

2.7.8 Item Locking

The Item Locking mechanism allows item writers, reviewers and project managers to check-out items and lock them so no other users can make modifications to the item while it is locked.

There are two different methods of locking items:

- **Automatically check-out items** when they are opened for editing
- **Manually check-out items** for a fixed period of time: Reviewers on Review Question page (1 day, 1 week, 1 month), or Project Managers on Examine Questions page (99 years)

Both methods of checking out an item have the following characteristics in common:

- Only one user can check out an item at any point in time; while checked-out, no other user can edit the item (but they can still add comments).
- On the **Write Questions**, **Write Case Questions**, **Modify Question**, **Add/Edit Cases** pages, users see a message notifying them that they hold the check-out for that item. (This is true for both manually and automatically checked out items.)
- When another user tries to edit a checked-out item, they receive an error telling them who holds the check-out.
- Users on the **Review Questions**, **Validate Questions** or **Examine Questions** pages receive notifications in near real-time when the item they are viewing is checked-out or checked-in by another user. The page is updated in near real-time when items are checked-out or checked-in, so they do not need to refresh the page to see the notification.

The behavior is different when you automatically check-out an item vs. manually checking out an item. There are even differences based on the role of the user and the page that is checked out. Click the link to review each type of item locking.

- [Automatically Check-out an Item](#)
- [Reviewer Manually Check-out an Item](#)
- [Project Manager Manually Check-out an Item](#)
- [Project Manager Manually Check-in an Item](#)
- [Project Manager Manually Check-in multiple Items](#)

Automatically Check-out an Item

The automatic item locking mechanism includes the following characteristics:

- Whenever a user starts editing an item in ExamDeveloper, that item is automatically 'checked out' (or 'locked') so that no other users can make modifications.
- When an existing item is opened for modification by clicking the **Modify** button, it is automatically checked-out until the system checks it in as a result of the user doing one of the following:
 - Save changes that redirects the user away from the modify page (**Save and Finish Later**, **Advance**, **Return**, or **Submit** buttons).
 - Leave the editor page for more than five minutes.
 - User is logged out through inactivity.
 - The state of the item changes.
 - The Project Manager manually checks-in the question.

Users can Automatically check-out an item from the following pages: **Write Questions**, **Modify Questions** from the Review Questions page, **Modify Questions** from the Examine Questions page, **Add/Edit Case**, and **Write Case Questions**. Items are automatically checked-in depending upon where the item was checked-out from.

Write Questions page

If you are the author of the item and the item is still in a draft state, you can automatically check-out the item from the **Draft/Returned Questions** tab on the **Project Writing Summary** page.

1. Select the **Develop Questions Write Item** menu and click the **Draft/Returned Questions** tab.



2. Click the **Edit** icon for the item you want to edit.
3. The **Write Question** page opens. A message notifies you that you checked out the item and provides the date and timestamp for the check-out.

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

Write Item | Review | Validate | Cases

Welcome edvturmer (Last Login: 02/14/19 10:36 AM) Home Tasks Logout

Write Question Project: Vikys Project Help

You checked out item 176555 on Feb 14, 2019 at 14:59.

Question Type: MCQ, One Correct Option Question Number : 176555 Language: English Weight : Default

* Question Stem: The capital of Minnesota is Minneapolis.

* Answer Options: Please select the correct answer by ticking the box next to it Custom Option Label

A: True

Correct

B: False

Correct

Check Spelling

Blueprint

References

Comments

Metadata

Split Screen Exhibits

Popup Exhibits

Advanced Properties

Submit on Behalf of: -- Self --

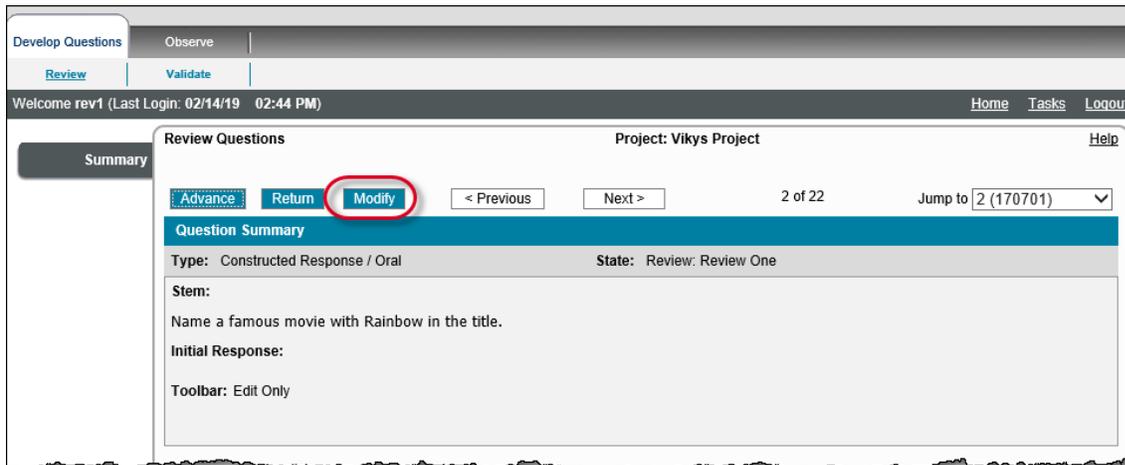
Add Question to Case Save Preview Save and Exit Submit

4. Make the required modifications. The buttons on the on the Write Question page affect the automatic check-out status as follows:

