

Edit a collection



How can I see a list of the ExamDeveloper ID that is linked to my External ID?

After a collection is created, you can use the Word output to see the items the collection contains. The first page of the Word output displays a table that lists both the ExamDeveloper ID and the External ID.

1. From the **View Collections** page click the



Edit icon to display the **Add/Edit Collection** page.

Develop Questions | Prepare Assets | Create Exam Form | **Manage** | Observe | Manage Item Bank | View Item Bank

Settings | Blueprint | Users | **Project Bank** | Reports | Import | Custom Menu | Queue

Welcome demouser2f (Last Login: 06/20/17 01:30 AM) Home Tasks Logout

Add Collection Add/Edit Collection Project: Demo_STDIB2 Help

Here, you can create new collections. You can add questions by searching for them and then clicking 'Add Questions' or remove questions by clicking the 'X' next to them. Remember to click 'Save' once you finish, or your changes will not be saved.

Name:

Questions

Page 1 Items Per Page: 20 With Selected: [Delete](#)

None	Sequence	Question ID	State	Blueprint	Written By	Question Stem
<input type="checkbox"/>	1	97008.English	Review: RS1	0.**	Admin, Admin	MCQ OCO 1
<input type="checkbox"/>	2	97009.English	Review: RS1	0.**	Admin, Admin	MCQ OCO 2
<input type="checkbox"/>	3	97010.English	Review: RS1	0.**	Admin, Admin	MCQ OCO 3

2. Make any necessary changes.
3. Click **Save** to save changes, or click **Cancel** to discard changes.

The **Add/Edit Collection** page has the following features:

Column	Description
	To delete an item, select the box next to the desired item and click Delete link.
Sequence	Sequence number of the item on the collection.
Question	Question ID number.
State	State of the item: <ul style="list-style-type: none"> • Draft • Review • Returned • Validated • Completed • Imported • Obsolete
Blueprint	Blueprint of the item.
Written By	Author of the item.
Question Stem	Item text.



How can I delete a Collection?

Only the **Item Bank Manager** has permission to remove any collection from a particular project from the **Add Content** page. The Item

Bank Manager can also delete any collection from the system completely by clicking the



Delete icon next to the collection

regardless of who created it.