

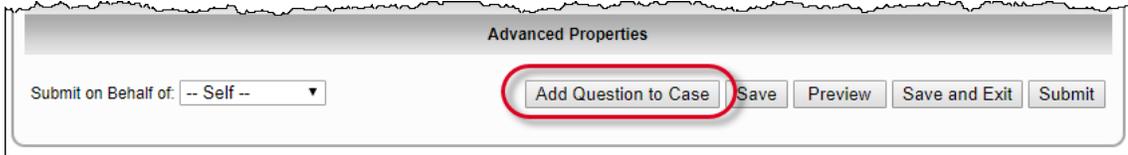
2.3.8 Add a Case

Create a Case

A Case is a group of items that share a split screen exhibit.

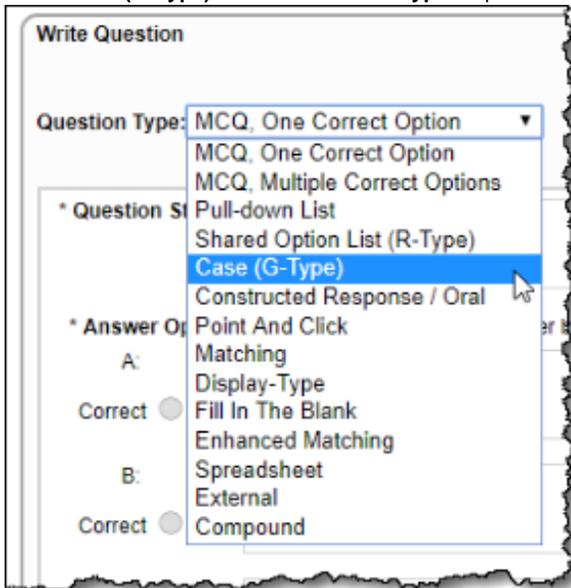
You must create a case before you can create an item for a case or add an item to a case. The **Allow the creation of new cases** option must be enabled on the **Manage Settings Configuration Cases** tab (see **Cases Tab**) in order to create cases. Only users with the **Create Cases** permission described in **Create Roles** can create cases. Item writers not assigned the Create Cases permission receive an error if they try to create a case from the Write Question page.

1. There are three methods of creating a new case.
 - a. Create an **Item** on the **Write Question** page and select the **Add Question to Case** button.



i The **Add Question to Case** button is only displayed for users with the Create Case permission.

- b. Select **Case (G-Type)** from the **Question Type** drop-down list on the **Write Question** page.



- c. Select the **Develop Cases Add Case** menu.

2. The **Add/Edit Case** page opens where you enter the **Case Name**, select the **Exhibit language**, and enter **Exhibit text**. You can also format and add assets as required.

3. Enter a **Case name**. This is a mandatory field.



Case names must adhere to the following rules:

- Case names cannot contain any of the following characters: **\/: * ? " < > |**. Only **alpha characters** are allowed.
- Case names must be unique within the **Item Bank**.

4. Select the **Exhibit language** from the drop-down list. The exhibit languages available in the parent **Item Bank** of the project are available in this drop-down list. The selected exhibit language determines the language of the items inside the case. All items added to the case must be authored in the same language.