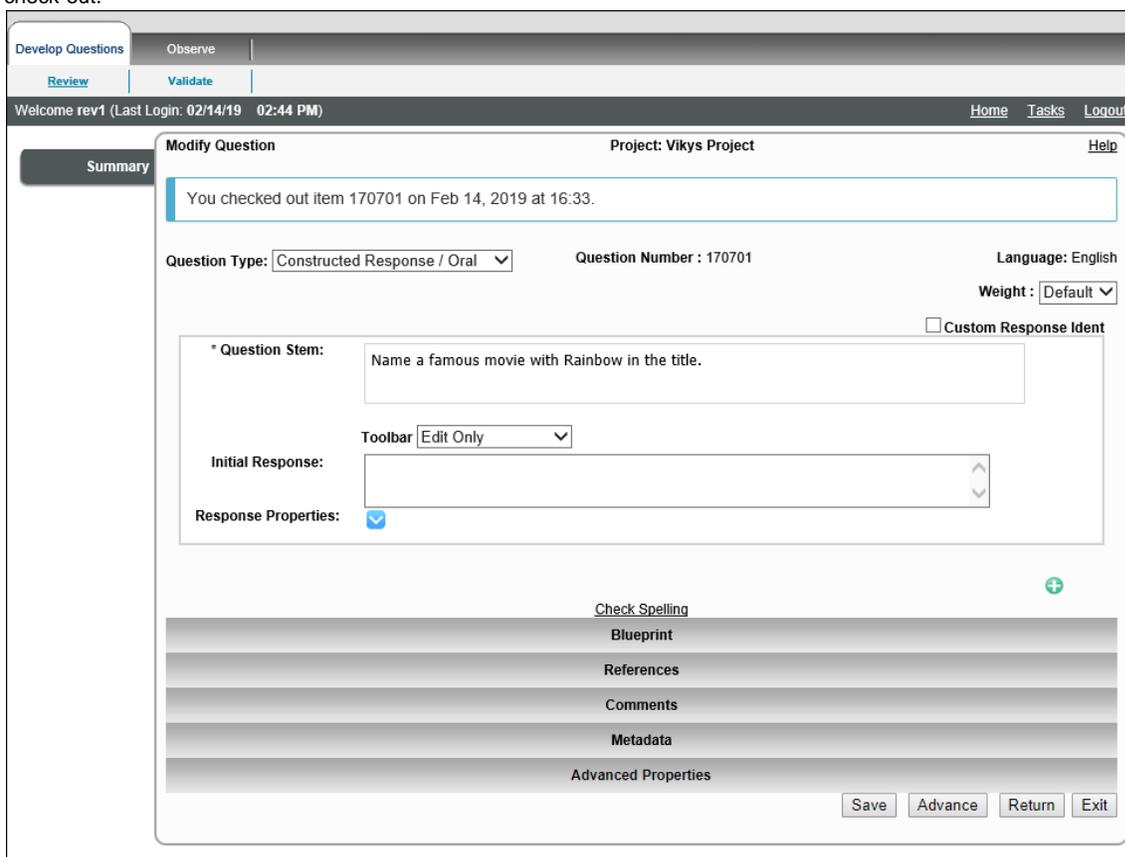
- **Add Question to Case** - Saves changes to the item, opens Add/Edit Case page where you can create a new case and add the item to the new case, both the case and the item remain open for 5 minutes after you navigate away from the Add/Edit Case page
- **Save** - Item remains checked out, Writer stays on the Write Question page
- **Preview** - Saves changes to the item, opens Preview window, item remains checked out
- **Save and Exit** - Saves changes to the item, checks-in the item, and returns Writer to the Project Summary page
- **Submit** - Saves changes to the item, checks-in the item, and moves the item to the next review state
- **Navigate away from page** - Does not save the item, item remains checked out for 5 minutes

Modify Question page from Review Questions

1. Select the **Develop Questions Review** menu.
2. Click the  **Edit** icon for the desired Review state.
3. Navigate to the desired item and click the **Modify** button on the **Review Questions** page.



4. The **Modify Question** page opens. A message notifies you that you checked out the item and provides the date and timestamp for the check-out.



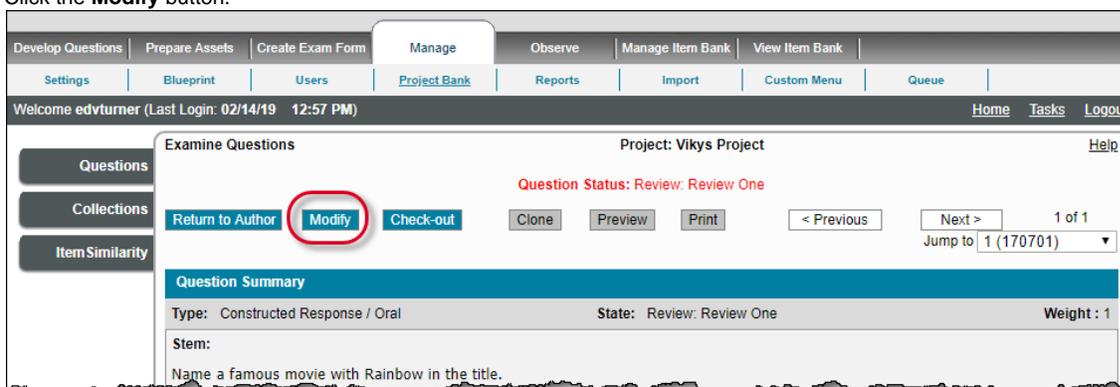
5. Make the required modifications. The buttons on the on the Modify Question page affect the automatic check-out status as follows:

