


# 5.4.1.4 Edit Properties of Multiple Items

You can change multiple properties of selected items on the **Batch Edit** page.

## Access the Batch Edit page

1. Select the **Manage Project Bank** menu.
2. Enter **Search** criteria and click **Retrieve Questions**.
3. Select the desired items and click **Batch Edit**.

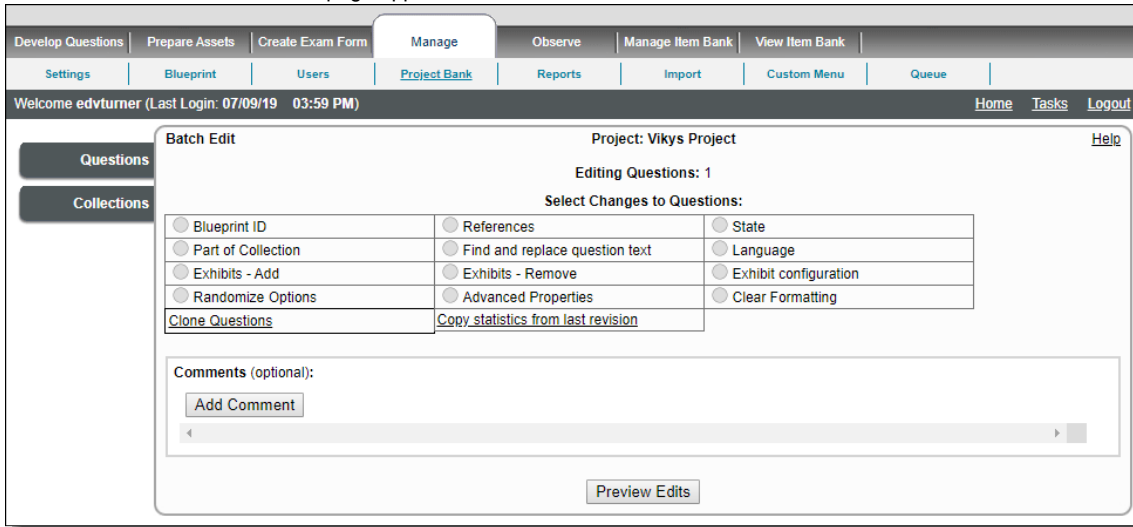
 As Project Manager, you do not have to move items back to the **Review** state if you are the one who is going to make the changes. You can make changes using the **Question Bank** page regardless of the state of the item, with the exception of **Locked** items, which must first be **Cloned**.

## Edit multiple items at a time

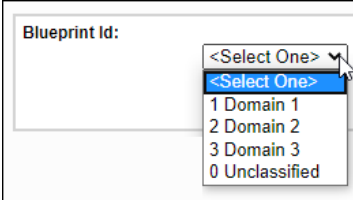
1. Search for items.

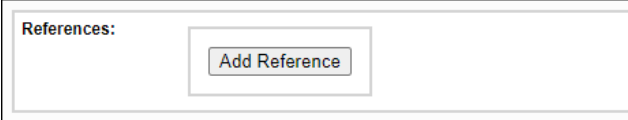
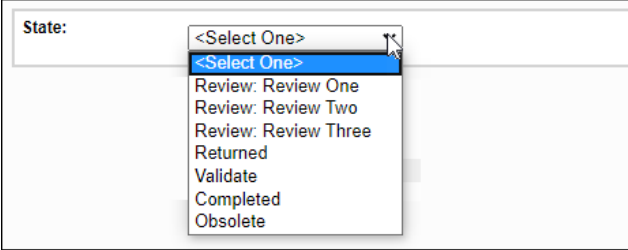
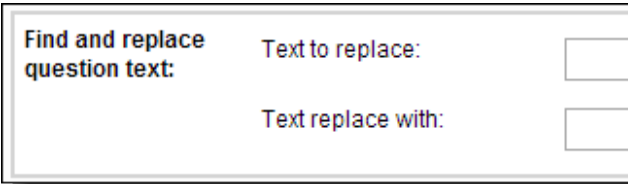
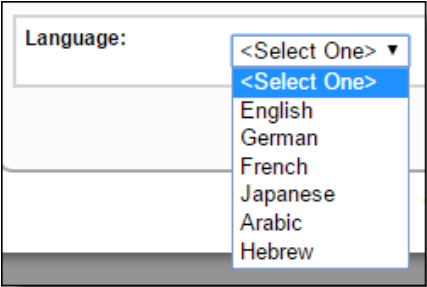
 For details, refer to [Search for Items](#).

