peoplefluent

PeopleFluent Learning

Exams Administration

Release 24.04

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About Exams Administration

Exams administration involves maintaining questions and exams that can be assigned to courses or delivered as standalone learning modules. The LMS does not include an Exams Administrator system role by default, but your organization may choose to configure one to restrict access to exam and question related data and functionality.

Access to exam and question administration functions is configured in the Manage Features > Exam Features section of System Roles. There are also a number of General Role Permissions (in System Roles > Data Access Control) that must be enabled to allow administrators manage exams, questions, the approval process and reviewers.

The Exams section of the System Configuration page has a number of options to enable or disable exam-related features, and for specifying default settings.

The main features to configure exams and questions are:

- Question Pools

- Questions

- Exam Pools

- Exams

- Automatic Exemption Policies

To administer exams, questions, automatic exemption policies and question attributes, go to **Manage Center > Learning > Exam and Question Manager** menu.

To administer exam and question pools, question data loaders and exam style sheets, go to **Manage Center > Learning > Exam Utilities** menu.

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About Question Pools

Question pools are used to group related questions for exams. They can have a hierarchical structure, with one or more topic pools to further categorize content within the question pool.

An example question pool hierarchy for organizing questions for an exam about computer operating systems might be structured as follows:

- Operating Systems *(question pool)*

    - Desktop *(topic pool)*

        - Windows *(sub-topic pool)*
        - MacOS *(sub-topic pool)*
        - Linux *(sub-topic pool)*

    - Mobile *(topic pool)*

        - Android *(sub-topic pool)*
        - iOS *(sub-topic pool)*

In the Question Pools Manager you can:

- Add a new question pool

- Add new topic or sub-topic pools to existing pools

- Configure default values for new questions created in the pool

- Select program or module sessions for automatic exemption

- Delete empty pools

- Copy question pools to exam pools

- Merge pools

- Configure pool access permissions at any level

Question pools have general properties which are applied (as defaults) to new questions created in the pool. You can configure the default values when you update a question pool. The defaults can be overridden in the properties for each question.

When you add program or module sessions for automatic exemption, if the learner scores sufficiently on questions from the pool, they will be exempted from taking the selected program or module sessions. Further configuration is needed for automatic exemptions for exam pools, and exemption policies must also be configured. For more information, see About Automatic Exemption Policies.

When you create a question pool and update it you can configure it to send you (and other administrators) a notification email on a regular basis when there are any questions in the pool that have not yet been approved. The email template for this is specified in the *Questions Pending Approval Reminder Template* System Configuration setting. You can select the frequency of these notifications, and they will stop automatically when there are no more questions in the pool that haven't been approved.

You cannot delete a pool that contains questions. You can, however, merge pools to move all questions from one pool into another. You can then delete the empty pool.

To categorize exams using the same structure as a question pool, you can copy the question pool structure to the exam pool. If you do not need separate exams for all the topics in the question pool, you can delete them in the exam pool.

You can configure permissions for question, topic and sub-topic pools to specify who can edit them or assign questions to them.

> ⓘ　　Permissions do not cascade down the hierarchy. For example, administrators with permissions for a topic pool will not have those same permissions for any sub-topic pools under it. You must configure permissions at each pool level for other administrators to use them.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can configure question pools.

To configure question pools, go to **Manage Center > Learning > Question Pools Manager**.

Additional Information

Add a Question Pool

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About Automatic Exemption Policies

Add a Question Pool

You can add a question pool to group related questions in the Question Pools Manager. You can add a question pool at any level in the question pool hierarchy, subject to having unrestricted access permission to the question, topic or sub-topic you want to add a new pool to.

After adding a question pool, you can update it to configure default properties for new questions created in the pool, specify the program or module sessions for automatic exemption, and select users to receive email notifications when there are questions pending approval.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can add question pools.

To add a question pool

1. Go to **Manage Center > Learning > Question Pools Manager**. The Question Pools Manager page opens.

2. Optionally, select the question, topic or sub-topic pool in which you want to add a new pool.

3. Click **Add**. The New Name field is shown.

4. Enter a name for the new pool and click **Submit**. The new pool is added at the selected level.

5. To configure access permissions for other administrators to use or edit the pool, click **Permissions**.

Additional Information

Update a Question Pool

Configure Question Pool Permissions

Update a Question Pool

When you update a question pool in the Question Pool Manager, you can:

- Rename it

- Configure the default values for new questions created in the pool

- Select program or module sessions for automatic exemptions

- Select the users to receive notification emails when there are questions in the pool that are pending approval.

You would usually create a question pool, for which you only specify its name and level in the hierarchy, and then update it to configure the properties described above, if necessary.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can update question pools.

To update a question pool

1. Go to **Manage Center > Learning > Question Pools Manager**. The Question Pools Manager page opens.
2. Select the question, topic or sub-topic pool from the drop-down lists.
3. Click **Update** for the pool you want to update. The Edit Question Pools page opens.
4. Update the settings in the General section as required. These will be the default values applied to new questions created in the pool. They are not automatically applied to existing questions.
5. To select program or module sessions for automatic exemption, click the **+** icon. A selector page opens.
6. To remove a program or module session from the automatic exemptions list, select the session and click the **-** icon.
7. Click the **browse** icon to select the users to receive email notifications when the question pool contains questions pending approval.
8. Select the frequency to send the questions pending approval notification.
9. Click **Submit**.

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Add a Question Pool

About Automatic Exemption Policies

Pool General Properties Field Descriptions

The table below describes the general properties for question pools. The default values configured for the pool are applied to new questions added to the pool. You can override these default settings when creating or editing each question.

Table: Default Values for New Questions Added to the Pool

Property	Description
Default Question Prefix	When you create a new question in the question pool, this is the default prefix for the question ID, which is followed by the question's sequence number.
Default Weight	The default value for the maximum number of points that can be awarded when questions in the pool are delivered in a randomized test selection.
Default Difficulty	The default level of difficulty applied to the questions in the pool. You could set up different pools for different levels of difficulty.
Default Usage Limit	The default usage limit, which specifies how many times the question can be used in exams.

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Update a Question Pool

About Question Pools

Configure Question Pool Permissions

You can configure permissions for question, topic and sub-topic pools to specify who can edit them or assign questions to them.

About Parent/Child Pool Permissions

You can configure the application to automatically apply permissions set on a parent pool to each of its child pools. This is managed by the **Question Pool Permission Inheritance** System Configuration option (**System > System Configuration > Exam**). When this setting is enabled, if a user has unrestricted permission of Parent question pool, that user is able to add, edit, or delete questions in any child pools. When the setting is not enabled, permissions on child pools must be explicitly set to allow access.

Adding a Question Pool

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can configure permissions for question pools.

To add a question pool

1. Go to **Manage Center > Learning > Question Pools Manager**. The Question Pools Manager page opens.
2. Select the question pool, topic pool or sub-topic pool you want to configure permissions for.
3. Click **Permissions**. The Permissions Selector opens.
4. Select the users to give read-only or unrestricted access permissions to.
5. Click **Save**.
6. Click **Close**.

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Permissions

About Question Pools

Copy a Question Pool to an Exam Pool

You can create new exam pool hierarchies by copying question pools. You can create an exam pool hierarchy from any level of a question pool. The selected pool and its parent and child levels in the hierarchy are created as an exam pool with the same structure. If you select a topic or sub-topic level to copy, other pools at the same level (that is, with the same parent pool) are not copied.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can copy question pools to exam pools.

To copy a question pool to an exam pool

1. Go to **Manage Center > Learning > Question Pools Manager**. The Question Pools Manager page opens.
2. Select the question pool from which you want to create an exam pool.
3. Click **Copy to exam pool**. An exam pool is created with the same structure, from question pool down to the lowest sub-topic pool level under the copied pool.

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About Question Pools

About Exam Pools

Delete a Question Pool

You can delete only question pools that do not have any questions assigned to them or any of their topic or sub-topic pools. If you want to delete a question pool that contains questions, delete the questions first, or if you want to keep the questions, you can merge the question pool with another to move all its questions into the other pool. You can then delete the empty pool. When you delete a question pool, its topic and sub-topic pools are also deleted.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can delete question pools.

To delete a question pool

1. Go to **Manage Center > Learning > Question Pools Manager**. The Question Pools Manager page opens.
2. Select the question, topic or sub-topic pool to delete from the drop-down lists.
3. Click **Delete** for the pool you want to delete. The pool and its sub-pools in the hierarchy are deleted.

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Merge Question Pools

About Question Pools

Merge Question Pools

You can merge question pools to move all of the questions from the source pool to another question pool. You must merge question pools if you want to delete them but keep their questions.

When you merge a question pool, you select a source question pool, topic pool or sub-topic pool, and a target question, topic or sub-topic pool. Questions from the source pool and all of its sub-pools are moved to the target pool. You can then re-assign the questions in the target pool to other question, topic or sub-topic pools in the Administration tab of the Question Editor, or by exporting the questions to a CSV file, updating their pool assignments and re-importing them via the Question Data Loader.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can merge question pools.

To merge a question pool

1. Go to **Manage Center > Learning > Question Pools Manager**. The Question Pools Manager page opens.
2. Select **Merge Pools**. The Merge Question Pools page opens.
3. Select the pool you want to merge from the source drop-down lists.
4. Select the pool you want to move the source level questions into from the target drop-down lists.
5. Click **Submit**. The page refreshes with a list of the questions that were moved.

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Delete a Question Pool

About the Question Pools Data Loader

The ability to create Question Pools in bulk will make the migration easier. Although this may not be necessary for ongoing support. It will include the ability to move a child pool from one parent to another.

CSV Columns

The following columns are in the CSV file. The lower number "level" columns have to be populated if a higher level number is being added, updated, or deleted. For example, Levels 1 and 2 are required if Level 3 is the pool to which the action applies. All other columns are optional.

- **Action** - A for Add, U for Update, AU for Add/Update, or D for Delete

- **Level 1 Name** - question pool name

- **Level 2 Name** - question pool name Level 3

- **Level 3 Name** - question pool name

- **Level 4 Name** - question pool name

- **Level ## Name** - the question pols are hierarchical

- **Default Question Prefix** - string

- **Default Weight** - ##.##

- **Default Difficulty** - ##.##

- **Default Usage Limit** - ###

- **Reminder Recipients** - pipe separated list of user ids

- **Frequency** - daily|weekly|biweekly|monthly

- **PermTemplateName** - source name of a question pool from which to copy permissions

- **PermReplace** - y|n

To import question pools data and review previous imports, go to **Manage > Learning > Question Pools Data Loader**.

Preparing CSV Files for Import

To prepare a question pool data CSV file for import, you can download a template CSV file from the Question Data Loader page and populate the fields as required.

Note that CSV files are likely to be opened by Microsoft Excel if it is installed on your system. If you encounter any problems with importing a CSV file into the LMS, it could be caused by Microsoft Excel applying extra formatting to the file. Alternatively, you can edit CSV files in a text editor instead of Microsoft Excel. The data should conform to the formatting required by the template as specified in the corresponding CSV Formatting Help.

> ⚠️ If the values for text area fields include punctuation, these fields must be enclosed in double quotation marks (" "). Do not include commas or semicolons in other fields as they could be interpreted as a field delimiter (depending on your choice of delimiter at import).

Additional Information

Import Question Pools Data

Question Pools Data Loader Field Reference

Import Question Pools Data

Administrators can add, delete, update, and add or update as appropriate questions pools in bulk via the Question Pools Data Loader. You must first populate in a comma—or semicolon—separated values (CSV) file a row for each permission you want to add. For more information, see Question Pools Data Loader Field Reference.

To add, delete, update, and add or update as appropriate questions pools via the Question Pools Data Loader

1. Go to **Manage Center > Learning > Question Pools Data Loader**. The Question Pools Data Loader page opens and lists your previous imports, if any.

2. To see previous imports from any user, select **Anyone** from the Uploaded By drop-down list.

3. If required, download the CSV file template and enter the permissions information in the relevant fields. (Click the **CSV Formatting Help link** for guidance on each field.)

4. Click **+ Import CSV file**.

5. Click **Choose File** to select the CSV file to upload.

6. If your CSV file was saved with a specific file encoding the LMS can automatically detect it, otherwise you can select it from the list.

7. Select the delimiter used to separate fields in your CSV file. This can be a comma or a semicolon.

8. Click **Preview**. The contents of the CSV file are shown in the Data Loader page so that you can review the data before importing the file.

9. Click **Upload** to import the CSV file. The Summary Report shows how many records in the file were imported successfully and how many failed.

10. If any records failed to import, you can go back to the Permissions Data Loader page and click the **CSV Error Report link** for the failed import. The error report downloads to your desktop as a copy of the imported file that includes the error message.

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About the Question Pools Data Loader

Question Pools Data Loader Field Reference

Question Pools Data Loader Field Reference

Use the reference table below to help you correctly format the question pools you want to import via the Question Pools Data Loader.

To import question pools data via the Question Pools Data Loader, your user role must have unrestricted access to the Question Pools Data Loader feature in System Roles (Manage Features > Exam Manager Features).

To import question pools data and review previous imports, go to Manage Center > Learning > Question Pools Data Loader.

Table: Question Pools Data Loader Field Reference

Field	Content	Data Handling	Default
Action	Action	Must be "A", "D", "U", or "AU" (Add, Delete, Update, Add or Update as appropriate)	None
Level 1 Name	Question Pool Level 1 Name	Any Text (Max field length:150)	None
Level 2 Name	Question Pool Level 2 Name	Any Text (Max field length:150)	None
Level 3 Name	Question Pool Level 3 Name	Any Text (Max field length:150)	None
Level 4 Name	Question Pool Level 4 Name	Any Text (Max field length:150)	None
Default Question Prefix	Default Question Prefix	Any Text (Max field length:50)	Q

Default Weight	Question Pool Default Weight	Weight must be numeric and should between 0 and 999999	1
Default Difficulty	Question Pool Default Difficulty	Difficulty must be numeric and should between 0 and 999999	1
Default Usage Limit	Question Pool Default Usage Limit	Default Usage Limit must be integer and should between 0 and 2147483647	999999

Reminder Recipients	Reminder recipient user ids	List of user IDs, separated by vertical bar ("|"), e.g. userid1| userid2| userid3. The user ID is normally the username. However, if multiple assignments are allowed in the system, then the user ID is the assignment reference code	None
Frequency	Question Pool Frequency	A frequency must be one value of daily|weekly| biweekly| monthly	daily
Permission Template Name	Source name of a question pool from which to copy permissions, with hierarchical level names separated by forward slash, e.g., level1name/ level2name/ level3name	Any Text	None
Permission Replace	Permission Replace	"Y" or "N"	N

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About the Question Pools Data Loader

Import Question Pools Data

About Questions

Creating questions for exams can involve one or more people. For example, you can create and activate questions yourself, create questions and have subject matter experts supply the answers, or create questions with answers and have them reviewed before activation. The *Question Approval Mode* System Configuration setting specifies whether questions must be created via an approval-based workflow, in which its status progresses through *Work in Progress*, *Ready for Review*, *Reviewed* and *Approved*. Administrators with the *Allow Question Approval Override* Role General Permission in System Roles can bypass the approval workflow and approve it themselves. Only questions with an *Approved* or *Active* status can be included in exams.