- **Save** - Item remains checked out, Reviewer stays on the Modify Question page
- **Advance** - Saves changes, checks-in the item, and moves the item to the next review state
- **Return** - Saves changes, checks-in the item, and returns the item to the previous review state
- **Exit** - Does not save the item, the item remains checked out, and you are returned to the Review Questions page - a **Check-in** button appears on the page if you wish to check in the item
- **Navigate away from page** - Does not save the item, item remains checked out for 5 minutes

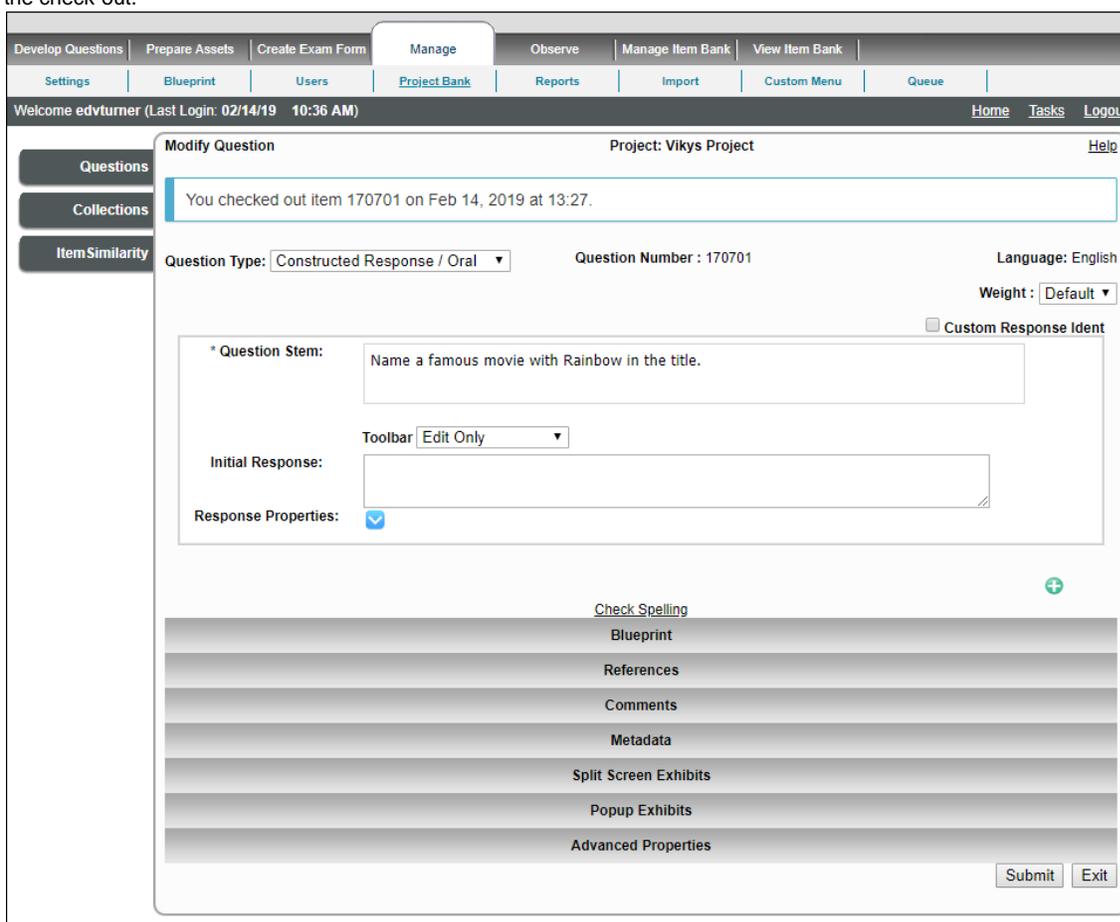
Modify Question page from the Examine Questions page

1. Select the **Manage Project Bank Questions** menu.
2. Search for the desired items using the Search Criteria and click the **Retrieve Questions** button.
3. Select the Items you want to examine by selecting the check box for each desired item.
4. Click the **Examine Questions** button.

5. Click the **Modify** button.



6. The **Modify Question** page opens and a message notifies you that you checked out the item and provides the date and timestamp for the check-out.



7. Make the required modifications to the item. The buttons on the on the Modify Questions page affect the automatic check-out status as follows:

- **Submit** - Saves the changes, and checks-in the item
- **Exit** - Removes any edits made to the item, returns to the Examine Questions page, and the item remains checked out
- **Navigate away from page** - Does not save the item, item remains checked out for 5 minutes

Add/Edit Case page

Any time you open a case to view it, all the items on the case including the exhibit are checked out. None of the items on the case can be checked out by another user. You are prevented from viewing the item if any of the items are checked out.

1. Select the **Develop Questions Cases** menu. Select the **View Cases** tab.

2. Click the  **Edit** icon for the case you wish to edit.

3. The **Add/Edit Case** page opens and a message notifies you that you checked out all the items on the case and provides the date and timestamp for the check-out. Notice the Exhibit item (170303) is checked out in addition to all the items on the case.

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

Write Item | Review | Validate | **Cases**

Welcome edvturner (Last Login: 02/14/19 04:13 PM) Home Tasks Logout

Add Case | View Cases

Add/Edit Case Project: Vikys Project Help

You checked out item 170303, 169855, 170551, 170689, 176606 on Feb 15, 2019 at 10:56. Case History

Case Number: **2949**
 Case name: Rainbow Case
 Exhibit ID: 170303
 Exhibit language: English
 Exhibit text: Identify all the colors of the rainbow.