2. Select the items you want to examine.  
Click **Batch Edit**. The **Batch Edit** page appears.



The **Batch Edit** page has the following features:

Property	Changes you can make
Blueprint ID	Select the Blueprint ID from a drop-down list to be applied to the selected items. 

<p><b>References</b></p>	<p>Add references to the selected items by clicking the <b>Add Reference</b> button.</p> 
<p><b>State</b></p>	<p>Change the state of the selected items.</p> 
<p><b>Part of Collection</b></p>	<p>Make the selected items part of an existing collection selected via a drop-down.</p>
<p><b>Find and replace question text</b></p>	<p>Change the item text by using <b>Find and replace Question text</b> feature for all of the selected items.</p>  <p>Insert the text to be replaced in <b>Text to replace</b> field, and insert the text to replace with in <b>Text replace with</b> field.</p>
<p><b>Language</b></p>	<p>You can apply a language to all the selected items by selecting this check box. A drop-down appears listing all the languages from the current Item Bank for you to choose one.</p> 

### Exhibits - Add

You can assign either split screen or popup exhibits to the selected items. Enter the exhibit number into the **Add Item** text box. Click the name of the exhibit that is displayed. Click the **Add Item** button. The exhibit is added to the list below the Add Item text box.

#### Split Screen Exhibits

Add Item:

Orientation :  ▼

Adjust

Ratio :  ▲ ▼ \*

Requir

#### Popup Exhibits

Button 1

Add Item:

Button label:

Show I

Button normal image:  Browse

Button

Show button image:  ▼

Windo

Hotkey:

Requir

Show Background:  ▼

Show I

Window position:  ▼

Windo

Window width:  %

### Exhibits - Remove

You can remove stand-alone exhibits from items using the **Exhibits - Remove** batch edit option.

#### Standalone Exhibits

Add Item:

Enter the exhibit number in the Add Item field. Click the name of the exhibit that is displayed. The exhibit is added to the list below the Add Item text box.

#### Standalone Exhibits

Add Item:

Number:737461 Text:What is this Dwarf's name?

Item ID	Type
 737491	Standalone

### Exhibit configuration

You can batch edit just the split screen exhibit configuration of items, without having to add exhibits. **Value** settings are enabled when the **Change** check box is selected for the **Setting**.

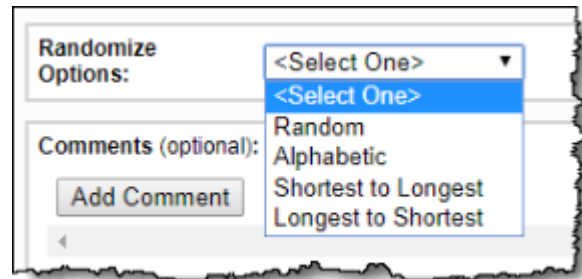
#### Split screen exhibit configuration

Change	Setting	Value
<input type="checkbox"/>	Orientation	Left ▾
<input type="checkbox"/>	Ratio	0.5
<input type="checkbox"/>	Adjustable	▾
<input type="checkbox"/>	Require complete exhibit display	▾

If any of the values are changing on the selected items, a new revision for the item is created. If none of the values are changing on the selected items, a new revision is not created.

### Randomize Options

You can randomize the order of the answer options for the selected items.



## Blocktext Metadata

You can add Blocktext Metadata to a group of items.

Editing  
Select Char

<input type="radio"/> Blueprint ID	<input type="radio"/> References
<input type="radio"/> State	<input type="radio"/> Part of Collection
<input type="radio"/> Language	<input type="radio"/> Exhibits
<input type="radio"/> Add Calculator	<input type="radio"/> Minimum Response
<input type="radio"/> Author	<input checked="" type="radio"/> Blocktext Metadata
<input type="radio"/> This is my Metadata Name	<input type="radio"/> ZAuthor

[Copy statistics from last revision](#)

Blocktext Metadata:

Help

Enter Text:

Edit ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

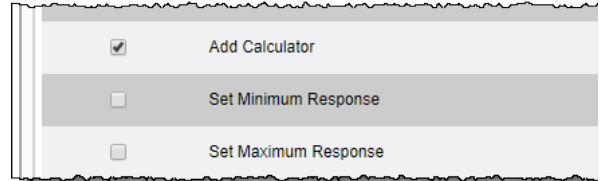
Arial ▾ 9pt ▾ A **B** *I* ☰

## Advanced Properties

You can set advanced properties item attributes to groups of items. Select the check box for the **Property** you want to assign to all the selected items and then set the **Value**.