When you create a question you assign it to a question pool or one of its topic or sub-topic pools. Questions in a pool share several properties, including the program or learning module sessions that qualify for automatic exemption when participants achieve a minimum score or better. Exams can also select random questions from a pool to provide a different selection of questions each time the exam is taken.

You can export questions to a comma separated values (CSV) file with the same format as that used to import questions via the Question CSV Loader. This lets you create questions for others to review or provide answers for using a spreadsheet application instead of the LMS.

The LMS supports 10 different question types. You can also include images, video, audio and web pages with questions. You cannot change a question's type after it has been created.

Questions can have attributes, which can be used to help categorize them. Question attributes are shown for all questions but they are visible only to LMS users who have been given read-only or unrestricted permission to them. Questions can also have language bundles so they can be delivered in the exam participant's preferred language.

You can view questions in the Questions page in the Manage Center and configure them in the Question Editor. The following access permissions in System Roles (Manage Features > Exam Manager Features) are needed to configure, review and approve questions:

- *Exam and Question Manager*

- *Questions* (unrestricted access)

- *Exam Utilities*

To create or clone questions, the *Allow Question Creation* General Role Permission must be enabled in System Roles > Data Access Control.

Reviewers and approvers must have the following General Role Permissions in System Roles:

- *Allow Question Review* (Data Access Control > General Role Permissions)

- *Allow Question Approval* (Data Access Control > General Role Permissions)

To view and configure questions, go to **Manage Center > Learning > Questions**.

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Question Types

The LMS supports the following question types.

> ⓘ   You cannot import Drag-and-Drop or Hotspot questions via the Question CSV
> Loader.
>
> You cannot change a question's type after it has been created.

Table: Supported Question Types

Type	Description
Drag and drop	The learner must drag the selection image to the correct area on the background image.
Essay	The learner enters free text.
Fill in the blanks	The learner enters the correct word or words which are missing in the question.
Hotspot	You define one or more hot areas in an image and the learner must select one of the areas to answer the question correctly. There can be more than one correct answer.
Matching	Provides two columns of up to 10 selections. Learners must select an answer from a drop-down list to match a specific question.
Multiple choice	A multiple choice question with up to five answers. Learners must select the check boxes for all correct answers.
Rating	Select a single value between the minimum and maximum inclusive. The number of options is specified by the spread. Rating questions can be automatically graded by multiplying the selected rating by the maximum score for the question, and dividing by the spread.
Single choice	The learner must select a single correct answer from up to four choices.
True/False	The learner must select True or False from a drop-down list.
Triple Rating	Provides three columns of ratings questions, which share a common low value label, high value label and spread.

Additional Information

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[Create a Question](#)

Create a Question

You create questions in the Question Editor. Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Questions* feature in System Roles (Manage Features > Exam Manager Features) can create questions.

The details you configure for questions vary for the different question types. For more information, see Question Types.

> ⚠️ You must click the **Save** icon each time you update one of the Question Editor tabs before selecting another tab.

To create a question

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager page opens at the Questions tab.
2. Click **+ Create Question**. The Question Editor opens.
3. Enter the question ID.
4. Select the question type from the drop-down list.
5. Select the question pool level to assign the question to.
6. Click **Create**. The Details tab opens in the Question Editor.
7. Enter the question details and click the **Save** icon. The other Question Editor tabs are shown.

Additional Information

Question Editor Details Field Reference

Question Editor Administration Field Reference

About Question Approval

Add Media to a Question

Edit a Question

View Question Usage Statistics

View Question Version Archive

Edit a Question

You can view and update question information in the following tabs in the Question Editor:

- Details

- Administration

- Preview/Approval

- Media

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Questions* feature in System Roles (Manage Features > Exam Manager Features) can edit questions in the Question Editor.

> If you need to edit a question when an exam that uses it is active and people are taking it, retire the question and create a new one.

> To save your changes, you must click the **Save** icon before selecting another tab.

To edit a question

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager page opens at the Questions tab.
2. Filter the list of questions, if required.
3. Click the name of the question you want to edit. The Question Editor opens at the Details tab.
4. Click the tab containing the information you want to edit.
5. Update the question details.
6. Click the **Save** icon.
7. Repeat steps 4 to 6 for each tab you want to edit.

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Question Editor Administration Field Reference

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Delete a Question

Delete a Question

You can delete only questions that are not currently selected for exams. You must also have unrestricted access permission for a question to delete it. If you created the question, you have unrestricted access by default.

Administrators with unrestricted access to the *Questions* feature in System Roles (Manage Features > Exam Manager Features) can delete questions.

To delete a question

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager page opens at the Questions tab.
2. Filter the list of questions, if required.
3. Select **Delete** from the action menu of the question you want to delete. A confirmation dialog opens.
4. Click **OK**. The question is deleted.

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About Questions

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Export Questions to CSV File

You can export questions to a comma-separated values (CSV) file from the Questions tab in the Exam and Question Manger. The export CSV file is exported with the same format used to import questions via the Question CSV Loader. This means you can export questions, edit them and then import the updated questions. For example, subject matter experts without access to the LMS can review questions and supply answers in a text editor or spreadsheet application.

You can filter the questions list to export only the questions you want to include in the CSV file.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Questions* feature in System Roles (Manage Features > Exam Manager Features) can export questions.

To export questions to a CSV file

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager page opens at the Questions tab.
2. Filter the list of questions, if required.
3. Click **Export to CSV**. A file named Questions.csv is downloaded to your browser's default downloads location.

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About Questions

About the Question CSV Loader

Import a QTI File

You can import IMS Question and Test Interoperability (QTI) files in the Question QTI Loader page. The LMS supports QTI version 1.2 only, and can import multiple choice questions and question pools.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Data Loader* feature in System Roles (Manage Features > Exam Manager Features) can import QTI files.

ⓘ   The *ident* attribute for each *<item>* tag in the QTI file maps to the LMS question ID and therefore must be unique.

To import QTI files

1. Go to **Manage Center > Learning > Question QTI Loader**. The QTI Question Loader page opens.
2. Click **Choose File** and select the file to import.
3. Click **Next**. The LMS validates the QTI file and the QTI Preview page lists the questions in the file.
4. Click **Import**. The QTI Import Summary page opens and lists the import failure or success status for each question.
5. Click **Done** to open the Questions page, or **Import another QTI file** and repeat steps 2 to 4.

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[About Questions](#)

Question Editor Details Field Reference

In the Details tab you enter the question, its parameters—and for applicable question types—its correct answer or answers.

Table: Question Editor—Details Tab Field Descriptions

Field	Description
Question ID	The unique question ID either manually entered or generated by the LMS. If a common ID prefix has been configured for the question pool the question is created in, the question ID starts with the prefix. You can override the prefix when creating questions.
Version	Shows the question's version number. If a question was created with the *Question Approval Mode* System Configuration setting set to *Approval Mode*, the question's version number is increased when the question is re-opened for editing and the new version is approved. Previous versions are shown in the Archive tab.
Status	When the *Question Approval Mode* System Configuration setting is set to *Simple Mode*, you or anyone with unrestricted access permission for the question can update its status to reflect whether it is ready to be included in exams. Only questions with an *Active* status can be included in exams. When set to *Approval Mode*, the Status is read-only, and is updated as the question progresses through the approval workflow. Only questions with an *Approved* status can be included in exams.
Language	Select the language in which the question is delivered.
Reference Info	Enter any relevant reference information about the question. This information is shown below the question when the participant takes the an exam containing the question. It is also shown when you preview an exam in the Exam Editor.
Prioritize when selecting questions for random exam sections	Select this check box to ensure the question is included in randomly generated exam sections that draw questions from its question pool.
Text	Enter the text of the question.

Always show choices in the same order?	This option applies to single and multiple choice questions. Select **Yes** or **No** from the drop-down list.
Allow only one answer?	This option applies to multiple choice questions. Select **Yes** if the participant needs to select only one of several possible correct answers. Select **No** if they must select all correct answers.
Choice#*n*	This option applies to single and multiple choice questions. Enter the choice text for each option and select the correct answer.
Enable Question Attachment	Select this check box to enable the *+ Add attachment link* button when the question is selected for an exam.
Hints	Click **Display additional comments** to show this field. Enter a hint to help the participant answer the question.
Pre-Comment	Click **Display additional comments** to show this field.
Explanation	Click **Display additional comments** to show this field.

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Question Editor Administration Field Reference

In the Administration tab you can:

- Move the question to another pool

- Set an expiry date, after which it cannot be included in exams

- Limit the number of times it can be used

- Adjust its weighting and difficulty for randomized exam sections

- Update its access permissions

- Update the values for any question attributes

Table: Question Editor—Administration Tab Field Descriptions

Field	Description
Question Pool Level *n*	You can select the question pool level to assign the question to. Remember that question pools have their own access permissions.
Expiration Date	Enter an expiration date and time for the question, after which the question cannot be selected for exams.
Usage Limit Threshold	Enter the maximum number of times the question can be selected for exams. A daily background task will automatically update the question's status to *Retired* when the threshold has been reached.
Weighting	Enter the maximum number of points that can be awarded when the question is delivered in a randomized exam section.
Difficulty	Enter the question's difficulty level. You can filter the list of questions in the Exam and Question Manager by difficulty.
Comments	Enter a comment about the question. Exam participants do not see them comment.
Owner	Click the **browse** icon to change the question's owner. A question can have only one owner, and only the owner can edit the question.
Permissions	Click **Permissions** to update the access permissions for the question.

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About Questions

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About Question Approval

You can review, reject, approve or activate a question in the Question Editor's Preview/ Approval tab. The actions you can take depend on the *Question Approval Mode* System Configuration setting and, if applicable, the question's progress through the approval workflow.

The *Question Approval Mode* setting specifies whether questions must be reviewed and approved before they can be included in exams. In *Simple Mode* you can update a question's status in the Details tab without it going through the approval workflow. Review is optional. In *Approval Mode* the question owner asks other users to review a question, approve it, and add comments relevant to the review and approval. The question reviewer may also be the question approver, or they may be different users.

As the question owner, or another user with unrestricted access permission, you can retire the question so that it can no longer be selected for exams. You can also open an approved question for editing. This creates a new version and changes its status back to *Work in Progress*.

As the question reviewer, you can mark a question as reviewed or reject it, adding review comments if necessary.

As the question approver, you can update the question status to approved, so that it can be selected for exams.

The table below summarizes the owner, reviewer and approver actions you can take in the Preview/Approval tab when *Question Approval Mode* is set to *Approval Mode*.

Table: Question Editor—Preview/Approval Tab Actions

Question Status	Action	How
Any	Ask another LMS user who is physically present to approve the question.	Click **Activate Temporary Approver**. A login dialog opens. The approver logs in and then either approves or rejects the question.
Work in Progress	Indicate that the question is ready for review.	Click **Ready for Review**. The question status is updated to *Ready for Review*. The question list in the Exam and Question Manager can be filtered by Status to show questions ready for review.

Work in Progress	Approve your own question.	Click **Approval Override**. The question status is updated to *Approved*. It can now be selected for exams. The *Allow Question Approval Override* feature must be enabled in System Roles (Data Access Control > Role General Permissions).
Ready for Review	Mark question as reviewed.	Click **Review**. The question status is updated to *Reviewed*. The *Allow Question Review* feature must be enabled in System Roles (Data Access Control > Role General Permissions).
Ready for Review	Reject the question.	Click **Reject Question**. The question status reverts to *Work in Progress*. The *Allow Question Review* feature must be enabled in System Roles (Data Access Control > Role General Permissions).
Reviewed	Approve the question.	Click **Approve**. The question status is updated to *Approved* and it can now be selected for exams. The *Allow Question Approval* feature must be enabled in System Roles (Data Access Control > Role General Permissions).
Reviewed	Reject the reviewed question.	Click **Reject Question**. The question status reverts to *Work in Progress*. The question will need to be updated and reviewed again. The *Allow Question Approval* feature must be enabled in System Roles (Data Access Control > Role General Permissions).
Approved	Retire the question.	Click **Retire**. The question can no longer be selected for exams. It will not be used in randomized exam sections.

Approved	Edit the question.	Click **Open for editing**. A comment box is provided to add any relevant comments. Click **OK**. The a new version of the question is created, its version number is increased by one and its status is set to *Work in Progress*. The *Allow Open for Editing* feature must be enabled in System Roles (Data Access Control > Role General Permissions).

External Approval

Reviewers and approvers can mark a question as needing review, adding a comment if required. This feature is available in the Preview/Approval tab in both *Approval Mode* and *Simple Mode*, and at any time, regardless of a question's status.

To access this feature, the user's system role must have the *Is External Approver* Role General Permission enabled in System Roles > Data Access Control.

Question Preview

The a preview of the question and its reference info are shown at the bottom of the Preview/ Approval tab.

Question Versions

When you approve an edited question that has previously been approved, a new version is created. The previous version of the question is archived.

Additional Information

About Questions

Edit a Question

View Question Version Archive

Add Media to a Question

In the Media tab you can specify images, audio, video or enter HTML to be presented with the question. You can select media files from the LMS repository or enter a URL to external files. You must have unrestricted access permission for a question to edit it. If you created the question, you have unrestricted access by default.

Administrators with unrestricted access to the *Questions* feature in System Roles (Manage Features > Exam Manager Features) can edit questions.