Questions | Select Questions

Randomize Order (Drag to reorder) AngOff: 15.00

State	Question	Blueprint	Written by	Question Stem	Type	Lock Response
<input checked="" type="checkbox"/>	Validate	169855.English.0	Turner, Viky	There are eight colors in the rainbow.	MCQ, One Correct Option	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Review: Review One	170551.English.0	Turner, Viky	Place the colors in the correct order...	Enhanced Matching	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Review: Review One	170689.English.0	Turner, Viky	What two weather conditions must be present...	Fill In The Blank	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Draft		176606.English.0	Turner, Viky	Select the colors that are included in the...	MCQ, Multiple Correct Options	<input type="checkbox"/>

Save All | Preview | Submit All | Exit

4. You can make modifications to the Case Name, Exhibit text, the order of the items on the case, specify Lock Response for the items, and add items to the case. The buttons on the on the Modify Questions page affect the automatic check-out status as follows:

- **Save All** - Saves all changes to the case, stays on the Add/Edit Case page, all items on the case remain checked out as long as you are active on the Add/Edit Case page
- **Preview** - Saves all changes to the case, opens the Preview window, and all items on the case remain checked out as long as you are active on the Add/Edit Case page
- **Submit All** - Saves all changes to the case, moves all items on the case from a Draft state to the next state in the review workflow, all items on the case remained checked-out as long as you are active on the Add/Edit Case page
- **Exit** - Does not save changes to the case, returns you to the View Cases page, all items on the case remain checked-out for 5 minutes
- **Navigate away from page** - Does not save the case, items on the case remain checked out for 5 minutes

5. If you wish to edit an item in a draft state, click the  **Edit** icon on the **Questions** tab. This opens the Write Case Question page (see below).

Questions Select Questions

Randomize Order (Drag to reorder) AngOff : 15.00

State	Question	Blueprint	Written by	Question Stem	Type	Lock Response
	Validate	169855.English 0	Turner, Viky	There are eight colors in the rainbow.	MCQ, One Correct Option	<input checked="" type="checkbox"/>
	Review: Review One	170551.English 0	Turner, Viky	Place the colors in the correct order...	Enhanced Matching	<input type="checkbox"/>
	Review: Review One	170689.English 0	Turner, Viky	What two weather conditions must be present...	Fill In The Blank	<input checked="" type="checkbox"/>
Draft		176606.English 0	Turner, Viky	Select the colors that are included in the...	MCQ, Multiple Correct Options	<input type="checkbox"/>

Save All Preview Submit All Exit

Write Case Questions page

1. You can get to the **Write Case Questions** tab several ways:

- Click the **Edit** icon on the **Questions** tab of the Add/Edit Case page.
- Click the **Select Questions** tab on the Add/Edit Case page and click the **Write Question** button.

Questions Select Questions

Provide your search Criteria (Refresh for Count)

Question ID Not is equal to

Add New Criteria

Retrieve Questions Save Search Load Search

This project is configured to allow observers to see all of the questions. Draft and obsolete questions are not shown.

Write Question

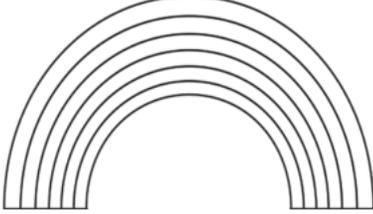
Save All Preview Submit All Exit

- Click the **Edit** icon on the **Case** accordion tab of the **Write Case Question** page to edit a draft item on a case.

Advanced Properties

Case

Rainbow Case
Identify all the colors of the rainbow.



Assets:
rainbow-Black and white2.png : [Click to View Full Size](#) [Download File](#)

Assets: rainbow-Black and white2.png,

Questions:

- There are eight colors in the rainbow.
- Place the colors in the correct order...
- What two weather conditions must be present...
- Select the colors that are included in the...

Submit on Behalf of: -- Self --

[Save](#) [Preview](#) [Submit All](#) [Exit to Case](#)

2. The **Write Case Question** page opens. A message notifies you that you checked out the item and provides the date and timestamp for the check-out. If you opened a new item to write it and add it to the case, no message appears at the top of the page.

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

Write Item | Review | Validate | **Cases**

Welcome edvturner (Last Login: 02/14/19 04:13 PM) Home | Tasks | Logout

Write Case Question Project: Vikys Project [Help](#)

Add Case | **View Cases**

You can write Questions to add to the current Case. Click 'Save Question' button to save the current Question in the Draft state to the Case. The 'Finish Case' button adds the current Question to the Case and moves it directly to the next state as per the Project configuration (Review/Validate/Completed). It will not affect Questions that are already in the Review state. To discard the incomplete Question and return to the Add/Edit Case page, click 'Return to Case' button and then 'OK' in the resulting popup window. Also, click 'Cancel' in the resulting popup window to return to the Write Case Question page with the incomplete Question.

You checked out item 176606 on Feb 15, 2019 at 10:56.

Question Type: MCQ, Multiple Correct Options | Question Number : 176606 | Language: English | Weight : Default

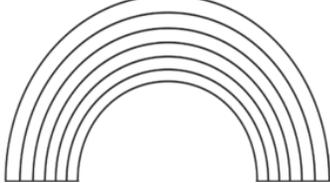
*** Question Stem:**

*** Answer Options:** Please select the correct answer by ticking the box next to it and assign weights to the correct options Custom Option Label

A:	<input type="text" value="Red"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="↓"/>	<input type="button" value="⊖"/>
B:	<input type="text" value="Fuchsia"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="↑"/>	<input type="button" value="↓"/>
C:	<input type="text" value="Green"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="↑"/>	<input type="button" value="↓"/>
D:	<input type="text" value="Aqua Marine"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="↑"/>	<input type="button" value="↓"/>
E:	<input type="text" value="Yellow"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="↑"/>	<input type="button" value="⊖"/>

[Check Spelling](#)
[Blueprint](#)
[References](#)
[Comments](#)
[Comments](#)
[Metadata](#)
[Split Screen Exhibits](#)
[Popup Exhibits](#)
[Advanced Properties](#)
[Case](#)

Rainbow Case
Identify all the colors of the rainbow.