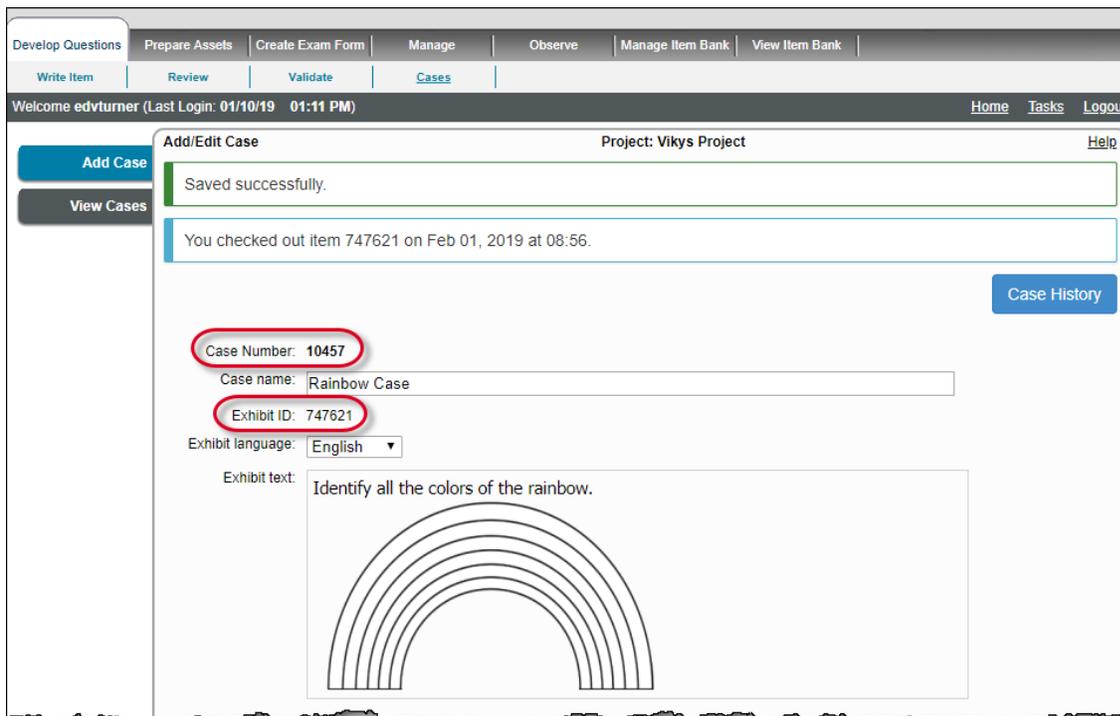


The Exhibit Language field does not appear on this page if only one language is set for your Item Bank.

5. Enter the **Exhibit text**. Enter text or assets that should be presented to the candidates when they are attempting to answer items from this case. This is the information that is displayed in the left pane of the split screen exhibit. It is available for all the items attached to the case.

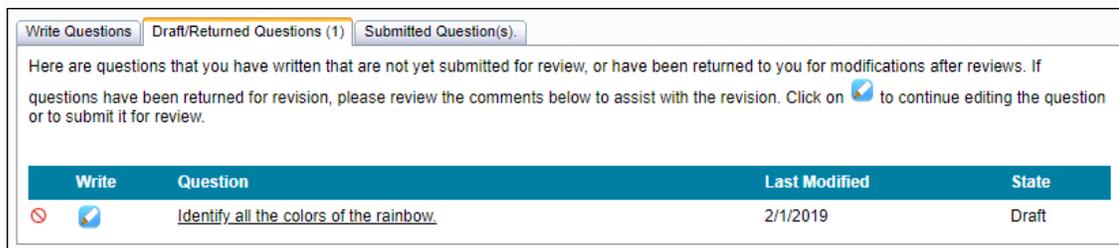
- You can format the entered text by changing the font type, or adding tables and assets to the text.
- You can add assets to the text by clicking the **Asset Manager** icon on the Rich Text editor toolbar of the text field. For more details on uploading assets, refer to [Attach an Asset](#).

6. Click **Save All**. The case is saved and given a **Case Number** and an **Exhibit ID**.



i The exhibit item is **checked out**. A date and time stamp for when the item was checked out is displayed at the top of the window.

i The **exhibit text** is saved as an independent item.



- It is assigned as a **Display-Type** item.
- The **Question Number** is the same as the **Exhibit ID** for the case.
- It is assigned the **Exhibit Language** from the case.
- It is saved in a **Draft** state.
- The item uses the **Exhibit Text** field of the case as the **Question Stem**.
- Case exhibits cannot be deleted from the Draft/Returned items tab on Project Writing Summary page.
- The **Case** accordion tab displays the *Case Name*, *Exhibit Text*, and lists any *Assets* on the case.

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

Write Item | Review | Validate | Cases

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

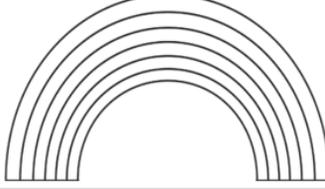
Summary

You checked out item 749338 on Mar 05, 2019 at 11:49.

Question Type: DisplayType **Question Number : 749338** **Language: English**

*** Question Stem:**

Identify all the colors of the rainbow.



[Check Spelling](#)

Blueprint

References

Comments

Metadata

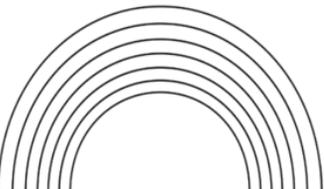
Split Screen Exhibits

Popup Exhibits

Advanced Properties

Case

Rainbow Case
Identify all the colors of the rainbow.



Questions:

Add an existing item to a case

You can add previously authored and submitted items to a case.