To add media to a question

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager page opens at the Questions tab.
2. Filter the list of questions, if required.
3. Click the name of the question you want to add media to. The Question Editor opens at the Details tab.
4. Click the **Media** tab.
5. To select a file from the LMS repository, click **Select**. The Repository Manager opens.
6. Select the check box of the file and Click **Select**. The Repository Manager closes and the path to the file is added to the corresponding field in the Media tab.
7. To specify an external file, enter the full URL of the file in the appropriate URL field.
8. To add custom content to the question, enter it in the Other (HTML) text box. To enter HTML, click the **source code** icon.
9. Click the **Save** icon.

Additional Information

About Questions

Edit a Question

View Question Usage Statistics

You can see which exams are using a question and also see the response statistics within a specified date range in the Question Editor's Usage Statistics tab.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* and *Questions* features in System Roles (Manage Features > Exam Manager Features) can view question usage statistics.

To view question usage statistics

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager page opens at the Questions tab.
2. Select the name of the question you want to view usage statistics for. The Question Editor opens at the Details tab.
3. Click **Usage Statistics**.
4. To see the response statistics, select a date range and click **Search**. The question and its answer choices are listed with their response count and percentage.

Additional Information

About Questions

View Question Version Archive

When a question is updated after being approved, the previous version is archived. You can see previous versions of questions in the Archive tab in the Question Editor.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* and *Questions* features in System Roles (Manage Features > Exam Manager Features) can view archived versions of questions.

To view a question version archive

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager page opens at the Questions tab.
2. Select the name of the question you want to view the archive for. The Question Editor opens at the Details tab.
3. Click **Archive**. Details of all previous versions of the question are shown.

Additional Information

About Questions

About Question Language Bundles

A language bundle is a collection of localizable fields and language-specific contents in a given language that can be added to various LMS objects. You can add language bundles to questions to deliver the question and answer content in any of the languages for which there is a license in the LMS.

You can add and edit language bundles for individual questions, and select the primary language bundle, which is the language used to display the question in the LMS. If the primary language is not available, the next language bundle in the list is used, if available.

You can configure access permissions for question language bundles to provide or restrict access for other administrators.

> ⓘ   When the *Question Approval Mode* System Configuration setting is set to *Approval Mode*, if a new language bundle is added to a question that has a *Reviewed* or *Approved* status, its status is reset to *Work in Progress*. It must go through the approval process again to approve the translations.

For more information about multi-language support for the LMS, please refer to the EN600 Multi-language Content Support Implementation Guide.

Administrators with unrestricted access to the *Exam and Question Manager* and *Questions* features in System Roles (Manage Features > Exam Manager Features) can create and manage language bundles for questions.

Additional Information

Add a Question Language Bundle

Edit a Question Language Bundle

Delete a Question Language Bundle

Permissions

Add a Question Language Bundle

You can add a language bundle to a question to deliver the question and answer content in the user's preferred language, subject to availability.

Administrators with unrestricted access to the *Exam and Question Manager* and *Questions* features in System Roles (Manage Features > Exam Manager Features) can add a language bundle to questions.

To add a language bundle to a question

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager opens at the Questions page.
2. Filter the list of questions, if required, to locate the question to add a language bundle to.
3. Select **Manage Language Bundles** from the question's action menu. The Manage Language Bundles page opens with a list of the language bundles configured for the question.
4. Click **+ Add Language Bundle**. The Add Language Bundle dialog opens.
5. Select a language to assign to the question and click **Add**. The language is added to the list.
6. Select **Edit Bundle Content** from the language bundle's action menu. The Edit Bundle Content Page opens.
7. Enter the question details in the bundle's language.
8. To update the media that is shown with the question, click **Media** and select or enter the media URLs and HTML content.
9. Click **Save**.

Additional Information

About Question Language Bundles

Edit a Question Language Bundle

Delete a Question Language Bundle

Edit a Question Language Bundle

You can edit a certification language bundle to update the question and answer content and media in the user's preferred language, subject to availability. Using the action menu on the Manage Language Bundles page, you can also change the language of question language bundles, and configure their access permissions.

Administrators with unrestricted access to the *Exam and Question Manager* and *Questions* features in System Roles (Manage Features > Exam Manager Features) can edit question language bundles.

To edit a question language bundle

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager opens at the Questions page.
2. Filter the list of questions, if required.
3. Select **Manage Language Bundles** from the question's action menu. The Manage Language Bundles page opens with a list of the language bundles configured for the question.
4. Select **Edit** from the language bundle's action menu. The Edit Language Bundle dialog opens.
5. Update the question and answer content as required.
6. Click **Save**.

Additional Information

About Question Language Bundles

Add a Question Language Bundle

Delete a Question Language Bundle

Permissions

Delete a Question Language Bundle

You can delete a question language bundle if you created it or you have unrestricted access permission for it.

Administrators with unrestricted access to the *Exam and Question Manager* and *Questions* features in System Roles (Manage Features > Exam Manager Features) can delete question language bundles.

To delete a question language bundle

1. Go to **Manage Center > Learning > Questions**. The Exam and Question Manager opens at the Questions page.
2. Filter the list of questions, if required.
3. Select **Manage Language Bundles** from the question's action menu. The Manage Language Bundles page opens with a list of the language bundles configured for the question.
4. Select **Delete** from the language bundle's action menu. The language bundle is removed from the list.

Additional Information

About Question Language Bundles

Add a Question Language Bundle

Edit a Question Language Bundle

About Automatic Exemption Policies

Automatic exemption is when learners do not need to complete specific training because they have achieved a minimum score in an exam. In other words, the knowledge they have demonstrated through their exam score means they do not need to take related training to gain that knowledge.

There are three steps to configure automatic exemptions:

1. Question pool: select the program or module sessions that qualify for automatic exemption for a question pool.
2. Automatic exemption policy: specify the minimum number of questions and score for questions in the question pool.
3. Exam pool: assign the policy to an exam pool.

When you assign program or module sessions for automatic exemption to a question pool, if the participant achieves a minimum score for questions drawn from the pool (and other pools, depending on the policy configuration), their transcript is updated in one of the following ways:

- They are awarded with an Waiver/Exempt transcript for each of the selected courses for which they do not already have any previous enrollment.

- If they already have an active enrollment, the transcript status is updated to Waiver/ Exempt.

If they already have a completed status for a previous enrollment in a course, its transcript is not updated.

When you configure an automatic exemption policy you select one or more program or module sessions. For each selected session the policy creates a record with eligible question pools that have targeted the session for automatic exemption. You can enable or disable automatic exemption for each question pool in the policy. For enabled question pools you specify the minimum number of questions that must be answered and the minimum percentage score (that is, the total score for the questions in the pool). Only after the participant has achieved the required percentage score for all enabled question pools is the exemption triggered for the corresponding program or module session.

When you assign an automatic exemption policy to an exam pool, all exams in the pool that include questions from the question pools specified for the policy will use the policy to determine whether participants' transcripts for the corresponding courses are created or updated with the Waiver/Except status.

You can edit policies to add and remove sessions and update the question pool criteria for exemption.

Administrators with unrestricted access to the *Automatic Exemption Policies* feature in System Roles (Manage Features > Exam Manager Features) can configure automatic exemption policies. Unrestricted access is also required for the *Exams* feature to assign a policy to an exam.

To configure automatic exemption policies, go to **Manage Center > Learning > Automatic Exemption Policies**.

Additional Information

Update a Question Pool

Create an Automatic Exemption Policy

Edit an Automatic Exemption Policy

Update an Exam Pool

Delete an Automatic Exemption Policy

Create an Automatic Exemption Policy

You can create an automatic exemption policy for one or more program or module sessions which have been selected for automatic exemption in one or more question pools. You can then assign the automatic exemption policy to an exam pool. Creating a policy is the second of three steps to implement automatic exemptions for participants who score sufficiently high in exams.

Administrators with unrestricted access to the *Automatic Exemption Policies* feature in System Roles (Manage Features > Exam Manager Features) can configure automatic exemption policies.

To create an automatic exemption policy

1. Go to **Manage Center > Learning > Automatic Exemption Policies**. The Automatic Exemption Policies page opens with a list of existing policies and their included learning modules.
2. Click **+ Create New Policy**. The Create Automatic Exemption Policy page opens.
3. Enter a unique policy code and a name.
4. Click **+ Add Program/Module Session**. A selector page opens in which you can select one or more learning modules that have been previously selected for for automatic exemption in a question pool.
5. Click **OK** to close the module selector. A row for each program or module session is added to the list in the Create Automatic Exemption Policy page.
6. To switch on automatic exemption for an eligible question pool for this policy, select **Enabled** from the Auto-Exemption Required column. The criteria for automatic exemption are shown.
7. Enter the minimum number of questions from the question pool that the participant must answer, and the minimum percentage score they must achieve.
8. Repeat steps 4 to 7 for each program or module session you want to include in the policy.
9. Click **Save**.

Additional Information

About Automatic Exemption Policies

Update a Question Pool

Update an Exam Pool

Edit an Automatic Exemption Policy

You can edit an automatic exemption policy to:

- Update the policy's reference and name

- Add more program or module sessions

- Delete program or module sessions from the policy

- Enable or disable eligible question pools

- Update the minimum questions and score for participants taking an eligible exam

Administrators with unrestricted access to the *Automatic Exemption Policies* feature in System Roles (Manage Features > Exam Manager Features) can edit automatic exemption policies.

To edit an automatic exemption policy

1. Go to **Manage Center > Learning > Automatic Exemption Policies**. The Automatic Exemption Policies page opens with a list of existing policies and their included learning modules.
2. Click the name of the policy you want to update. The Edit Automatic Exemption Policy page opens.
3. Optionally, update the policy code and name.
4. Update the policy rules as required.
5. Click **Save**.

Additional Information

About Automatic Exemption Policies

Create an Automatic Exemption Policy

Delete an Automatic Exemption Policy

Delete an Automatic Exemption Policy

You can delete automatic exemption policies that are not assigned to an exam pools.

Administrators with unrestricted access to the *Automatic Exemption Policies* feature in System Roles (Manage Features > Exam Manager Features) can delete automatic exemption policies.

To delete an automatic exemption policy

1. Go to **Manage Center > Learning > Automatic Exemption Policies**. The Automatic Exemption Policies page opens with a list of existing policies and their included learning modules.
2. Select **Delete** from the action menu of the policy you want to delete. A Confirmation dialog opens.
3. Click **OK**. The policy is deleted.

Additional Information

About Automatic Exemption Policies

About Exam Pools

About the Question CSV Loader

You can import questions in bulk via the Question CSV Loader. You can create new questions and update existing questions, so questions can be reviewed and approved, rejected or retired offline instead of in the Question Editor. Exam question data can be added or updated via import.

To get started, you can download a CSV file template and populate the required fields offline in a spreadsheet application or text editor. The LMS provides information to help you fill in the CSV template, such as the expected values for each field. For more information, see Question CSV Loader Field Reference.

To review, approve or supply answers to existing questions, first export them to a CSV file from the Exam and Question Manager Questions tab. For more information, see Export Questions to CSV File.

When creating a question, the mandatory fields are:

- Action

- Question ID

- Question type

- Question

- CorrectAnswer

When updating a question, the mandatory fields are Action and Question ID.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Data Loader* feature in System Roles (Manage Features > Exam Manager Features) can import questions.

To import questions via the Question CSV Loader, go to **Manage Center > Learning > Question CSV Loader**.

Preparing CSV Files for Import

To prepare a user CSV file for import, you can download a template CSV file from the Question CSV Loader page or export existing questions from the Questions page and populate the fields as required. The CSV file template and exported questions CSV files include any question attributes (prefixed with *QT-*) for which you have at least read-only access permission.

Note that CSV files are likely to be opened by Microsoft Excel if it is installed on your system. If you encounter any problems with importing a CSV file into the LMS, it could be caused by Microsoft Excel applying extra formatting to the file. Alternatively, you can edit CSV files in a text editor instead of Microsoft Excel. The data should conform to the formatting required by the template as specified in the corresponding CSV Formatting Help.

⚠️   If the values for text area fields include punctuation, these fields must be enclosed in double quotation marks (″ ″). Do not include commas or semicolons in other fields as they could be interpreted as a field delimiter (depending on your choice of delimiter at import).

Additional Information

Import Questions

Question CSV Loader Field Reference

About Questions

Import Questions

You can create and update questions in bulk via the Question CSV Loader. You must first populate in a comma—or semicolon—separated values (CSV) file a row for each question. You can fill in a blank CSV template file downloaded from the Question CSV Loader page, or you can export existing questions from the Questions page and update them. For more information, see Export Questions to CSV File.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Data Loader* feature in System Roles (Manage Features > Exam Manager Features) can import questions.

To import questions via the Question CSV Loader

1. Go to **Manage Center > Learning > Question CSV Loader**. The Question CSV Loader page opens and lists your previous imports, if any.

2. To see previous imports from any user, select **Anyone** from the Uploaded By drop-down list.

3. If required, download the CSV file template and enter the certification award information in the relevant fields. (Click the **CSV Formatting Help** link for guidance on each field.)

4. Click **+ Import CSV file**.

5. Click **Choose File** to select the CSV file to upload.

6. If your CSV file was saved with a specific file encoding the LMS can automatically detect it, otherwise you can select it from the list.

7. Select the delimiter used to separate fields in your CSV file. This can be a comma or a semicolon.

8. If you are importing new questions, select the permissions to assign to all new questions. Select **Public** to give unrestricted access to users in all organizations in the LMS, or **Private** to give unrestricted access only to the question owner specified in the CSV file.

9. If you are importing new questions, select the default question status.

10. Click **Preview**. The contents of the CSV file are shown in the Data Loader page so that you can review the data before importing the file.

11. Click **Upload** to import the CSV file. The Summary Report shows how many records in the file were imported successfully and how many failed.

12. If any records failed to import, you can go back to the Question CSV Loader page and click the **CSV Error Report** link for the failed import. The error report downloads to your desktop as a copy of the imported file that includes the error message.

Additional Information

Question CSV Loader Field Reference

About the Question CSV Loader

About Questions

About the Question CSV Loader

Question CSV Loader Field Reference

Use the reference table below to help you correctly format the question data you want to import via the Question CSV Loader.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Data Loader* feature in System Roles (Manage Features > Exam Manager Features) can import questions.