Assets:
rainbow-Black and white2.png : [Click to View Full Size](#) [Download File](#)

Assets: rainbow-Black and white2.png,

Questions:

- There are eight colors in the rainbow.
- Place the colors in the correct order...
- What two weather conditions must be present...
- Select the colors that are included in the...

Submit on Behalf of: -- Self --

3. Make the required modifications to the item. The buttons on the on the Write Case Question page affect the automatic check-out status as follows:

- **Save** - Saves the changes to the item, adds the item to the case, checks out the item if it is a newly authored item, opens a new Write Case Question page, keeps all the items on the case checked-out
- **Preview** - Saves changes to the item, creates a new revision of the case, opens the Preview window, keeps the item open on the Write Case Question page, keeps all the items on the case checked-out
- **Submit All** - Saves all changes to the item, checks-in all items on the case, moves all items on the case from a Draft state to the next state in the review workflow, keeps all items on the case checked-out
- **Exit to Case** - Does not save changes to the item, you are returned to the Add/Edit Case page, keeps all items on the case checked-out
- **Navigate away from page** - Does not save the item, all items on the case remain checked out for 5 minutes

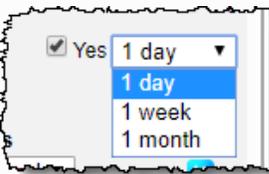
Reviewer Manually Check-out an Item

Reviewers can manually check-out an item for a fixed period of time, preventing it from being edited by others (even while they are logged out.) Reviewers can only manually check-out an item for a short amount of time.

- Reviewers are able to check-out / check-in an item manually on the Review Questions page:
 - This is performed on an item-by-item basis.
 - A reviewer can only check-in items they have checked-out.
 - Enabling/disabling reviewer check-out is configurable per review state in the project's review configuration, and can be configured to last for a day, week or month before the system automatically checks them back in (the reviewer receives an email notification the day before this occurs.) See [Review Workflow](#) topic for details on this configuration.
- All manual check-outs persist beyond logout until the period configured, but check-in still automatically occurs when saving an item in an edit screen or changing its state.



The **Check-out** and **Check-in** buttons are only available on the Review Questions page if **Allow reviewers to check-out items** is selected on the Review Workflow page. The question remains checked out for the number of days the Project Manager has configured this setting unless the user checks-in the question or moves it to another state in the review workflow.



ExamDeveloper sends out an email reminder to the users who checked out the item one day prior to automatically checking in the item. If the user does not check in the item before the expiration date, ExamDeveloper checks in the item at **3 am** server time on the expiration date.

See [Review Workflow](#) topic for details on this configuration.

For items that have been manually checked-out and the items are due to be automatically checked-in tomorrow (for example, 1 day, 1 week, or 1 month is about to expire), an email notification job runs.

- An email is sent to the users who checked-out the item.
- One email is sent for each project that contains items about to be checked-in.
- The email includes the following information:
Item bank

Project
Specific items to be checked-in

This is an automatically generated email. Please do not reply.

Hello, Viky Smith,

The following checked-out items will automatically be checked-in tomorrow:

Item bank name: DocOrg

Project name: Vikys Project

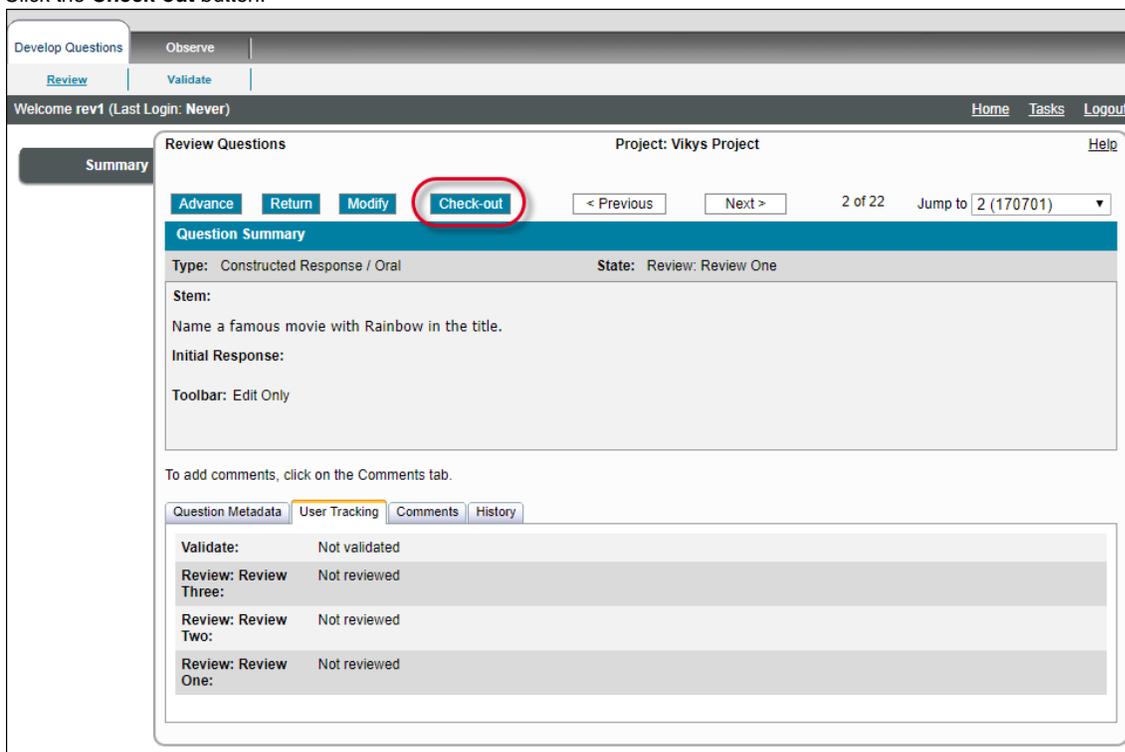
Items:

- 170303
- 170701

If you have any questions or concerns, please contact the project manager: John Smith (John.Smith@mycompany.com).

Thank you.

1. Select the **Develop Questions Review** menu.
2. The **Project Review Summary** page displays a count of the item included in the search criteria used to create the Review Assignment.
3. Click the  **Edit** icon to view the assignment from which the Items must be reviewed.
4. Click the **Check-out** button.



Develop Questions | Observe | Review | Validate

Welcome rev1 (Last Login: Never) | Home | Tasks | Logout

Review Questions | Project: Vikys Project | Help

Advance | Return | Modify | **Check-out** | < Previous | Next > | 2 of 22 | Jump to 2 (170701)

Question Summary

Type: Constructed Response / Oral | State: Review: Review One

Stem:
Name a famous movie with Rainbow in the title.

Initial Response:

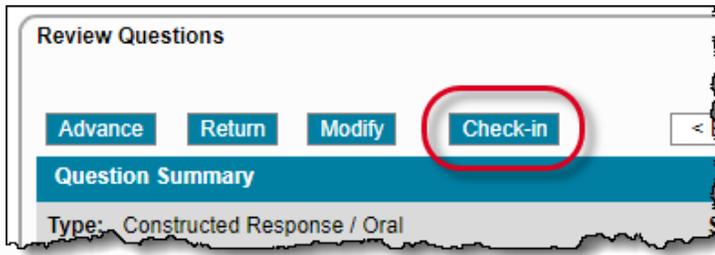
Toolbar: Edit Only

To add comments, click on the Comments tab.

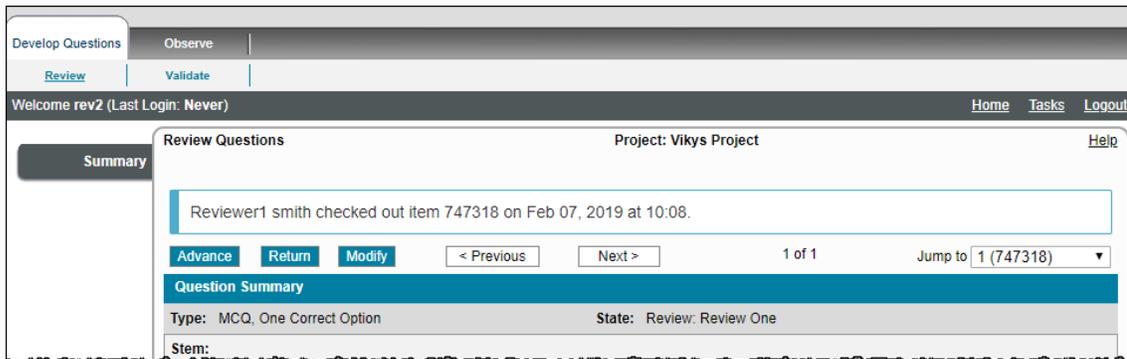
Question Metadata | User Tracking | Comments | History

Validate:	Not validated
Review: Review Three:	Not reviewed
Review: Review Two:	Not reviewed
Review: Review One:	Not reviewed

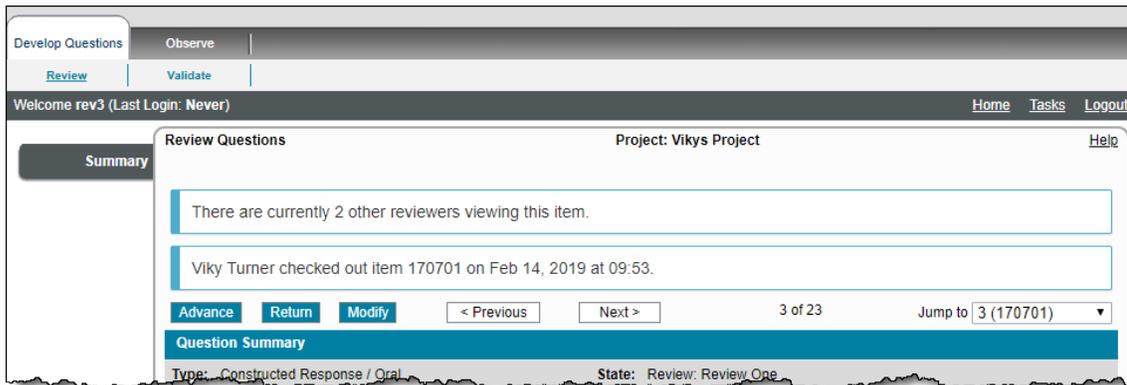
 The **Check-out** button toggles to the **Check-in** button when you have manually checked out an item.