1. Enter the required search criteria in the search panel and click **Retrieve Questions**.



Draft, and **Obsolete** state items, and items on other **Submitted Cases** cannot be retrieved by any search criteria.

Only **Review**, **Validate**, and **Completed** state items are allowed by the search criteria.

Only items with the same **Language** as the case can be added to the case.

2. ExamDeveloper searches the ItemBank according to the criterion you provided, and the search results are displayed. **Select the check box(es)** on the left for the item(s) you wish to add.

Select Questions

Provide your search Criteria (Retrieving 3 Questions [Refresh for Count](#))

Question ID Not is equal to

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

Page 1 Items Per Page: 20

None	Question ID	State	Blueprint	Written by	Question Stem
<input checked="" type="checkbox"/>	666694.English	Review	0	smith, Viky	There are eight colors in the rainbow.
<input checked="" type="checkbox"/>	666698.English	Review	0	smith, Viky	Select the colors that are included in the rainbow.
<input type="checkbox"/>	666700.English	Review	0	smith, Viky	Identify the tree not native to Minnesota.

i How does the selection and pagination of search results work?

Users can optimize the number of search items per page by selecting a value from the **Items Per Page** drop-down; this number ranges from 10 to 50 per page. The default number is 20.

The selected number of search items is displayed in the grid below the drop-down.

The search items per page can be changed and viewed at any time for the user's convenience.

The search results are listed on multiple pages according to the selected number of **Items Per Page** in the drop-down, if the total number of search items resulting from the search criteria exceeds the selected number of items per page.

The user can also directly jump to another page of the search results grid by clicking its corresponding link above the search results grid.

The **Selection** drop-down in the left of the header row has four selection options: **None**, **Some**, **Page**, and **All**.

This **Selection** drop-down is present on pages in which users need to select multiple search items for use such as viewing, modifying, etc.

The **Selection** drop-down options perform the following functions:

Column	Description
None	All items in the list across all pages of the search results grid are deselected.
Page	All items on the currently visible page of the search results grid are selected. If you move to another page of the search results grid, you will see that none of the items on that page are selected, but the items selected on the earlier page are still retained.
Some	This selection appears when you manually select a few items from the list by selecting their corresponding check boxes. This selection also appears if you select Page from the drop-down and then increase the Items per page , or if you select All from the drop-down and then deselect any item on the search results page. It is also possible to select items across multiple pages of the search results grid by simply making the selection on one page and moving on to another - the item selection made on the earlier page is retained even if you move to another page to make additional selections.
All	All items in the list across all pages of the search results grid are selected. Even when moving to any other page of the search results grid, all the items on that new page are also selected. The selection drop-down remains as All if any of the items are not deselected, and it changes to Some if any of the items on any of the pages of the search results grid are deselected. Furthermore, if the deselection is made on the first page of the search results grid, then all the items on other pages are deselected. However, if you move to another page of the search results grid while the selection drop-down is All and deselect any item, the selection drop-down for that page changes to Some , while all items on the remaining pages remain selected with the selection drop-down selection showing as Page on those pages.

3. Click the **Add Questions** button. The selected items are displayed in the **Questions** tab of the **Add/Edit Case** page with a delete icon next to the item.

Questions Select Questions

Randomize Order (Drag to reorder) AngOff : 

State	Question	Blueprint	Written by	Question Stem	Type	Lock Response
	Review: Table Review 666694.English 0		smith, Viky	There are eight colors in the rainbow.	MCQ, One Correct Option	<input type="checkbox"/>
	Review: Table Review 666698.English 0		smith, Viky	Select the colors that are included in the...	MCQ, Multiple Correct Options	<input type="checkbox"/>
	Review: Table Review 666700.English 0		smith, Viky	Identify the tree not native to Minnesot...	MCQ, One Correct Option	<input type="checkbox"/>

Save All Preview Submit All Exit

 **Add/Edit Case** Project: Vikys Project [Help](#)

You checked out item 747621, 747740, 748824 on Feb 01, 2019 at 11:57.

When you add existing items to a case, a message at the top of the page notifies you that you have checked out the exhibit item, and the existing items you added to the case.

All the items on the case remain checked out as long as you are actively editing the case from the Add/Edit Case page. When you navigate away from the Add/Edit Case page, all the items on the case remain checked out for 5 minutes. ExamDeveloper checks-in the items after 5 minutes. The Project Manager can manually check-in the items from the Examine Questions page. See [Project Manager Manually check-in an item](#) topic for details.