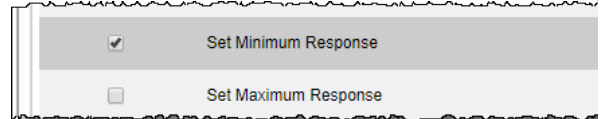
Advanced Properties		
Change	Property	Value
<input type="checkbox"/>	Enumerated	<input type="text" value="Not"/>
<input type="checkbox"/>	Shuffle Response	<input type="text" value="Not"/>
<input type="checkbox"/>	Add Calculator	<input type="text" value="Not"/>
<input type="checkbox"/>	Set Minimum Response	<input type="text" value="Not"/>
<input type="checkbox"/>	Set Maximum Response	<input type="text" value="Not"/>
<input type="checkbox"/>	Response Required	<input type="text" value="Not"/>
<input type="checkbox"/>	Response Confirmation	<input type="text" value="Not"/>
<input type="checkbox"/>	No Response Confirmation	<input type="text" value="Not"/>

- **Enumerated:** Select **True** to exclude the item from the numbering sequence in the review screen, or **False** to not exclude the item from the numbering sequence in the review screen. If **Not Set** is selected, Enumerated is not turned on for the items.
- **Shuffle Response:** Enable (**Yes**) or disable (**No**) shuffle response for the selected items. If **Not Set** is selected, shuffle response is disabled.
- **Add Calculator:** Select a calculator from the drop-down list. Only those calculators that are configured for the project appear in the list. See the [Advanced Properties Tab](#) topic for details.



**Note:** If you add a calculator to an item, you must add the calculator to the Exam Level or you will receive a QTI Compilation error. See [PearsonvueApplication \(Calculator\)](#) topic for details on adding calculators to the exam level.

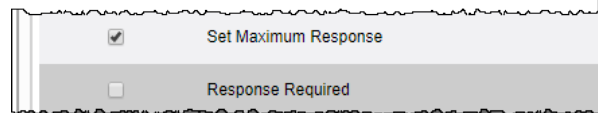
- **Set Minimum Response:** You can set the minimum number of correct response options a candidate can select for an **MCQ, Multiple Correct Options** item.



- **Not Set** = No value is exported. The default min = 1.
- **# correct** = The number of correct responses you listed in the item is the number of responses a candidate can select. For instance, if you have 5 responses and you selected 2 correct response options, the candidate can select a total of 2 response options for that item.

See the [Advanced Configuration Properties](#) topic for details.

- **Set Maximum Response:** You can set the maximum number of correct response options a candidate can select for an **MCQ, Multiple Correct Options** item.



- **Not Set** = No value is exported. The default max = the number of response options on a given item.
- **# correct** = The number of correct responses you listed in the item is the number of responses a candidate can select. For instance, if you have 5 responses and you selected 2 correct response options, the candidate can select a total of 2 response options for that item.

See the [Advanced Configuration Properties](#) topic for details.

- **Response Required:** You can specify whether the test driver should prevent candidates from navigating off any item they have not answered completely. Select **True** to prevent candidates from navigating off the item if they have not answered the item, and select **False** to allow candidates to navigate away from items that have not been answered. If **Not Set** is selected, the Response Required feature is not configured for the item.
- **Response Confirmation:** You can specify that the test driver should prompt candidates to confirm their answer to an item before moving off of it. Select **True** to prompt candidates to confirm their answer to the item before navigating away from the item, or select **False** to allow candidates to navigate away from the item without confirming the answer to the item. If **Not Set** is selected, the Response Confirmation feature is not configured for the item.
- **No Response Confirmation:** You can specify that the test driver should prompt candidates for confirmation to move off an item if they did not respond to the item completely. Select **True** to prompt candidates when they try and navigate away from an unanswered item, and select **False** to not prompt candidates when they try and navigate away from an unanswered item. If **Not Set** is selected, the No Response Confirmation feature is not configured for the item.

**Clear Formatting**

You can use the **Clear Formatting** option to clear only **Font face** or **Font Size**, or **Clear All Formatting** from the selected items.

Select Changes to Queue

<input type="radio"/> Blueprint ID	<input type="radio"/> References
<input type="radio"/> Part of Collection	<input type="radio"/> Find and replace question text
<input type="radio"/> Exhibits - Add	<input type="radio"/> Exhibits - Remove
<input type="radio"/> Randomize Options	<input type="radio"/> Advanced Properties
<a href="#">Clone Questions</a>	<a href="#">Copy statistics from last revision</a>

**Clear Formatting**

Remove	Format
<input type="checkbox"/>	Font face (Font family)
<input type="checkbox"/>	Font Size
<input type="checkbox"/>	Clear All Formatting *

\* Refer to Help for more information.