- i** This manual check-out prevents other users from editing the item as long as it is checked out. When other reviewers navigate to the checked-out item on the Review Questions page, a message notifies them which user has the item checked out and they are prevented from opening the item for modification. The **Advance**, **Return**, and **Modify** buttons are disabled as long as the item is checked-out.



When multiple reviewers are all viewing the item on the Review Questions page, a message states how many other reviewers are currently viewing the item. As soon as one of the other viewers moves to a different item or navigates away from the Review Questions page, the message is updated in near real-time for all the other users viewing the item. This makes it easier for reviewers to determine if they should work on the selected item, or move on to a different item that is not being reviewed by other users. This messaging does not include any project managers viewing the item from the Examine Questions page.



5. If you wish to Edit the item, click the **Modify** button. The Modify Question page opens and a message notifies you that you checked out the item and provides the date and timestamp for the check-out.

The screenshot shows the 'Modify Question' interface for 'Project: Vikys Project'. At the top, there are tabs for 'Develop Questions', 'Observe', 'Review', and 'Validate'. Below the tabs, a welcome message reads 'Welcome rev1 (Last Login: Never)'. The main content area is titled 'Modify Question' and includes a 'Summary' sidebar on the left. The question details are as follows:

- Message: You checked out item 170701 on Feb 13, 2019 at 16:06.
- Question Type: Constructed Response / Oral
- Question Number: 170701
- Language: English
- Weight: Default
- Custom Response Ident:
- Question Stem: Name a famous movie with Rainbow in the title.
- Toolbar: Edit Only
- Initial Response: [Empty text box]
- Response Properties:

At the bottom, there are buttons for 'Save', 'Advance', 'Return', and 'Exit'. A sidebar on the right contains links for 'Check Spelling', 'Blueprint', 'References', 'Comments', 'Metadata', and 'Advanced Properties'.

6. Make the required modifications. The buttons on the on the Modify Questions page affect the manual check-out status as follows:

- **Save** - Item remains checked out, Reviewer stays on the Modify Question page
- **Advance** - Saves changes, checks-in the item, and moves the item to the next review state
- **Return** - Saves changes, checks-in the item, and returns the item to the previous review state
- **Exit** - Does not save the item, and the item remains checked out for the specified amount of time
- **Navigate away from page** - Does not save the item, item remains checked out for the specified amount of time

Project Manager Manually Check-out an Item

Project Managers can manually check-out an item for a fixed period of time, preventing it from being edited by others (even while they are logged out.)

- Project Managers can enable/disable reviewer check-out per review state in the project's review configuration, and can be configured to last for a day, week or month before the system automatically checks the item back in (the reviewer receives an email notification the day before this occurs.) See [Review Workflow](#) topic for details on this configuration.
- A project manager is able to check-out / check-in an item manually on the Examine Questions page:
 - They are not bound to any time limit like reviewers are. The item is checked out for 99 years, or until the item is checked in, or until there is a change in state for the item.
 - They can check-in any other users' items from the Examine Questions page, and must manually check-in an item in order to make the item editable again, because the previous pop-up overrides in other areas of the system were removed.
- All manual check-outs persist beyond logout until the period configured, but check-in still automatically occurs when saving an item in an edit screen or changing its state.
- Project Managers can bulk check-in multiple items using the [Item Check-out Dashboard](#).

1. Select the **Manage Project Bank Questions** menu.
2. Search for the desired items using the Search Criteria and click the **Retrieve Questions** button.
3. Select the Items you want to examine by selecting the check box for each desired item.
4. Click the **Examine Questions** button.
5. If the item is not checked out by another user, the **Check-out** button appears at the top of the page. Click the **Check-out** button.

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 edvturner (Last Login: 02/14/19 10:36 AM) [Home](#) [Tasks](#) [Logout](#)

Examine Questions Project: Vikys Project [Help](#)

Question Status: Review: Review One

[Return to Author](#)
[Modify](#)
[Check-out](#)
[Clone](#)
[Preview](#)
[Print](#)
[< Previous](#)
[Next >](#)
1 of 3
Jump to 1 (170701)

Question Summary

Type: Constructed Response / Oral State: Review: Review One Weight: 1

Stem:
Name a famous movie with Rainbow in the title.

Initial Response:

Toolbar: Edit Only

To add comments, click on the Comments tab.

[Question Metadata](#)
[User Tracking](#)
[Comments](#)
[History](#)
[Item Comparison](#)
[Advanced Properties](#)

Question ID:	170701
Revision Code:	3
Blueprint ID:	0 - Unclassified
Other Blueprints:	
Translation group:	170701
Language:	English
Translated questions:	
Metadatas	Movies
Documentation : Drop-down List MDs	
Documentation : Meta1s	
References:	
Membership (exams, sections, enemies, etc.)	

Question State: <Select One>

[Change State](#)

i If the item is checked out by another user, when the Project Manager views the item on the Examine Questions page a message notifies them which user has the question checked out and they are prevented from opening the item for modification. The **Return to Author**, and **Modify** buttons, and the **Change State** button are disabled as long as the item is checked-out. See **Project Manager Manually Check-in an Item** below.

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 edvturner (Last Login: 02/14/19 10:36 AM) [Home](#) [Tasks](#) [Logout](#)

Examine Questions Project: Vikys Project [Help](#)

Reviewer 1 checked out item 170777 on Feb 14, 2019 at 13:11.