 The **AngOff** value displayed on the top right is calculated from the individual AngOff values of the selected items.

  The **Scroll** icon can be clicked to toggle enable/disable scrolling of the selected items list on the **Questions** tab, when the number of selected items exceeds the tab height. Scrolling is enabled by default and a small scrollbar appears on the right when required. When a user clicks the Scroll icon to disable scrolling, the list of all the selected items/cases/sections appears on the same page and it may be required to use the browser's vertical scrolling capability to view the entire list.

4. Click **Save All**. The case is saved and displayed in the Add/Edit Case page.

 The exhibit item and all the added items remain checked out for 5 minutes after navigating away from the Add/Edit Case page. ExamDeveloper automatically checks all the items back in after 5 minutes. If you stay active on the Add/Edit Case page, all the items remain checked out thus preventing other users from editing any of the items.

Write a new case item

You can author a new item from the Add/Edit Case page. Only users with **Create Case** permission can see the **Write Question** button.

1. Click **Write Question** on the **Select Questions** tab at the bottom of the **Add/Edit Case** page.

Questions Select Questions

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

Question ID Not is equal to

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

2. The **Write Case Question** page opens where you can author a new item.

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

Write Item | Review | Validate | Cases

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

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.

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

* Question Stem:

* Answer Options: Please select the correct answer by ticking the box next to it Custom Option Label [?](#)

A: Correct

B: Correct

C: Correct

D: Correct

[Check Spelling](#)

Blueprint

References

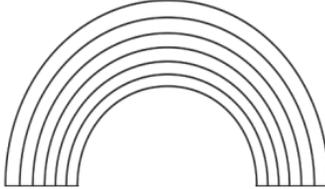
Comments

Metadata

Advanced Properties

Case

Rainbow Case
Identify all the colors of the rainbow.



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

Questions:

There are eight colors in the rainbow.

Select the colors that are included in the...

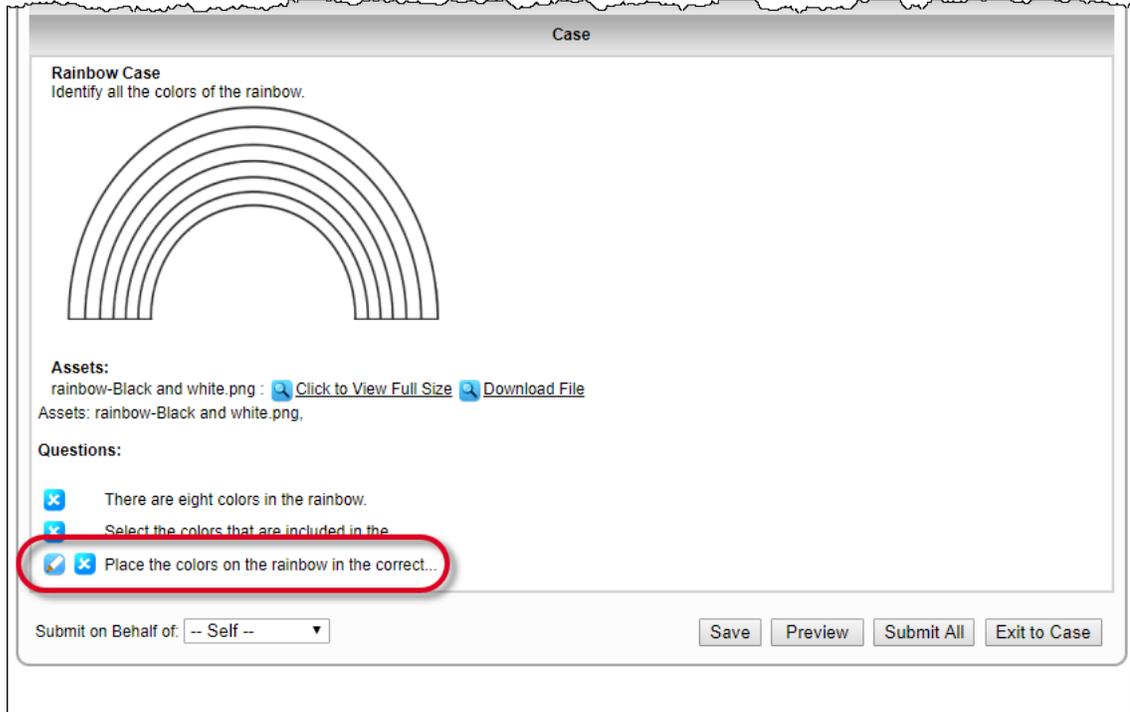
Submit on Behalf of: -- Self --



The **Case** accordion tab displays the *Case Name*, *Exhibit Text*, and lists any *Assets* on the case, and all *Case Questions* attached to the case.