See the **Clear All Formatting** topic for details on formatting that is cleared when the **Clear All Formatting** option is selected.

## Clone Questions

Clones the selected items. Please note that the original item and its clone become enemies. The enemies of the original item also become the enemies of the cloned item.

A confirmation pop-up window appears with check boxes for **Statistics**, **Blueprint**, or **Metadata**, which must be selected in order to transfer information related to these parameters from the *original item* to the cloned item.

### Clone Question

This will make a copy of the current question.  
After cloning this question, a new copy of the question will be c

What information about the current question do you want to tra

Statistics  
 Blueprint  
 Metadata

Please choose what you would like to do with the current quest

Make this question obsolete. The cloned question will be th  
 Keep this question active in the bank. Two active versions

**Warning:** Question(s) exists on the following draft exams/sect  
Exam Form 1, Exam Form with Draft Case Questions, EF Cas  
Questions

After cloning this question, users need to add the newly gener  
ExamForms and Sections after removing the obsolete questio

Ok Cancel

When you opt to de-select the **Statistics** check box, and the item has statistics associated with it via External ID, the statistics are not transferred to the cloned item, but the External ID is transferred to the cloned item.

You can opt via radio button to make the *original Question Obsolete*, so that only the *cloned Question* is active. You can select the second radio button to *keep the original item active* so that there are *two active versions* of the same item in the Item Bank.

If the item being cloned is part of a *Draft Exam Form/Section*, a warning message is displayed mentioning the name of the *Draft Exam Form/Section*. This message is not displayed if the item is part of a *published Exam Form/Section*.



Items in an Obsolete state can only be cloned with batch edits. No other actions under batch edits are permissible.

For items that belong to a case, the cloned item is not part of the original case.

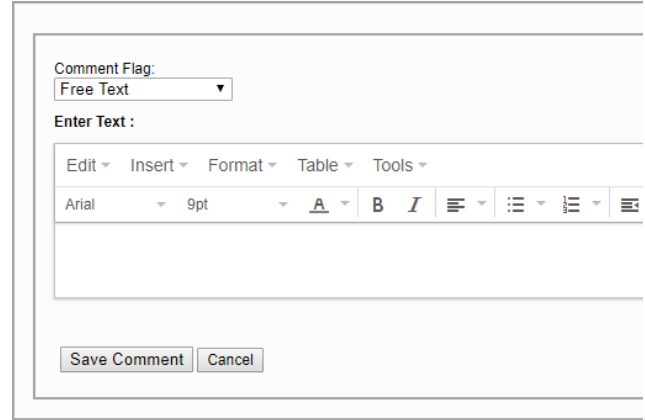
## Copy statistics from last version

Clicking this link copies the statistics from the last version of the item containing statistics, to the current version.



### Add Comment

Click the **Add Comment** button to add a comment for the Batch edit.