> (i) If question attributes have been defined, they are added to the end of the CSV file and prefixed with *QT-.*

Table: Question CSV Loader Field Reference

Field	Content	Data Handling
Action	Action	*A* for Add or *U* for Update
Question ID	Question ID	A unique ID that conforms to PeopleFluent LMS ID constraints. (Max field length: 85 characters)
Question type	Question type	Must be one of: • *SC* (Single Choice) • *MC* (Multiple Choice) • *TF* (True or False) • *ES* (Essay) • *FB* (Fill in the Blank) • *RA* (Rating) • *MA* (Matching) • *TR* (Triple Rating) You cannot import Drag-and-Drop or Hotspot questions.
Question	Question text	Any text.
Hints	Hint text	Any text.
Pre-Comment	Pre-comment text	Any text.

Explanation	Explanation text	Any text.
Image URL	Absolute or relative URL	A valid URL for an image file. For example, http://www.abc.com/q1_diagram.png or /ekp/nd/fresco/repository/q1_diagram.png. URLs can be a maximum of 255 characters in length, and must be accessible by the LMS without any additional authorization, such as Single Sign-On (SSO) authorization. The import process skips records with invalid URLs and generates an error report.
Audio URL	Absolute or relative URL	A valid URL for an audio file. For example, http://www.abc.com/q1_soundclip.wav or /ekp/nd/fresco/repository/q1_soundclip.wav. URLs can be a maximum of 255 characters in length, and must be accessible by the LMS without any additional authorization, such as Single Sign-On (SSO) authorization. The import process skips records with invalid URLs and generates an error report.
Video URL	Absolute or relative URL	A valid URL for a video file. For example, http://www.abc.com/q1_videoclip.mp4 or /ekp/nd/fresco/repository/q1_videoclip.mp4. URLs can be a maximum of 255 characters in length, and must be accessible by the LMS without any additional authorization, such as Single Sign-On (SSO) authorization. The import process skips records with invalid URLs and generates an error report.
Other (HTML)	Text or valid HTML	Any text or valid HTML.

CorrectAnswer	Correct Answer	The format of the correct answer varies by question type:
		• SC: the number of the correct choice
		• MC: all correct choice numbers, separated by | (for example, 2|5|6)
		• TF: F, f, T, t, False, false, True or true
		• ES: no correct answer expected for essay questions; leave this field blank
		• FB: the text (word or words) the participant must match
		• RA: enter a number between 1 to 10 to use for the spread. Enter the label for the lowest value in Choice1 and the label for the highest value in Choice2.
		• MA: leave this field blank for Matching questions. Enter matching choices in consecutive Choice fields. For example, Choice1 matches Choice2, Choice 3 matches Choice4 and so on.
		• TR: enter a number between 1 to 10 to use for the spread. Enter the label for the lowest value in Choice1 and the label for the highest value in Choice2. Enter the column headings in Choice3, Choice4 and Choice5. Enter up to 10 item (row) labels in Choice6 to Choice15.
Choice1 - Choice20	Choice 1 to Choice 20	Any text.

Question Status	Question status	One of: • *ACT* (Active) • *WIP* (Work in Progress) • *URE* (Under Review) • *RET* (Retired) • *APP* (Approved) • *REV* (Reviewed)
Version	number	Any integer. Note: When updating a question on a system with Approval Mode enabled, the Version column must be either blank or one integer higher than the current active/approved version of the question in order to increment the version.
Writer	Question writer	A valid LMS user name.
Reviewer	Question reviewer	A valid LMS user name.
Approver	Question approver	A valid LMS user name.
Weighting	Question weighting for questions selected for randomized exam sections	A decimal number (for example, 1.5, 2.0, 3.7).
Reference	Reference info	Any text.
UsageCount	Current usage total	Any integer.
ShuffleChoices	Always show choices in same order?	Enter Y to always present answer choices in the same order, or N to show them in a random order.
Comment	Administration comments	Any text. Comments are not shown to exam participants. (Max field length: 512 characters)

ExpiryDate	Question expiry date	The expiry date must be formatted as dd-MMM-yy HH:mm, where hour is in 24-hour format.
ExpiryTimezone	Expiry date timezone	Standard timezone ID (for example, America/Los_Angeles, US/Eastern, Etc/Greenwich).
PrimaryLanguage	Language	ISO 2-char codes (for example, en_US, fr_CA, es_ES).
Question Pool Level 1	Name of the Level 1 question pool to which this question belongs	The pool name must match the name of an existing question pool exactly or a new pool will be created.
Question Pool Level 2	Name of the Level 2 question pool to which this question belongs	The pool name must match the name of an existing sub-pool of the question pool specified in Question Pool Level 1 exactly or a new sub-pool will be created.
Question Pool Level 3	Name of the Level 2 question pool to which this question belongs	The pool name must match the name of an existing sub-pool of the question pool specified in Question Pool Level 3 exactly or a new sub-pool will be created.
Read Permission Template	Read Permission Template Code	Enter the code of the template to use for read permissions. (max. 85 characters).
Write Permission Template	Write Permission Template Code	Set write permissions by specifying the User Targeting Template Code (max. 85 characters).

AssignReadTemplate	User Targeting Template Action	Enter L to link to the user targeting template as the permission targeting criteria. Subsequent changes to the template will be applied to the targeting criteria. Enter C to completely copy and replace the permission settings on this object using the current configured settings from the user targeting template. Subsequent changes to the template are not applied to the targeting criteria.
AssignWriteTemplate	User Targeting Template Action	Enter L to link to the user targeting template as the permission targeting criteria. Subsequent changes to the template will be applied to the targeting criteria. Enter C to completely copy and replace the permission settings on this object using the current configured settings from the user targeting template. Subsequent changes to the template are not applied to the targeting criteria.
CT-*AttributeCode*	Value for question attribute with specified attribute code	Any Text (Max field length:2,000). Enter *NONE* to clear.

Additional Information

About the Question CSV Loader

Import Questions

About Question Attributes

You can create question attributes to help categorize questions for reporting and to use as criteria for selecting questions for a randomized exam section. Question attributes are exported with other question data when questions are exported to a CSV file, and can be imported via the Question CSV Loader.

Question attributes can be any of the following data types, which determine what type of values can be assigned to them:

- Free text (a single line of text up to 255 characters)

- Text area (multiple lines of text)

- Drop-down (select the value from a list)

- Numeric (In PeopleFluent Learning versions up to and including 21.04, fractional numbers less than *1* must start with a zero; for example, 0.75, not .75).

- Check box

- Date (a calendar tool to select a date)

Question attributes are shown in the Question Editor's Administration tab for all questions but they are visible only to LMS users who have been given read-only or unrestricted permission to them.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Question Attributes* feature in System Roles (Manage Features > Exam Manager Features) can configure question attributes.

To configure question attributes, go to **Manage Center > Learning > Question Attributes**.

Additional Information

Create a Question Attribute

Edit a Question Attribute

Delete a Question Attribute

Attribute Option Values

Create a Question Attribute

You can create question attributes to help categorize your questions and to use as criteria for selecting questions for a randomized exam section.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Question Attributes* feature in System Roles (Manage Features > Exam Manager Features) can create question attributes.

> ⓘ   When you create a question attribute you have to save it before you can add any options for drop-down list items or configure its access permissions.

To create a question attribute

1. Go to **Manage Center > Learning > Question Attributes**. The Question Attributes page opens with a list of existing attributes.
2. Click **+ Create Question Attribute**. The Create Question Attribute page opens.
3. Enter a unique attribute code.
4. Enter a name for the attribute. For multi-language systems you can enter the label key that will be used to look up the localized name in the user's preferred language.
5. Select the attribute type.
6. Click **Save**.

Additional Information

Edit a Question Attribute

About Question Attributes

Edit a Question Attribute

You can edit a question attribute to:

- Update its access permissions

- Change its code and display name

- Add, edit or remove the options available for drop-down list attributes

There are restrictions on changing the attribute's type. For more information, see Allowed Transitions Between Dynamic Attribute Types.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Question Attributes* feature in System Roles (Manage Features > Exam Manager Features) can edit question attributes.

To edit a question attribute

1. Go to **Manage Center > Learning > Question Attributes**. The Question Attributes page opens with a list of existing attributes.

2. To edit an attribute's permissions only, select **Permissions** from its action menu. The Permissions Selector opens in a new window.

3. To edit an attribute's properties and, optionally, its permissions, select **Edit** from its action menu. The Edit Question Attribute page opens.

4. Update the attribute's properties as required.

5. To add an option to a drop-down list attribute, click **Add New Option**. The Create Question Attribute Value page opens.

6. To edit or delete an option for a drop-down list attribute, click the name of the option. The Edit Question Attribute Value page opens where you can edit or delete it.

7. Optionally, click **Permissions** to edit the attribute's permissions.

8. Click **Save**.

Additional Information

About Question Attributes

Attribute Option Values

Permissions

Delete a Question Attribute

You can delete question attributes only if they are not being used by an exam.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Question Attributes* feature in System Roles (Manage Features > Exam Manager Features) can delete question attributes.

To delete a question attribute

1. Go to **Manage Center > Learning > Question Attributes**. The Question Attributes page opens with a list of existing attributes.
2. Select **Delete** from the action menu. of the attribute you want to delete.
3. Click **OK** to confirm the deletion.

Additional Information

About Question Attributes

About Exam Pools

Exam pools are used to group related exams. For example, if a course or program has multiple exams, you can group them in a specific exam pool to make it easier to assign them to the appropriate learning modules. Exam pools can have a hierarchical structure, with one or more sub-pools to further categorize content.

In the Exam Pools Manager you can:

- Add a new exam pool

- Add new sub-pools to existing pools

- Select the automatic exemption policy for exam pools

- Delete empty pools

- Copy exam pools to question pools

- Configure pool access permissions at any level

Before you can delete an exam pool you must re-assign any exams in the pool to another pool.

To categorize questions using the same structure as an exam pool, you can copy the exam pool structure to the question pool.

You can configure permissions for exam pools to specify who can edit them or assign exams to them.

> ⓘ Permissions do not cascade down the hierarchy. For example, administrators with permissions for an exam pool will not have those same permissions for any sub-pools under it. You must configure permissions at each pool level for other administrators to use them.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can configure exam pools.

To configure exam pools, go to **Manage Center > Learning > Exam Pools Manager**.

Additional Information

Add an Exam Pool

Update an Exam Pool

Delete an Exam Pool

Copy an Exam Pool to a Question Pool

Configure Exam Pool Permissions

About Automatic Exemption Policies

Add an Exam Pool

You can add an exam pool to group related exams in the Exam Pools Manager. You can add an exam pool at any level in the exam pool hierarchy, subject to having unrestricted access permission to the exam pool or sub-pool you want to add a new pool to.

After adding an exam pool you can update it to specify an automatic exemption policy.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can add exam pools.

To add an exam pool

1. Go to **Manage Center > Learning > Exam Pools Manager**. The Exam Pools Manager page opens.
2. Optionally, select the exam pool to which you want to add a new pool.
3. Click **Add**. The New Name field is shown.
4. Enter a name for the new pool and click **Submit**. The new pool is added at the selected level.
5. To configure access permissions for other administrators to use or edit the pool, click **Permissions**.

Additional Information

Update an Exam Pool

Configure Exam Pool Permissions

Update an Exam Pool

When you update an exam pool you can rename it and select an automatic exemption policy for it. Before selecting an exemption policy, you must select the program or module sessions for exemption for one or more question pools, and configure the exemption policy.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can update exam pools.

To update an exam pool

1. Go to **Manage Center > Learning > Exam Pools Manager**. The Exam Pools Manager page opens.

2. Select the exam pool from the drop-down lists.

3. Click **Update** for the pool you want to update. The Edit Exam Pools page opens.

4. Enter a new name, if required.

5. To apply an automatic exemption policy to exams in the pool, select it from the drop-down list.

6. Click **Submit**.

Additional Information

About Exam Pools

About Automatic Exemption Policies

Configure Exam Pool Permissions

You can configure permissions for exam pools and sub-pools to specify who can edit them or assign exams to them.

> ⓘ   Permissions do not cascade down the hierarchy. For example, administrators with permissions for an exam pool will not have those same permissions for any sub-pools under it. You must configure permissions at each pool level for other administrators to use them.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can configure permissions for exam pools.

To add a exam pool

1. Go to **Manage Center > Learning > Exam Pools Manager**. The Exam Pools Manager page opens.
2. Select the exam pool or sub-pool you want to configure permissions for.
3. Click **Permissions**. The Permissions Selector opens.
4. Select the users to give read-only or unrestricted access permissions to.
5. Click **Save**.
6. Click **Close**.

Additional Information

Permissions

About Exam Pools

Copy an Exam Pool to a Question Pool

You can create new question pool hierarchies by copying exam pools. You can create a question pool hierarchy from any level of an exam pool. The selected pool and its parent and child levels in the hierarchy are created as a question pool with the same structure. If you select a sub-pool level to copy, other pools at the same level (that is, with the same parent pool) are not copied.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can copy exam pools to question pools.

To copy an exam pool to a question pool

1. Go to **Manage Center > Learning > Exam Pools Manager**. The Exam Pools Manager page opens.
2. Select the exam pool you want to copy from to create a question pool.
3. Click **Copy to question pool**. A question pool is created with the same structure, from exam pool down to the lowest sub-pool level under the copied pool.

Additional Information

About Exam Pools

About Question Pools

Delete an Exam Pool

You can delete only exam pools that do not have any exams assigned to them or any their sub-pools. If you want to delete an exam pool that contains exams, delete the exams first, or re-assign them to alternative exam pools. You can then delete the empty pool. When you delete an exam pool, its sub-pools are also deleted.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can delete exam pools.

To delete an exam pool

1. Go to **Manage Center > Learning > Exam Pools Manager**. The Exam Pools Manager page opens.
2. Select the exam pool or sub-pool to delete from the drop-down lists.
3. Click **Delete** for the pool you want to delete. The pool and its sub-pools in the hierarchy are deleted.