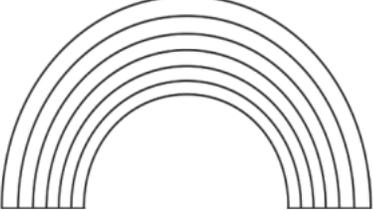
3. Author the new item following the rules for the selected item type.
4. You have three options for saving the item:
 - a. Click **Save**, the item is saved as a **Draft** and added to the case. You are returned to the **Write Case Question** page at the point

where you can **author a new item**. The Case accordion lists your newly authored item. Click the **Edit**  button to edit the newly authored item.



Case

Rainbow Case
Identify all the colors of the rainbow.



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

Questions:

- There are eight colors in the rainbow.
- Select the colors that are included in the
- Place the colors on the rainbow in the correct...

Submit on Behalf of: -- Self --

Save Preview Submit All Exit to Case

- Click the **Preview** button. Changes to the item are saved, all items on the case remain checked-out, and the case opens in the **P review** window. Only users with permission to preview items will see this button.
- Click **Exit to Case** and then click **OK** to confirm you want return to the case without saving the changes to the item. If you have not saved changes to the item, all changes for the item are lost when you click Exit to Case. Any items that were saved are listed

in a **Draft** state on the Questions tab of the case. Click the **Edit** button to edit the newly authored item. Only items in a **draft** state can be edited from the Add/Edit Case page.

The screenshot shows the 'Add/Edit Case' interface for 'Project: Vikys Project'. The case name is 'Rainbow Case' and the exhibit text is 'Identify all the colors of the rainbow.' Below the text is a drawing of a rainbow. At the bottom, a table lists questions with their states. The 'Draft' state is highlighted with a red box.

State	Question	Blueprint	Written by	Question Stem	Type	Lock Response
Review	Review One 747740.English 0		smith, Viky	There are eight colors in the rainbow.	MCQ, One Correct Option	<input type="checkbox"/>
Review	Review One 748824.English 0		smith, Viky	Select the colors that are included in the...	MCQ, Multiple Correct Options	<input type="checkbox"/>
Draft	749229.English 0		smith, Viky	Place the colors in the correct order on...	Enhanced Matching	<input type="checkbox"/>

d. Click **Submit All** to **Save** the changes to the current item and **Submit** the item to the case, and to submit all Draft items on the case and promote them to the next state in the workflow. The case is saved and no items are left in the Draft state.

When you click **Submit All**, any **Point and Click** items in a draft state are not submitted if they are missing Shapes or Shape Labels. You must correct the item and then resubmit the case.

The screenshot shows the 'Add/Edit Case' interface with an error message displayed in a red box:

Submit all is not possible as the following draft state question(s) did not satisfy the condition to move to next state. Please rectify the following corrections and then click submit all.

- Shapes and/or label definitions are missing.: [Q772038]Point and Click 1
- Shapes and/or label definitions are missing.: [Q772039]Point and Click 2

5. If there are any items still in the **Draft** state, click **Submit All** on the Add/Edit Case page. This saves changes to the case and submits all items on the case that are still in a Draft state and promotes them to the next state in the workflow.

When you view the case on the **Add/Edit Case** page, all items on the case are checked out. They remain checked out as long as you are active on this page.

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

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

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Add Case | **View Cases**

Add/Edit Case | Project: Vikys Project | [Help](#)

Saved successfully.

You checked out item 750992, 751007, 751036, 751067 on Feb 06, 2019 at 09:42.

[Case History](#)

If you navigate away from the Add/Edit Case page, the items remain checked out for 5 minutes until ExamDeveloper checks them back in. Otherwise the **Project Manager** may manually **Check-in** the item from the **Examine Questions** 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

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Questions | **Collections**

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

Question Status: Draft

State change to other than 'Review' and 'Obsolete' is not allowed. Some associated assets are not yet complete or don't have required metadata on them.

[Return to Author](#) | [Modify](#) | **Check-in** | [Clone](#) | [Preview](#) | [Print](#) | [< Previous](#) | [Next >](#) | 1 of 1

Jump to 1 (773449)

Question Summary

Type: Point And Click | State: Draft | Weight: 1

Stem:



To learn about editing a case, please visit [Edit Cases](#).