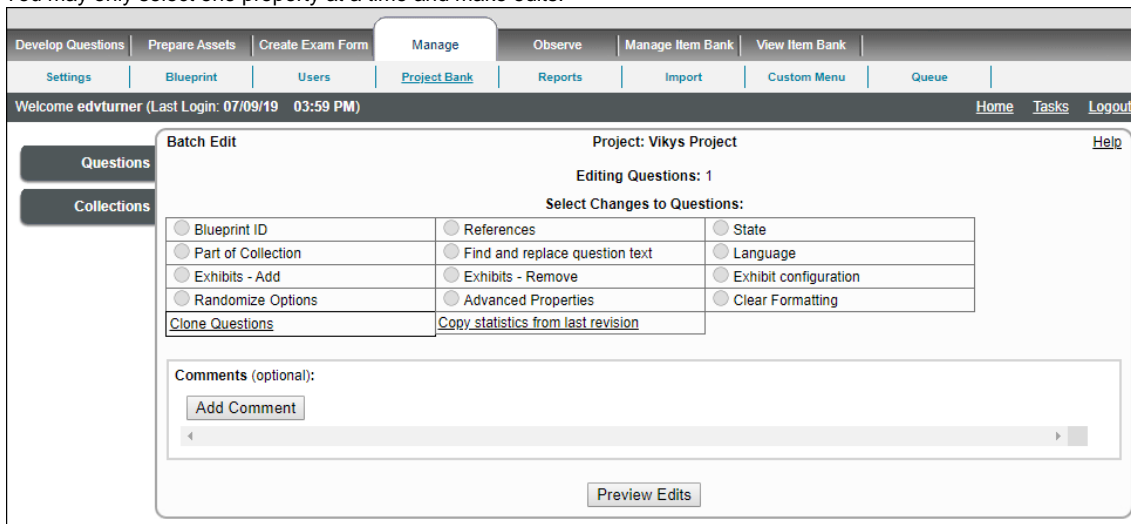
### Preserve incomplete review data

Select **Preserve incomplete review data** to not require a re-review by your reviewers when a new revision is created.



Use this feature when a Project Manager makes a change via Batch Edit that creates a new revision of an item that has already been advanced or returned by a reviewer. The Project Manger can determine the change is not significant enough to require all the reviewers to re-review the item. This feature creates a new revision of the item, but it does not clear out the review data for the current state on the user tracking tab. Reviewers are not required to re-review the item. The same number of reviewers are still required to trigger a state change for the item.

3. Select the property you want to edit. As you select a property, the editable fields for the property is displayed in the lower half of the page. You may only select one property at a time and make edits.



4. Edit the properties as required.
5. Click **Preview Edits**.
6. **Batch Edit** page is displayed notifying the user about the number of items affected and the criteria to be modified.

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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**Batch Edit** Project: Huss's Training (New BP) [Help](#)

Questions that will be affected : 5

Please confirm the changes you want to make to the selected questions. You can also go back to modify the edits, or start over and choose a different set of questions to work with.

**Following question(s) contains statistics. Do you want to retain statistics?:**  
 66909.English, 69952.English, 69953.English, 69954.English, 69955.English  
 Retain Statistics  Do not retain statistics

**The following are the edits you have made on the selected questions.**

**Question Blocktext Metadata will be changed for content(s):**  
 blocktext

7. If you wish to edit more properties for the same selected set of items, click **Re-Edit** instead of **Save**. Once you have made the necessary edits, you can click **Preview Edits** to return to the page as in **step 7** to finalize the batch edits.
8. Click **Save** to save the changes for the items selected from the **Project Bank** 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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The batch edit completed successfully: 5 of 5 questions were processed.

**Following question(s) contains statistics. Do you want to retain statistics?:**  
 66909.English, 69952.English, 69953.English, 69954.English, 69955.English  
 Retain Statistics  Do not retain statistics

**The following are the edits you have made on the selected questions.**

**Question Blocktext Metadata will be changed for content(s):**  
 blocktext



When you use Batch Edit to try and change the state of any **Point and Click** items, the state is not changed if they are missing **Shapes** or **Shape Labels**. An error report is produced.

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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**Batch Edit** Project: Vikys Project [Help](#)

The batch edit completed successfully: 0 of 2 questions were processed.

Some items could not be updated. A report has been automatically downloaded to show questions that failed.

**The following are the edits you have made on the selected questions.**

**Questions state will be changed to:** Review: Review One

	A	B
1	Question	Issue
2	772038	Shapes and/or label definitions are missing.
3	772039	Shapes and/or label definitions are missing.

See **Point and Click** topic for details on how to fix the Point and Click item.

- Click **Search for more Questions** to navigate back to the Item Bank page to search for more items to be batch edited with the same changes.



During Batch Edit, when you try to save a group of items and if at least one of these item versions has statistics tied to it, you are prompted with radio button choices for **Retain Statistics** or **Do not retain Statistics**, user is required to have permission to modify the item.

- **Retain Statistics:** The statistics of the item prior to modifications are inherited by the modified item.
- **Do not retain Statistics:** The statistics field of the modified item becomes blank.

The radio buttons to confirm whether or not to retain statistics while trying to save items with statistics after batch editing, is not shown if the **Show 'Retain Statistics' pop-up warning for modified items** check box on the **Project** tab of the project's configuration page is not selected. This check box is enabled by default, and therefore the radio buttons also appear by default.



If you try and **Batch Edit** case exhibits and case items and try and change the language, you will get varying results.

- You can change the **Language** of a **Case Exhibit** if it has no questions attached to it, and if there is no item in the same translation group with the language already in existence.
- You are **unable** to change the **Language** for a **Case Exhibit** that has items on it or **items on a Case**. If you need to change the language of the case exhibit or items on a case, you must remove the items from the case and then change the language of the case exhibit and the items.