Additional Information

About Exam Pools

Edit an Exam

About Exams

You manage exams from the Exam and Question Manager, where the Exams tab lists all existing exams, up to 200 per page across multiple pages. From this page you can:

- Filter the list of exams

- Create, clone and edit exams in the Exam Editor

- Generate an exam module

- Delete exams, individually or in bulk

- Manage exam themes

- Manage exam language bundles

You can create the following types of exam in the LMS:

- Standard Exam

  Standard exams are used to test learners' knowledge, gained from either experience or training.

- Course Evaluation

  Use course evaluations to get detailed feedback about a course and or its instructors from its participants.

- Survey

  You can assign survey exams to courses gather feedback from participants. Survey exams do not have to be associated with a course. For example, you can use survey exams to ask learners to respond to a poll. Polls can have one single choice question only, which does not need to have a correct answer.

- Certification

  Use this exam type to identify exams that can award a certification to candidates who achieve the required minimum score.

- Supervisor Assessment

  Use this exam type for supervisor assessments. These are completed by the participant's appraiser, manager or supervisor after they have taken an On-the-Job course. The course is marked as Completed only after the supervisor assessment has been done.

You cannot assign exams to users directly, instead you assign them to courses and enroll the participants in the course. For standalone exams that do not have an associated course, you can generate exam modules. These are enrollable learning modules that consist only of an exam.

Exams must include at least one exam section, to which you can add one or more questions. Exam sections can contain a fixed selection of questions (presented in same order or random order) or questions randomly selected from a question pool, where each exam participant may get a different selection of questions to answer.

You can configure a disclaimer that participants must agree to before they can start exams. For more information, see About the Exam Disclaimer.

To create exams with randomly selected questions, but where all candidates taking the same instance of the exam get the same questions, you can configure exams as templates and generate exam instances from them.

Exams can be automatically graded by the LMS. For more information, see About Automatic Grading.

For offline participation, you can allow exams to be printed and downloaded to the TalentSlate app.

You can configure access permissions to allow other administrators to view or edit exams. You can also secure exams with an access code or IP address range restriction, giving you control over which learners can take them.

Exams can be imported, with question sections and questions, via the Background Task Console. For more information, see the PeopleFluent Learning 22.07 Exams Import Guide.

Additional Information

About Exams

Edit an Exam

Delete an Exam

Generate an Exam Module

Manage Exam Themes

About Exam Language Bundles

Create an Exam

You create exams in the Exam Editor. Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can create exams.

> ⓘ "The ID can only contain letters, digits, and the characters "-", "_", ".", "@" and "\". It must not contain spaces."

The details you configure for exams vary for the different exam types. For more information, see About Exams.

> ⚠ You must click the **Save** icon each time you update one of the Exam Editor tabs before selecting another tab.

To create an exam

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Select **Create New Exam** from the *+ Create Exam* drop-down list. The Create New Exam dialog opens.
3. Select the Exam Pool to add the exam to.
4. Select the Exam type.
5. Enter a unique ID for the exam, with no spaces or special characters.
6. Click **Create**. The Exam Editor opens at the Details tab.

Additional Information

Exam Editor Details Field Reference

Add Questions to an Exam

Exam Section Properties Field Reference

Edit an Exam

Generate an Exam Module

About Exams

Edit an Exam

You edit exams in the Exam Editor. Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can edit exams.

The details you configure for exams vary for the different exam types. For more information, see About Exams.

⚠️ You must click the **Save** icon each time you update one of the Exam Editor tabs before selecting another tab.

To edit an exam

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Select the exam you want to edit. The Exam Editor opens at the Details tab.
3. Configure the properties in each tab of the Exam Editor as required.
4. Click the icons on the Exam Editor toolbar to:

   - Add a new section (you then add questions to exam sections)
   - Save the properties in the current tab
   - Validate the exam
   - Delete the exam
   - Show all references to the exam (for example, which courses it is assigned to)
   - List the exam participants
   - Preview the exam
   - Generate and print unique instances of the exam
   - Assign the exam to one or more courses
   - Run one of the standard exam reports

Additional Information

Exam Editor Details Field Reference

Add Questions to an Exam

Exam Section Properties Field Reference

Configure Exam Security

About Exams

Delete an Exam

You can delete exams that have no active participants. To check if any candidates have started the exam but not finished it, edit the exam in the Exam Editor and click the **Participants** icon.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can delete exams.

To delete an exam

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. To delete a single exam, select **Delete** from the action menu of the exam you want to delete. To delete multiple exams, select their check boxes and then select **Delete** from the Bulk Actions menu. You are asked to confirm the deletion.
3. Click **OK** in the confirmation dialog.

Additional Information

Edit an Exam

About Exams

Exam Editor Details Field Reference

In the Exam Editor Details tab, you configure the exam properties, such as how it is presented, graded and reviewed. The Details tab separates the exam's properties into the following sections:

- Title, description, language, template

- Presentation

- Grading

- Review

- Availability

- Email notifications

Table: Exam Editor—Details Tab Field Descriptions

Field	Description
Title	Enter the exam title.
Description	Enter a description of the exam. This description is shown to learners when they open the exam (from the Knowledge Center, for example), along with any time limits, the number of attempts allowed, and the minimum passing score, if specified.
Post Exam Information	Enter a message to be displayed to users when they have completed an exam. This can be used to provide feedback or further instructions to the learner. **Important:** The text displayed on the Exam Results screen will be the same for all users, regardless of if they pass or fail the exam.
Language	Select the language in which the exam information is delivered.
Is a Template?	Select this check box to allow the exam to b e generated as a learning module. (You can generate exam modules from the Exams page.)
Allow Section/ Question Navigation	Select this check box to allow candidates to move between questions or sections at will, before they have answered the questions. Candidates will be able to work through the exam in any order before submitting it as completed.

Display Question ID	Select this check box to show the question ID along with the question number.
Disable mouse right click	Select this check box to disable right-click functionality, which will prevent the exam from being printed from the browser.
Colors and Fonts	Select an exam theme from the drop-down list. Themes use a stylesheet to define the colors and fonts used for exams.
Remaining Time	Select the way the exam is timed. This can be measured as a fixed amount of time from the time the exam is first launched, or the amount of time spent on the exam (that is, when the exam is active).
Maximum Time Allowed (hh:mm)	Enter the maximum time allowed to complete the exam. If the Remaining Time option is set to Elapsed Time, this will indicate a hard deadline—a date and time beyond which the participant will not be able to open the exam. If the Remaining Time option is set to Exam Time, this is the maximum amount of time the participant is allowed to spend in the exam.

Enter 00:00 to give candidates unlimited time. |
| Maximum Time per Question (seconds) | Enter the maximum amount of time in seconds that candidates are allowed to spend on each question.

Enter 0 to give candidates unlimited time. |
| Automatically Grade? | Select **Yes** to automatically grade the exam. For more information, see About Automatic Grading. Select **No** if an instructor will mark all questions in the exam.

ⓘ If an automatically graded exam contains essay questions, no points are assigned during automatic grading. The instructor will need to mark essay questions during exam review. |
| Maximum Number of Attempts for Each Participant | Enter the maximum number of times each participant is allowed to attempt the exam, up to a maximum of 9999. |
| Marking type | Select whether the exam score is measured in points or as a percentage. |

Required Number of Points/Percentage	Enter the number of points or percentage score needed for the participant to pass the exam.
Maximum Number of Points	Enter the maximum number of points.
Grading for Multiple Choice Questions	This setting allows you to override the System setting that determines if partial credit ca be given for multiple choice questions. Select Use the System Configuration to respect the organization-level setting. Or, click Use this setting for this exam and select an option to override the System setting on the exam level.
Allow hints	Select **Yes** to include a Hint link with the question. If candidates click the link, the hint defined for the question is shown in a popup window.
Show number of marks for each question	Select **Yes** to show the maximum number of marks available for each question.
Pool Summary Level	Performance feedback at the end of each exam is grouped by question pools at the specified level. Select the question pool level under which to summarize performance by area in the Exam Summary page. The default value is specified in the *Default Pool Summary Level* System Configuration setting.
Allow participant review	Select an option to allow or disallow candidates to review their exams after completion.
Participant can review	Select an option to allow candidates to see their correct or incorrect answers, and whether to show the correct answers.
Display score	Select this check box to show the participant their score after the exam has been completed and graded.
Reviewer Permissions	Click **Reviewer Permissions** to configure access permissions for reviewing the exam. For example, examiners will need permission to see and grade essay questions.
After each page of questions	Select an option to determine what happens when a participant clicks *Submit response* at the end of each section.

Check for missing answer(s) before continuing to the next page	This setting allows you to override the System setting that determines if users can skip questions for the exam. Select Use the System Configuration to respect the organization-level setting. Or, click Use this setting for this exam and select an option to override the System setting on the exam level.
Availability Properties	Select the check boxes to configure the availability of the exam to candidates.

Allowing candidates to print exams provides a Print button before they start the exam. Candidates can print to printer or to a downloadable PDF.

Allow unlimited printing of exams lets users print the exam multiple times vs. one time if this setting is not enabled.

Candidates can download exams that contain single choice, multiple choice and true/false questions only. They cannot download an exams that have IP filtering or contain invalid media paths in any questions.

If you select Disallow abandonment of a resumed exam, candidates can leave incomplete exams (and resume them) only once.

Record Post-Completion Attempts enables recording the attempts in the appropriate database tables (testinstance, testquestion#, etc.).

Record Post-Completion Higher Score allows the exam score to be updated if the post-completion attempt has a higher score, but would not update if the attempt has a lower score. While this checkbox could be selected without the other setting in the exam editor, a higher score will not be recorded if the attempt itself is not recorded. |
| Email Notification | Select the email templates to use when a participant fails an exam, and for when they can retake a failed exam. |

Additional Information

About Exams

Add Questions to an Exam

Manage Exam Sections

In the Exam Editor you can add, edit, remove and reorder questions in exam sections, and add and delete sections.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can manage exam sections.

To manage exam sections

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Select the exam whose sections you want to change. The Exam Editor opens. The sections are shown on the left-hand side.
3. You can take the following actions:

   - To view or edit a section's properties, click the section's name. The section properties open in the Exam Editor.
   - To view or edit a question in the Question Editor, click the question's ID link.
   - To remove a question from a section, click the **Remove** link after the question then click **Remove Question** to confirm.
   - To add a question to a section, click the **Add question** link.
   - To reorder the questions in a section, click the **Reorder questions** link and then click the **Move Up** and **Move Down** links next to each question in the main page of the Exam Editor.
   - To remove a section from the exam, click the **Remove section** link then click **Remove section** to confirm.

Additional Information

Add Questions to an Exam

Edit an Exam

About Exams

Add Questions to an Exam

You must have at least one exam section in an exam to add questions it. Each section has its own properties, such as whether it contains a fixed selection of questions or questions selected at random from a question pool. For more information, see Exam Section Properties Field Reference.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can add questions to exams.

To add questions to an exam

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Select the exam you want to add questions to. The Exam Editor opens at the Details tab.
3. To add questions to an existing section, click the **Add question** link under the section in the left-hand panel and the go to step 6.
4. To add a new section, click the **New Section** icon on the toolbar.
5. Configure the section properties and click **Create this section**.
6. Select the question pool from which to add questions to the section and click **Display questions**. The questions in the pool and its sub-pools are listed.
7. Select the check boxes of the questions you want to add to the exam section and click **Add selected questions**. The question pool list is shown again so that you can add more questions from another pool.
8. Repeat steps 6 to 7 to add more questions to the same section.
9. Click the **Save** icon.

Additional Information

Exam Section Properties Field Reference

Manage Exam Sections

About Exams

Edit an Exam

Exam Section Properties Field Reference

when you create an exam you must create at least one section in it so that you can add questions to it. The table below describes section properties.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can edit exam section properties.

Table: Section Field Reference

Field	Description
Title	Enter the section title.
Description	Enter a brief description of the section, up to a maximum of 255 characters.
Question List Selection	Select an option to specify how questions can be added to the section: • **Select specific questions**: you can manually select the questions to add to this section. • **Generate random questions**: you can select the number of questions from a question pool and its sub-pools which will be randomly selected each time the exam is launched.
Randomize fixed question list within question pools	When specific questions are selected for the section, to randomize the order of questions each time the exam is launched, select this check box.
Weighting of Questions	This option is only available when you select the Generate random questions option from the Question List Selection. Select an option: • Use the weights defined for the questions (which may be different) • Use the same weighting of 1 for all questions randomly selected for the exam section.

Question Delivery Style	Select an option for how multiple questions are presented to candidates in the exam section: • Multiple Question per Page • Sequential, Single Question per Page If you select *Sequential, Single Question per Page*, you can optionally set a time limit. This can be a section-specific time limit you enter here, or you can use the question time limit specified at the exam level (in the Details tab).
Marking type	Select the marking type for scoring the questions. You can mark the questions either by points or by percentage.
Required Number of Points/Percentage	Enter the number of points or the percentage needed to pass this section of the exam.
Time Limit (min.)	Enter the time limit in minutes for answering all the questions in a section.
Only draw questions with the following attribute(s)	If question attributes have been created, and your user account has been given access permission for them, they appear at the end of the Section Properties page. For sections with a random question selection, you can specify the criteria for question selection by only selecting questions that have the question attribute values selected here. Select the check boxes of one or more attribute values to restrict the questions chosen to only those with the same values. ⚠️ If the pool level does not have enough questions with the specified attribute value then the exam will not launch and an error message will be shown.

Additional Information

Add Questions to an Exam

Manage Exam Sections

Edit an Exam

About Exams

Update the Maximum Score and Penalty Points for Fixed Question Sections

You can update the maximum score and penalty points for questions in an exam section that uses a fixed selection of questions.

The maximum score applies to the question as a whole, so multi-answer questions, such as matching questions, will give a fraction of the total for each correct choice. If you enter a non-zero value for penalty points, points will be subtracted for an incorrect answer or each incorrect part of an answer.

Administrators with read-only or unrestricted access to the *Exam and Question Manager* feature and unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can update points awarded in fixed exam sections.

To update points awarded in fixed exam sections

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Select the exam whose fixed sections you want to update. The Exam Editor opens. The sections are shown on the left-hand side.
3. Select the fixed section containing the questions you want to update points for.
4. Click **Select questions**. The questions are listed in the main Exam Editor window.
5. Enter the maximum score and penalty points for each question and click **Update points**.