Question Status: Review: Review One

[Return to Author](#)
[Modify](#)
[Check-in](#)
[Clone](#)
[Preview](#)
[Print](#)
[< Previous](#)
[Next >](#)
2 of 3
Jump to 2 (170777)

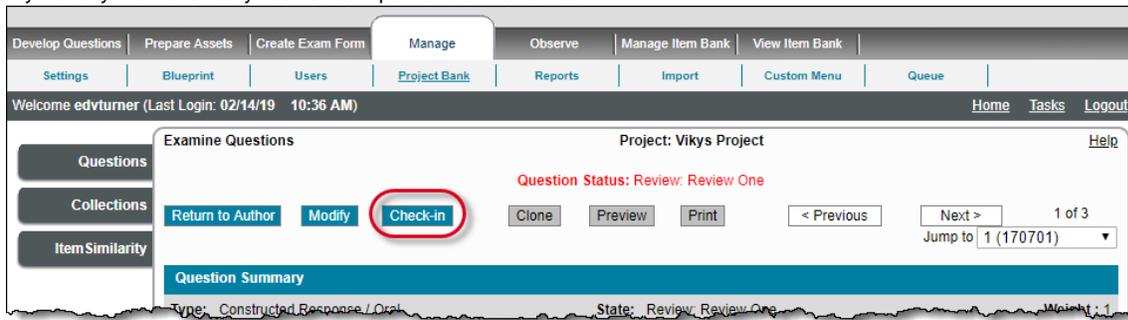
Question Summary

[Membership \(exams, sections, enemies, etc.\)](#)

Question State: <Select One>

[Change State](#)

6. The Check-out button changes to **Check-in**. There is no messaging that you have the item checked out, the button changing to Check-in is your only indicator that you have the question checked-out.



The item remains checked out for 99 years unless one of the following actions occur:

- A Project Manager clicks the **Check-in** button
- A Project Manager changes the **state** of the item
- The Project Manager modifies the item and **Submits** the item on the Modify Question page



The system does not automatically check-in the item when it has been manually checked out in the following scenarios:

- If the system-timeout period elapses for the Project Manager that manually checked-out the item
- If the Project Manager opens the question on the Modify Question page and leaves it idle for more than five minutes



The following actions occur when Project Managers manually check-out items:

- Reviewers receive real-time item review notifications if the Project Manager manually checks-out the item
- The **Modify**, **Advance**, and **Return** buttons are disabled for Reviewers when the Project Manager manually checks-out the item

7. If you wish to edit the item, click the **Modify** button. The **Modify Question** page opens and a message notifies you that you checked out the item and provides the date and timestamp for the check-out.

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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Modify Question Project: Vikys Project [Help](#)

Questions
Collections
Item Similarity

You checked out item 170701 on Feb 14, 2019 at 13:27.

Question Type: Question Number : 170701 Language: English

Weight :

Custom Response Ident

* Question Stem:

Toolbar

Initial Response:

Response Properties:

[Check Spelling](#)

[Blueprint](#)

[References](#)

[Comments](#)

[Metadata](#)

[Split Screen Exhibits](#)

[Popup Exhibits](#)

[Advanced Properties](#)

8. Make the required modifications to the item. The buttons on the on the Modify Questions page affect the manual check-out status as follows:

- **Submit** - Saves the changes, and checks-in the item
- **Exit** - Removes any edits made to the item, returns to the Examine Questions page, and the item remains checked out
- **Navigate away from page** - Does not save the item, item remains checked out

Project Manager Manually Check-in an Item

Project Managers can manually check-in not only items they have checked-out, but they can also check-in items that other users have checked-out, thus overriding the check-out from other users. This method only allows Project Managers to check-in individual items. If you need to check-in multiple items at the same time, use the Item Check-out dashboard under the **Manage Users** menu and click the Item Check-out tab. See the [Item Check-out Dashboard](#) topic for details.

1. Select the **Manage Project Bank Questions** menu.
2. Search for the desired items using the Search Criteria and click the **Retrieve Questions** button.
3. Select the items you want to examine by selecting the check box for each desired item.
4. Click the **Examine Questions** button.
5. The behavior for checking in an item you checked out vs. one checked out by another user is slightly different.
 - a. If the item is checked-out from another user, the message at the top of the pages states who has the item checked out plus the date and time stamp. Click the **Check-in** button.

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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Examine Questions Project: Vikys Project [Help](#)

Reviewer 1 checked out item 170777 on Feb 14, 2019 at 13:11.

Question Status: Review: Review One

Return to Author | Modify | **Check-in** | Clone | Preview | Print | < Previous | Next > | 2 of 3
Jump to 2 (170777)

Question Summary

Type: [] Display Type State: Review: Review One Weight: NA

The item is checked-in, the message disappears, and the button changes to Check-out.

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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Examine Questions Project: Vikys Project [Help](#)

Question Status: Review: Review One

Return to Author | Modify | **Check-out** | Clone | Preview | Print | < Previous | Next > | 3 of 4
Jump to 3 (170777)

Question Summary

Type: [] Display Type State: Review: Review One Weight: NA

If you want to prevent other users from editing the item you checked-in, click the Check-out button right away.

- b. If you want to check-in an item you checked out, click the **Check-in** button. The item is checked-in and the button changes to Check-out.

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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Examine Questions Project: Vikys Project [Help](#)

Question Status: Review: Review One

Return to Author | Modify | **Check-in** | Clone | Preview | Print | < Previous | Next > | 1 of 4
Jump to 1 (170701)

Question Summary

Type: Constructed Response / Oral State: Review: Review One Weight: 1

Stem:
Name a famous movie with Rainbow in the title.

Initial Response:

Toolbar: Edit Only