Additional Information

About Automatic Grading

About Exams

Configure Exam PDF Print Properties

If candidates are allowed to download an exam as a PDF, you can configure several of its attributes and its availability for download between specified dates.

> ⓘ The exam printing properties in the Print Properties tab relate to exams downloaded as PDFs and exams, answer sheets and cover pages printed to PDFs from the Generate Instance page. The cover sheet can only be printed for a generated instance.

To configure print properties for downloaded exam PDFs

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Select the Exam you want to configure print properties for. The Exam Editor opens at the Details tab.
3. Click **Print Properties**.
4. To select a cover sheet for generated instances printed to PDF, click the **browse** icon. The Repository Manager opens.
5. Enter a heading for the first page of the PDF.
6. To add labels *A*, *B*, *C* and so on next to single and multiple choice questions, select **Yes** from the drop-down list.
7. Enter the percentage difference needed when a candidate retakes the exam.
8. Select the dates for when the exam and its answer sheet are available for download.
9. Click the **Save** icon on the toolbar.

Additional Information

About Exams

Edit an Exam

Configure Exam Security

You can assign several layers of security to restrict an exam's availability to learners and supervisors. For example, if you choose *Assignment Access Code* for the enrollment type, candidates must enter the code to launch the exam. You could embed this in content they are required to read, and provide instructions in the exam's reference information (entered in the Details tab).

You can restrict access by enrollment and by IP address range. You can also use the IP address range to restrict participants and reviewers reviewing completed exams.

To configure exam security

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Select the exam you want to configure. The Exam Editor opens at the Details tab.
3. Select the Security tab.
4. To change the exam owner, click the **browse** icon. A user selector dialog opens.
5. To configure access permissions for the exam in the Manage Center, click **Permissions**.
6. Select the enrollment type.
7. To restrict access by IP address ranges, enter the low and high values for each range.
8. To use the IP address range restriction for participants to review their own detailed exam results, select the **Participants** check box.
9. To use the IP address range restriction for reviewers to review participants' detailed exam results, select the **Reviewers** check box.
10. Click the **Save** icon.

Additional Information

Edit an Exam

About Exams

Permissions

User Selector

About Automatic Grading

Exam questions can be worth a specific number of points, which can vary between questions. The default number of points awarded to each new question is 1. In the Question Editor you can update the *weighting*, which is the number of points awarded for the question when it is selected by a randomized exam section. For exam sections that use a random selection of questions, you can use the questions' specific weightings or override them so they all use a weighting of 1 for particular exam you are configuring. For exam sections that use a fixed selection of questions, you can update the points awarded for each question when you select questions in the Exam Editor.

Not all question types can be automatically graded. If an automatically graded exam contains essay questions, no points are assigned during automatic grading. This point assignment is left to an instructor during exam review.

Multiple Choice Questions

The LMS natively provides two ways of automatically grading multiple choice questions with multiple correct answers:

- All or Nothing

- Uniform Partial Credit

You can select the method to use, which applies to all exams, in the *Grading for Multiple Choice Questions* System Configuration setting.

With All or Nothing enabled, automatic grading awards either zero or full points, depending on whether the participant answered the question exactly as required.

With Uniform Partial Credit enabled:

- Automatic grading awards a fraction of the points for each choice response, where each correct choice is worth a fraction of the total points available for the question.

- If a question is unanswered (that is, no choices checked), zero points are awarded.

- If all choices are selected when only some are correct, the LMS assumes the user is guessing and zero points are awarded. If all choices are required for the correct answer then full points are awarded.

- If no correct choices are selected, zero points are awarded.

Where a multiple choice question has five answers, A to E, and answers A and B are correct, the table below shows how points are awarded for different answer combinations.

If penalty points are configured for an exam question, each incorrect choice within that question is proportionally penalized. For the overall result, a question will always return a value that is between 0 and the full weight. In the example below, no penalty points are configured for the question.

Table: Points Awarded for Multiple Choice Answer Combinations

Participant's Answer	Points Awarded (All or Nothing)	Points Awarded (Uniform Partial Credit)	Percentage of Answer that was wrong
A, B	1 (100%)	1 (100%)	0
A, B, C	0	0.8 (80%)	20% (1 of the 5 check boxes)
A	0	0.8 (80%)	20% (1 of the 5 check boxes)
A, D	0	0.6 (60%)	40% (2 of the 5 check boxes)
C, D	0	0	100% (All 5 check boxes)

Additional Information

Update the Maximum Score and Penalty Points for Fixed Question Sections

About Exams

About Questions

Generate an Exam Module

You can generate an exam as a standalone learning module, which learners can search for and enroll in as if it were a course. You can generate an exam module from any exam saved as a template (that is, where the *Is a Template?* check box is selected in the Exam Editor's Details tab).

The Course Attempts allowed value will transfer from the template to the module. To set the Attempts Allowed value go to **4.1 Define Launch Properties > Course Attempts > Attempts Allowed**.

You can make exams accessible to learners through self-enrollment, group enrollment or automatic enrollment. As with regular (non-module) exams, you can assign several layers of security to restrict its availability to learners and supervisors. For example, if you choose *Assignment Access Code* for the enrollment type, candidates must enter the code to launch the exam. For more information, see Configure Exam Security.

When you generate an exam as a module you must specify start and end dates for its availability. Generated exams have the same name as their template but a new ID. If you do not yet have start and end dates for the exam, instead of generating it as a module, you can import it as a resource (**Manage Center > Learning > Import resource**).

To generate an exam module

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.

2. Select **Generate Exam Module** from the *+ Create Exam* drop-down list. The Generate Exam Module dialog opens.

3. Select the Exam Pool containing the exam you want to generate.

4. Select the Exam template from the drop-down list. (This list shows only exams marked as templates.)

5. Select the Enrollment Type. You can change the enrollment type in the Security tab in the Exam Editor.

6. Select the start and end dates for the exam's availability to learners.

7. Click **Generate**. A dialog opens to tell you if the exam was successfully generated.

8. Click **Edit Exam** to update the exam details, or **Open Catalog Editor** to configure the learning module.

Additional Information

Edit an Exam

About Exams

About the Exam Disclaimer

The *Show Exam Disclaimer* System Configuration setting determines whether participants are shown a disclaimer message which they must acknowledge before they can start exams.

You can change the default text in disclaimer, but not directly in the LMS application. Instead you can add the *msg.exam_disclaimer.content* label key to your custom.properties file on the LMS server and set its value to what you want your message to be.

You can include the following parameters in disclaimer messages, so that you can include dynamic and targeted text:

- {0} for the Participant's Name

- {1} for the Participant's User ID

- {2} for the Exam Title

- {3} for the Module Title (if applicable)

The default disclaimer (configured in standard.properties) is *I confirm I am {0}, {1} and I want to launch {2}*.

Manage Exam Themes

Exam themes are style sheets (CSS files) that define the appearance of exams. You can add and delete style sheets, and select the style sheet used by exams. You manage exam themes in the Exam Style Sheet List page.

Administrators with unrestricted access to the *Exam Configuration* feature in System Roles (Manage Features > Exam Manager Features) can manage exam themes. Additionally, at least read-only access to the *Exams* feature is needed to access the Exam Style Sheet List page from the Exams page.

To manage exam themes

1. Go to **Manage Center > Learning > Exam Style Sheet Editor**. The Exam Style Sheet Editor page opens. Alternatively, click **Manage Exam Themes** in the Exams page.

2. Take any of the following actions:

   - To change the style sheet used by exams, select one from the Style Sheet Name drop-down list.
   - To change the name of the selected style sheet, enter the new name in the New Name field and click **Update selection**.
   - To select a different CSS file for the selected style sheet, click **Select** to open the Repository Manager, select the CSS file and then click **Update selection**.
   - To create a new exam style sheet, enter a name in the New Name field, click **Select** to select the CSS file, and then click **Add**.
   - To delete the selected style sheet, click **Delete selection**.

Additional Information

About Exams

About Exam Language Bundles

A language bundle is a collection of localizable fields and language-specific contents in a given language that can be added to various LMS objects. You can add language bundles to exams to provide the exam title, description, the title and description for each section, and the print heading and cover sheet for printed exams in any of the languages for which there is a license in the LMS.

You can add and edit language bundles for individual exams, and select the primary language bundle, which is the language used to display the exam information in the LMS. If the primary language is not available, the next language bundle in the list is used, if available.

You can configure access permissions for exam language bundles to provide or restrict access for other administrators.

For more information about multi-language support for the LMS, please refer to the EN600 Multi-language Content Support Implementation Guide.

Administrators with unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can create and manage language bundles for exams.

Additional Information

Add an Exam Language Bundle

Edit an Exam Language Bundle

Delete an Exam Language Bundle

Add an Exam Language Bundle

You can add language bundles to exams to provide the exam title, description, the title and description for each section, and the print heading and cover sheet for printed exams in the user's preferred language, subject to availability.

Administrators with unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can add language bundles to exams.

To add a language bundle

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Filter the list of exams, if required, to locate the exam to add a language bundle to.
3. Select **Manage Language Bundles** from the exam's action menu. The Manage Language Bundles page opens with a list of the language bundles configured for the exam.
4. Click **+ Add Language Bundle**. The Add Language Bundle dialog opens.
5. Select a language to assign to the exam.
6. Enter the exam title in the new language.
7. Click **Add**. The new language bundle is added to the list.

Additional Information

About Exam Language Bundles

Edit an Exam Language Bundle

Delete an Exam Language Bundle

Edit an Exam Language Bundle

You can edit a certification language bundle to update the exam title, description, the title and description for each section, and the print heading and cover sheet for printed exams in the user's preferred language, subject to availability. Using the action menu on the Manage Language Bundles page, you can also change the language of exam language bundles, and configure their access permissions.

Administrators with unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can edit language bundles to exams.

To edit an exam language bundle

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Filter the list of exams, if required, to locate the exam to edit the language bundle for.
3. Select **Manage Language Bundles** from the exam's action menu. The Manage Language Bundles page opens with a list of the language bundles configured for the exam.
4. Select **Edit** from the language bundle's action menu (or click the language bundle name). The Edit Language Bundle dialog opens.
5. Select the exam properties and sections to edit on the left-hand side.
6. Enter the exam and section titles and descriptions in the appropriate language.
7. Click **print** to update the print heading and cover sheet used for the language bundle.
8. Click **Save**.

Additional Information

About Exam Language Bundles

Add an Exam Language Bundle

Delete an Exam Language Bundle

Permissions

Delete an Exam Language Bundle

You can delete exam language bundles only if the exam they were created for has not been attempted.

Administrators with unrestricted access to the *Exams* feature in System Roles (Manage Features > Exam Manager Features) can delete language bundles to exams.

To delete an exam language bundle

1. Go to **Manage Center > Learning > Exams**. The Exam and Question Manager page opens at the Exams tab.
2. Filter the list of exams, if required, to locate the exam to delete the language bundle for.
3. Select **Manage Language Bundles** from the exam's action menu. The Manage Language Bundles page opens with a list of the language bundles configured for the exam.
4. Select **Delete** from the language bundle's action menu.
5. Click **OK** in the Confirmation dialog. The exam language bundle is removed from the list.

Additional Information

About Exam Language Bundles

About the Exam Data Loader

You can import exam data in bulk via the Exam CSV Loader. Exam data can be added or updated via import.

To get started, you can download a CSV file template and populate the required fields offline in a spreadsheet application or text editor. The LMS provides information to help you fill in the CSV template, such as the expected values for each field. For more information, see Exam Data Loader Field Reference.

Administrators with unrestricted access to the Exam Utilities feature in System Roles (Manage Features > Exam Manager Features) can add and update exam data.

To import exam data and review previous imports, go to **Manage Center > Learning > Exam Utilities > Exam CSV Loader**.

Preparing CSV Files for Import

To prepare an exam data CSV file for import, you can download a template CSV file from the Exam CSV Loader page and populate the fields as required.

Note that CSV files are likely to be opened by Microsoft Excel if it is installed on your system. If you encounter any problems with importing a CSV file into the LMS, it could be caused by Microsoft Excel applying extra formatting to the file. Alternatively, you can edit CSV files in a text editor instead of Microsoft Excel. The data should conform to the formatting required by the template as specified in the corresponding CSV Formatting Help.

> ⚠️ If the values for text area fields include punctuation, these fields must be enclosed in double quotation marks (″ ″). Do not include commas or semicolons in other fields as they could be interpreted as a field delimiter (depending on your choice of delimiter at import).

Additional Information

Import Exam Data

Exam Data Loader Field Reference

Import Exam Data

You can import exam data in bulk via the Exam CSV Loader. Exam data can be added or updated via import.

To add or update exam data via the Exam Data Loader:

1. Go to **Manage Center > Learning > Exam Utilities > Exam CSV Loader**. The Exam Data Loader page opens and lists your previous imports, if any.

2. To see previous imports from any user, select **Anyone** from the Uploaded By drop-down list.

3. If required, download the CSV file template and enter the permissions information in the relevant fields. (Click the **CSV Formatting Help** link for guidance on each field.)

4. Click **+ Import CSV file**.

5. Click **Choose File** to select the CSV file to upload.

6. If your CSV file was saved with a specific file encoding the LMS can automatically detect it, otherwise you can select it from the list.

7. Select the delimiter used to separate fields in your CSV file. This can be a comma or a semicolon.

8. Click **Preview**. The contents of the CSV file are shown in the Data Loader page so that you can review the data before importing the file.

9. Click **Upload** to import the CSV file. The Summary Report shows how many records in the file were imported successfully and how many failed.

10. If any records failed to import, you can go back to the Exam Data Loader page and click the **CSV Error Report** link for the failed import. The error report downloads to your desktop as a copy of the imported file that includes the error message.

Additional Information

About the Exam Data Loader

Exam Data Loader Field Reference

Exam Data Loader Field Reference

Use the reference table below to help you correctly format exam data you want to import via the Exam Data Loader.

Administrators with read-only or unrestricted access to the Exam and Question Manager feature, unrestricted access to Exams, and unrestricted access to the Data Loader feature in System Roles (Manage Features > Exam Manager Features) can import exam data.

To import exam data and review previous imports, go to **Manage Center > Learning > Exam Utilities > Exam CSV Loader**.

Table: Exam Data Loader Field Reference

Field	Content	Data Handling	De
ExamID	Unique Identifier for the exam	A Unique ID That Conforms to PeopleFluent LMS ID constraints (maximum 85 characters)	None
AutoGrade	Automatically Grade?	"Y" or "N"	Y
AttemptLimit	Maximum Number of Attempts for Each Participant	Any Positive Whole Number	1 if sy license Exam otherw 9999
Participant Review	Allow participant review	Must be one of: Y - Always P - If Passed N - Never	Y
AllowHints	Allow hints?	"Y" or "N"	N

DateEntered	Date and time record is created	Must be in the format yyyy-MM-dd HH:mm:ss, e.g., 2010-08-25 13:00:00 denotes August 25, 2010, 1:00 p.m.	Syster
RequiredPoints	Required Number of Points	Any Positive Whole Number	Syster Config - Defc Passir Grade
Description	Description	Any Text (Max field length:None)	None
Stylesheet	Colors and Fonts	Existing style sheet name	Test D
ExamType	Exam type	Must be one of: 0 - Standard Exam 1 - Survey 3 - Course Evaluation 4 - Certification 5 - Skills Exam 6 - Supervisor Assessment	0
MaxTimeAllowed	Maximum Time Allowed	Must be in the format HH:mm, e.g., 10:10 denotes 10 hour and 10 minutes. Applicable for gradeable exam types only (i.e. Standard Exam, Certification, Skills Exam)	None

ValidFrom	Not available before	Must be in the format yyyy-MM-dd HH:mm (mm is at intervals of 30mins), e.g., 2010-08-25 13:00 denotes August 25, 2010, 1:00 p.m.	None
ValidTo	Not available after	Must be in the format yyyy-MM-dd HH:mm (mm is at intervals of 30mins), e.g., 2010-08-25 13:00 denotes August 25, 2010, 1:00 p.m.	None
AllowPrint	Allow candidates to print exams	"Y" or "N"	N
AllowResume	Allow candidates to resume incomplete attempts	"Y" or "N"	Y
MinimumRetakeIntervalAmount	Participants cannot retake exam within(amount field)	Any Positive Whole Number Applicable when system license is not Exam only	0
MinimumRetakeIntervalUnit	Participants cannot retake exam within(unit field)	Must be one of: D - Day W - Week M - Month Y - Year Applicable when system license is not Exam only	D
AllowScoreDisplay	Display score	"Y" or "N"	Y
AllowNavigation	Allow Section/Question Navigation	"Y" or "N"	N

AllowQuestionIdDisplay	Display question ID	"Y" or "N"	N
DisallowAbandon	Disallow abandonment of a resumed exam?	"Y" or "N"	N
IsTemplate	Is a Template?	"Y" or "N"	N
ReviewQuestion	After each page of questions	Must be one of: NOREVIEW - Just continue to the next page ANSWERCORRECT - Mark answers "correct" or "incorrect", then continue to the next page REVIEWNOTFORCE - Show the correct responses, then continue to the next page REVIEWFORCE -Show the candidate's responses, then redeliver the questions if any of the responses were incorrect	NORE
MarkType	Marking type	Must be one of: M - Point P - % (percentage)	P
ShowMark	Show number of marks for each question	"Y" or "N"	Y

ReviewType	Participant can review	Must be one of : A - All C - Correct answers I - Incorrect answers O - Incorrect answers only	O
MaxTimePerQuestion	Maximum Time per Question (seconds)	Any Positive Whole Number	0
PoolSummaryLevel	Pool Summary Level	0-7	0
AllowDownload	Allow download	"Y" or "N"	N
DisableMouseRightClick	Disable mouse right click	"Y" or "N"	N
LastUpdated	Last Updated	Must be in the format yyyy-MM-dd-HH:mm:ss, e.g., 2010-08-25 13:00:00 denotes August 25, 2010, 1:00 p.m.	Syster
ExamPool	Assigns the exam to an exam pool. If the exam pool does not already exist, it will automatically be created.	A complete exam pool path, forward slash-delimited("/")	Defau Pool
RecordPostCompletionAttempts	Enable recording the attempts	"Y" or "N"	N

RecordPostCompletionHigherScore	Allow the exam score to be updated if the post-completion attempt has a higher score, but would not update if the attempt has a lower score. (While this setting could be enabled without the RecordPostCompletionAttempts setting, a higher score cannot be recorded if the attempt itself is not recorded.)	"Y" or "N"	N
PostExamInfo	Post exam information, which will be presented to learners when they complete an exam	Any Text (Max field length:None)	None

Additional Information

About the Exam Data Loader

Import Exam Data

About Exam ID Migration

Administrators can migrate an Exam ID via Migrate Exam ID. All records associated with the Exam will be migrated to the new ID. You can migrate individual Exam IDs only.

To migrate Exam IDs, your user role must have unrestricted access to the Migrate Exam ID features in System Roles (Manage Features > Exam Manager Features).

To migrate user accounts, go to **Manage Center > Learning > Exam and Question Manager > Migrate Exam ID**.

Additional Information

Migrate Exam ID

Migrate Exam ID Field Reference

Migrate Exam ID

Migrating the Exam ID changes the learning object ID (display ID).

> ⓘ   The ID can only contain letters, digits, and the characters "-", "_", ".", "@" and "\". It must not contain spaces.

To migrate Exam IDs, your user role must have unrestricted access to the Migrate Exam ID features in System Roles (Manage Features > Exam Manager Features).

To configure system roles, go to Manage Center > Users > System Roles.

> ⓘ   The screen provides the warning "As the number of records to be checked can be quite extensive, this function may take several minutes."

To migrate an Exam ID

1. Go to Manage > Learning > Exam and Question Manager > Migrate Exam ID. The Migrate Exam ID page opens.
2. Select the ellipsis. The selector opens.
3. Optionally, place a check mark in the box to switch between horizontal and vertical layouts.
4. Optionally, narrow search results by Exam Type.
5. Search by Exam ID.
6. Select the exam.
7. Click **Add**.
8. Click **OK**. The Migrate Exam ID page opens again.
9. Enter a new unique ID for the exam, with no spaces or special characters.
10. Click **Execute**.

Additional Information

About Exam ID Migration

Migrate Exam ID Field Reference

Migrate Exam ID Field Reference

Administrators can migrate an Exam ID via Migrate Exam ID. All records associated with the Exam will be migrated to the new ID. You can migrate individual Exam IDs only.

ⓘ The ID can only contain letters, digits, and the characters "-", "_", ".", "@" and "\". It must not contain spaces.

To migrate Exam IDs, your user role must have unrestricted access to the Migrate Exam ID features in System Roles (Manage Features > Exam Manager Features).

To configure system roles, go to **Manage Center > Users > System Roles**.

Field	Description
Existing Exam ID	The Exam ID of the exam to migrate records from (maximum 85 characters).
New Exam ID	The Exam ID of the exam to migrate records to (maximum 85 characters).

Additional Information

About Exam ID Migration

Migrate Exam ID

About the Exam Section CSV Loader

You can import exam section data in bulk via the Exam Section CSV Loader. Exam section data can be added or updated via import.

To get started, you can download a CSV file template and populate the required fields offline in a spreadsheet application or text editor. The LMS provides information to help you fill in the CSV template, such as the expected values for each field. For more information, see Exam Section CSV Loader Field Reference.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can add exam section data.

To import exam data and review previous imports, go to **Manage Center > Learning > Exam Utilities > Exam Section CSV Loader**.

Preparing CSV Files for Import

To prepare an exam section data CSV file for import, you can download a template CSV file from the Exam Section CSV Loader page and populate the fields as required.

Note that CSV files are likely to be opened by Microsoft Excel if it is installed on your system. If you encounter any problems with importing a CSV file into the LMS, it could be caused by Microsoft Excel applying extra formatting to the file. Alternatively, you can edit CSV files in a text editor instead of Microsoft Excel. The data should conform to the formatting required by the template as specified in the corresponding CSV Formatting Help.

> ⚠️ If the values for text area fields include punctuation, these fields must be enclosed in double quotation marks (″ ″). Do not include commas or semicolons in other fields as they could be interpreted as a field delimiter (depending on your choice of delimiter at import).

Additional Information

Import Exam Section Data

Exam Section CSV Loader Field Reference

Import Exam Section Data

You can import exam section data in bulk via the Exam Section CSV Loader. Exam section data can be added or updated via import.

Administrators with unrestricted access to the Exam Utilities feature in System Roles (Manage Features > Exam Manager Features) can add exam section data.

To add exam section data via the Exam Data Loader

1. Go to **Manage Center > Learning > Exam Utilities > Exam CSV Loader**. The Exam Section Data Loader page opens and lists your previous imports, if any.
2. To see previous imports from any user, select **Anyone** from the Uploaded By drop-down list.
3. If required, download the CSV file template and enter the permissions information in the relevant fields. (Click the **CSV Formatting Help** link for guidance on each field.)
4. Click **+ Import CSV file**.
5. Click **Choose File** to select the CSV file to upload.
6. If your CSV file was saved with a specific file encoding the LMS can automatically detect it, otherwise you can select it from the list.
7. Select the delimiter used to separate fields in your CSV file. This can be a comma or a semicolon.
8. Click **Preview**. The contents of the CSV file are shown in the Section Data Loader page so that you can review the data before importing the file.
9. Click **Upload** to import the CSV file. The Summary Report shows how many records in the file were imported successfully and how many failed.
10. If any records failed to import, you can go back to the Exam Section Data Loader page and click the **CSV Error Report** link for the failed import. The error report downloads to your desktop as a copy of the imported file that includes the error message.

Additional Information

About the Exam Section CSV Loader

Exam Section CSV Loader Field Reference

Exam Section CSV Loader Field Reference

Use the reference table below to help you correctly format exam data you want to import via the Exam Section Data Loader.

Administrators with unrestricted access to the *Exam Utilities* feature in System Roles (Manage Features > Exam Manager Features) can add exam section data.

To import exam section data and review previous imports, go to **Manage Center > Learning > Exam Utilities > Exam Section CSV Loader**.

Table: Exam Section Data Loader Field Reference

Field	Content	Data Handling	Default
ExamID	An existing Exam ID	A Unique ID That Conforms to PeopleFluent LMS ID constraints (maximum 85 characters)	None
TimeLimit	Time Limit (min.)	Any Positive Whole Number	0
LayoutType	Questions per Page	Must be one of 1 - Sequential, Single Question per Page 3 - Multiple Questions per Page	3

SectionType	Question List Selection/Section Type	Must be one of: 1 - Fixed Question List / Select specific questions/ 2 - Random Question Generation / Generate random questions	1
RequiredPoints	Required Number of Points	Any Positive Whole Number	0
MaxPoints	Maximum Number of Points	Any Positive Whole Number	100
Title	Title	Any Text (Max field length:255)	"Section " + (n+1), where n is number of sections of an exam
Description	Description	Any Text (Max field length:None)	None
QuestionDeliveryStyle	Question Delivery Style	Must be one of: 0 -Standard Section 1 -Instructor Evaluation Section	0
MarkType	Marking type	Must be one of: M -Point P -% (percentage)	P

RandomizeFixedQuestionList	Randomized fixed question list within question pools (for fixed question sections only)	"Y" or "N"	N
Weighting	Weighting of Questions (For Random Question section only)	Must be one of: Q - Use weights as defined in the Question Editor at the time of starting exam S - Same weight for all questions	Q
MaxTimePerQuestion	Maximum Time per Question (seconds)	Any Positive Whole Number	0
MaxTimePerQuestionType	Time limit for Sequential delivery style	Must be one of: -1 - Not Apply 0 - No time limit 1 - Maximum Time per Question 2 - Use Maximum Time per Question as defined in Exam Template Editor	-1
LastUpdated	LastUpdated	Must be in the format yyyy-MM-dd HH:mm:ss, e.g., 2010-08-25 13:00:00 denotes August 25, 2010, 1:00 p.m.	System Date

Additional Information

About the Exam Section CSV Loader

Import Exam Section Data

Action Menu

Action Menu Icon
(legacy UI)

Action Menu Icon
(Responsive UI)

The action menu is a drop-down list from which you can select an action (for example, create or delete an object).

The LMS presents many objects in lists, for both learners and administrators, including learning modules, classroom resources, user accounts, and enrollment requests. Each item in the list has an action menu.

Permissions

Access to objects in the LMS is controlled by permissions, which you configure in the standard Permission Selector.
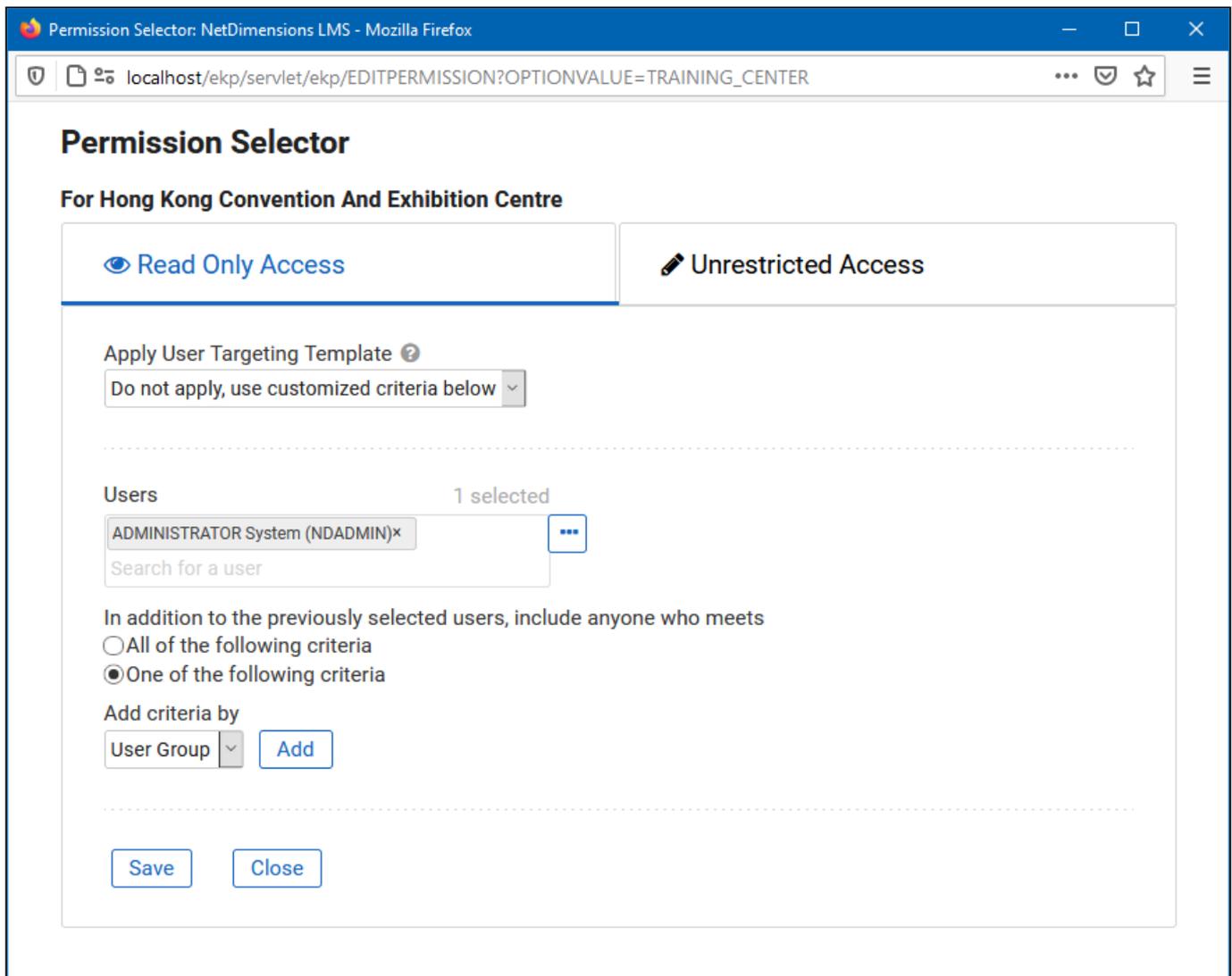

Figure: Permission Selector for Read Only Access to a Training Center

You can provide users with read-only or unrestricted access to many of the objects configured in the LMS, such as course catalogs, individual sessions, training centers and email templates, to name only a few. Read-only access allows user to view the object while unrestricted access allows users to view and modify it.

Selecting Users

There are several ways to select the users you want to configure access for:

- User targeting templates

- Selecting one or more specific users

- Selection criteria based on user group, organization or role

- Selection criteria based on organization attributes (for Auto-enroll and Job Profile Auto-assign permissions only)

User targeting templates are pre-defined selections of users. If you specify a user targeting template, you cannot select individual users or use other selection criteria.

You can combine one or more individually selected users with one or more user groups, organizations and roles.

Because organizations can have a hierarchical structure, you can select organizations to include and those to exclude. This enables you to select a parent organization but exclude one or more of its child organizations.

Additional Information

Select Users for Permissions

About User Targeting Templates

User Selector

You select users to include in permissions or other user targeting features in the User Selector. To select users, you search for them with the optional search criteria and then select from the results those users you want to include.
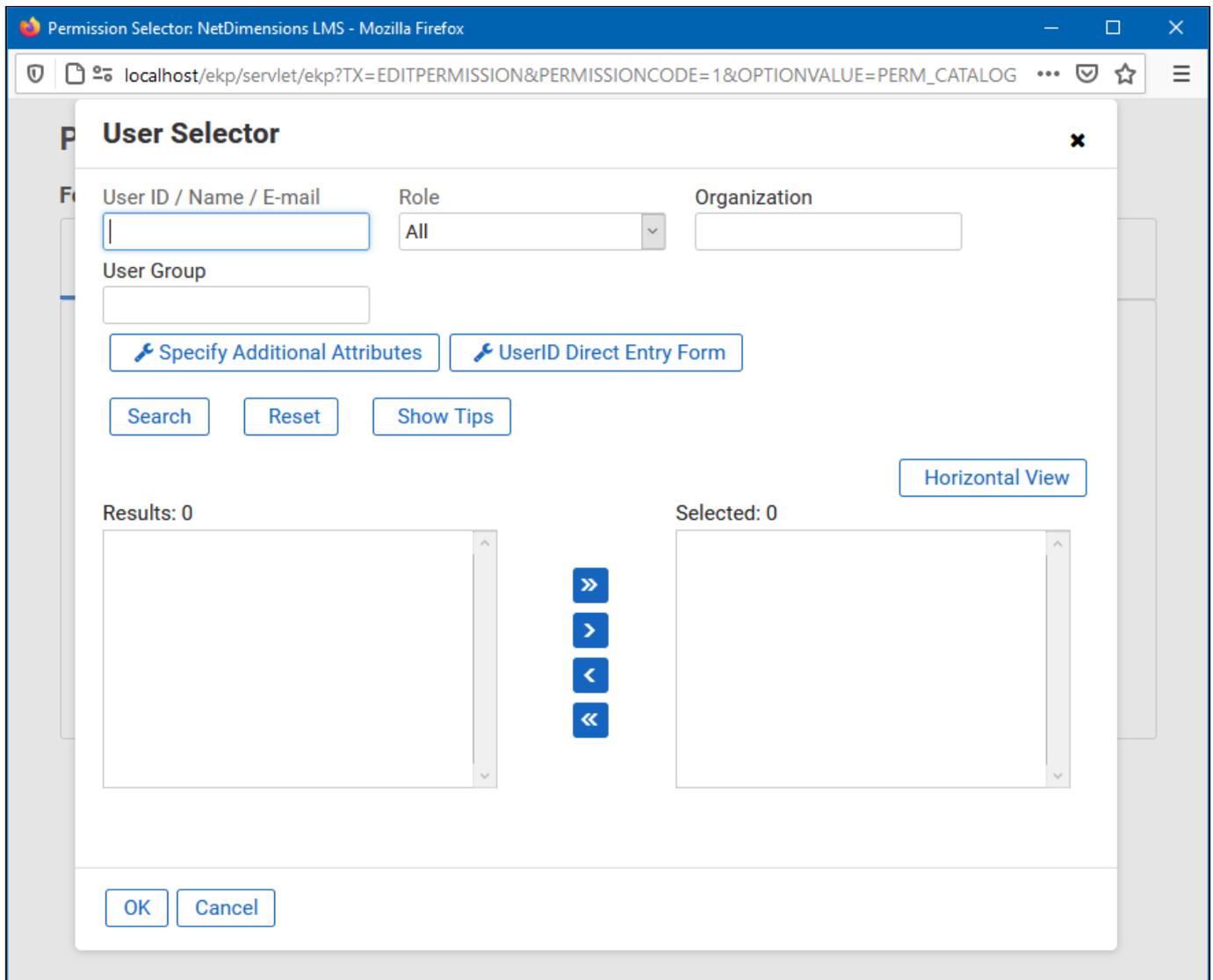

Figure: User Selector Accessed from the Permission Selector

The User Selector is available from various administration pages in the LMS where you can select users to target, including the Permission Selector and User Targeting Template Manager.

To select one or more users to include in the selection

1. Click the browse icon next to the Users field. The User Selector page opens on top of the page you called it from. Any users already selected in the Users field are included in the Selected box in the User Selector.

2. Enter or select criteria to filter the search for users (you can use advanced search syntax in the User ID / Name / E-mail field).

3. Optionally, click **Specify Additional Attributes** to search for users with specific profile criteria, including any User Attribute values. If you specify additional attributes, ensure their criteria do not contradict any in the User ID / Name / E-mail, Role, Organization or User Group fields above.

4. Optionally, click **User ID Direct Entry Form** to enter one or more User IDs, either directly or copied and pasted in from a plain text file or spreadsheet. The User ID Cut and Paste Direct Entry Form page opens in a new window and includes instructions for how to enter a list of User IDs.

5. Click **Search** to list all users meeting your search criteria.

6. To select individual users from the Results box, `Ctrl`+click to select separated individual users or `Shift`+click to select a contiguous block of users and then click the right-facing chevron icon to move them over to the Selected box.

7. To select all of the users in the Results box, just click the right-facing double chevron icon to move them over to the Selected box.

8. Click **OK** to confirm your selection and close the User Selector.

Additional Information

Permissions

About User Targeting Templates

About User Targeting Templates

User targeting templates enable you to specify the criteria for selecting users and then use the template to select users, such as when setting permissions for viewing courses in the Catalog Browser or search results. When you create a user targeting template your selection criteria are saved in the template so that you don't have to keep specifying the same criteria for different features in the LMS.

Administrators can use user targeting templates to select users in the following user selectors:

- Permission Selector

- Appraisal Target Audience Selector

- Activate a System Language

- Create Token Package

- Terms of Use Manager

To manage user targeting templates, your user role must have unrestricted access to the *User Targeting Template Manager* feature in System Roles (Manage Features > User Manager Features).

To manage user targeting templates, go to **Manage Center > Users > User Targeting Template Manager**.

Set Access Permissions for a Template

When you create a user targeting template only your user account has access to it, and therefore only you can use it to select users. To allow other LMS users to access a template, you must give them read-only permission in the Permission Selector. To allow other LMS users to edit a template, you must give them unrestricted permission.

Editing and Deleting Templates

The Edit and Delete actions are available from the action menu only if you have unrestricted permission for the template.

User Targeting Template Support in Data Loaders

You can specify a user targeting template in the following data loaders:

- Role Access Data Loader

- Question Data Loader

- Equivalency Rule Data Loader

ⓘ   Note that to use a template in a data loader, the person uploading the CSV data file must have at least Read Only permission for the template.

Using a User Targeting Template as a Search Filter

When the *Enable User Targeting Template Search Filter* System Configuration setting is enabled, an advanced search filter is added to some pages (for example, Learning Modules) that enable you to search for all objects of the given type that use a given User Targeting Template for either read or write permissions.

Additional Information

Create a User Targeting Template

User Targeting Templates in Data Loaders

Permissions

Create a User Targeting Template

Administrators can use user targeting templates to select users according to specific criteria for various LMS features that target a defined set of users. To use user targeting templates, your user account's system role must have the required User Targeting Template Manager access control setting.

When selecting users to include in a template, you can combine one or more individually selected users with one or more user groups, organizations and roles.

> ⓘ Because organizations can have a hierarchical structure, you can select organizations to include and those to exclude. This enables you to select a parent organization but exclude one or more of its child organizations.

To create a user targeting template

1. Go to **Manage Center > Users > User Targeting Template Manager**. The User Targeting Template Manager lists any user targeting templates that you have Read Only or Unrestricted access permission for.

2. Click **+ Create Template**. A new blank user targeting template opens.

3. Enter a unique code and a short, descriptive name for the template.

4. In the User Targeting Template settings box, select the users to include in the targeting template.

5. To select users in the Users box, start typing a user's ID or name and select a user from the auto-complete list, or click the **browse** icon to open the User Selector.

6. To select users from user groups, organizations and roles, select the criteria from the drop-down list and click **Add**. A selection box appears.

7. Click inside the selection box or on its title to select the user groups, roles or organizations to select the users from.

8. Click **Save**. The template is added to the list on the User Targeting Templates page.

9. To configure the access permissions for a template, select **Permissions** from its action menu.

Additional Information

About User Targeting Templates

User Selector

Permissions

User Targeting Templates in Data Loaders

When you specify a user targeting template in a data loader, you can choose whether subsequent changes to the user targeting template will be applied to the LMS object that uses it to select users (for example, System Roles). If not, the user targeting template criteria are copied to the LMS object and any subsequent changes to the user targeting template are not applied.

The following table describes the data loader fields you use to specify how the user targeting template will be applied to the LMS object.

Table: User Targeting Template Fields in Data Loaders

Field	Description
Read Permissions Template	Enter the code of the template to use for read permissions.
Write Permissions Template	Enter the code of the template to use for write permissions.
Target Audience Template	Enter the code of the template to use for target audience.
AssignReadTemplate	Enter L to link to the user targeting template as the permission targeting criteria. Subsequent changes to the template will be applied to the targeting criteria. Enter C to completely copy and replace the permission settings on this object using the current configured settings from the user targeting template. Subsequent changes to the template are not applied to the targeting criteria.
AssignWriteTemplate	Enter L to link to the user targeting template as the permission targeting criteria. Subsequent changes to the template will be applied to the targeting criteria. Enter C to completely copy and replace the permission settings on this object using the current configured settings from the user targeting template. Subsequent changes to the template are not applied to the targeting criteria.

| AssignTargetAudienceTemplate | Enter L to link to the user targeting template as the target audience criteria. Subsequent changes to the template will be applied to the targeting criteria.

Enter C to completely copy and replace the target audience settings on this object using the current configured settings from the user targeting template. Subsequent changes to the template are not applied to the targeting criteria. |
|---|---|

ⓘ   For the Equivalency Rule Data Loader the Target Audience will be set to specified user targeting template even if the *Apply Target Audience to All Organizations* data loader option has been enabled.

Additional Information

About User Targeting Templates

Create a User Targeting Template

Attribute Option Values

You can configure the options for drop-down list attributes.

Table: Attribute option fields

Field	Description
Code	Enter a unique identifier for the attribute's drop-down option value.
Label Key	Enter the label for the drop-down option value. This is the value shown in the drop-down where it appears in the LMS. For multi-language systems you can enter the label key that will be used to look up the localized value in the user's preferred language.
Description	Enter a description of the option value, if required.

Additional Information

Create a Question Attribute

Allowed Transitions Between Dynamic Attribute Types

Table: Allowed transitions between dynamic attribute types

Transition	Effect on objects that have assigned a value to the attribute
From Drop-Down to Free Text	The drop-down attribute value on the object will be changed to the drop-down value code as free text. The possible dynamic attribute values configured for the former drop-down dynamic attribute will be deleted.
From Free Text to Drop-Down	Existing free text values on objects will be used to generate a set of possible dynamic attribute values for the new drop-down dynamic attribute.
From Free Text to Text Area	Existing free text values on objects will be moved to the text area.
From Free Text to Numeric	All free text values on objects will be checked to make sure they are either blank or numeric values before the change is allowed to take place.
From Numeric to Free Text	The numeric values on objects will become free text.
From Text Area to Free Text	Existing text area values on objects will be moved to the free text.

Edit a Question Attribute

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Generated: 24.04: 2024-04-25 9:19:56 AM