



# **Plateau Question Editor (PQE)/ Online Exams (Advanced Topic)**

VA TMS Administrators  
Role-Based Training

Virtual Instructor-Led Training

Participant Guide

May 2015

## Table of Contents

---

|   |    |
|---|----|
| 1.0 About This Training.....  | 3  |
| 1.1 Training Purpose.....   | 3  |
| 1.2 Target Audience.....  | 3  |
| 1.3 Training Length .....   | 3  |
| 1.4 Participant Guide .....   | 3  |
| 1.4.1 Participant Guide Icons.....  | 4  |
| 1.5 Participant Preparation and Guidelines.....                                   | 4  |
| 1.5.1 Requirements .....  | 4  |
| 1.5.2 Demonstrations and System Practice Activities in VA TMS .....               | 4  |
| 1.5.3 Virtual Instructor-Led Training Guidelines .....                            | 4  |
| 1.6 VA TMS Administrators Role-Based Training Sessions and Target Audiences ..... | 5  |
| 1.7 VA TMS Functions and Associated Roles .....                                   | 6  |
| 2.0 Training Content .....  | 7  |
| 2.1 Welcome .....   | 7  |
| 2.2 Lesson 1: Online Exams Overview.....  | 10 |
| 2.3 Lesson 2: Question Editor.....  | 12 |
| 2.4 Lesson 3: Creating an Exam Object.....  | 28 |

## 1.0 About This Training

---

### 1.1 Training Purpose

The purpose of Plateau Question Editor (PQE)/Online Exams is to teach you the concepts and terminology associated with using the PQE in the VA Talent Management System.

### 1.2 Target Audience

This session is an Advanced Topic training session for any VA TMS administrators with some experience in Online Exams that are looking for more in-depth instruction.

### 1.3 Training Length

This training will run for approximately 3.5 hours. Brief breaks will be given.

### 1.4 Participant Guide

This Participant Guide contains all key content presented in this training, including PowerPoint slides with room for taking notes, activities, and demonstrations for each lesson.

The Participant Guide is divided into two sections:

- About This Training
- Training Content

**NOTE: Print a hardcopy of this Participant Guide to use during training.** You will need to reference the steps for all demonstrations and activities in this guide while completing steps in the VA TMS.

### 1.4.1 Participant Guide Icons

| Icons   | Description   |
|---|---|
|  | This icon indicates that there will be a demonstration conducted by the instructor within the VA TMS. |
|  | This icon indicates that participants will complete an activity.                                      |
|  | This icon indicates that there is a job aid available for the task.                                   |

## 1.5 Participant Preparation and Guidelines

### 1.5.1 Requirements

Participants must complete the following for this training:

- Register for training through the VA TMS.
- Print a hardcopy of this Participant Guide for use during the training. It will be difficult to access electronically during training.

### 1.5.2 Demonstrations and System Practice Activities in VA TMS

During this training, you will observe instructor demonstrations and complete system practice activities within the VA TMS. These demos and activities will allow you to study and apply what you've learned about the features, functions, and processes critical to your role within the VA TMS. The steps for each demonstration and system practice activity have been provided in this guide so you can follow-along. You may also want to reference these steps after the training.

### 1.5.3 Virtual Instructor-Led Training Guidelines

This training will be delivered as a Virtual Instructor-Led Training (VILT) using Web conferencing software program. You will need a computer and phone with speakers or headset in order to participate in this training. Follow the guidelines below to ensure the best training experience:

- Print a hardcopy of the Participant Guide for use during training.
- Be sure to log in to the Web conferencing software and dial in to the conference line 5 – 10 minutes early.

- Mute your phone line for the duration of the training session unless otherwise instructed.
- Use the chat feature for any questions during the session.
- The instructor may be able to answer your question immediately. Otherwise, he or she will answer at the end of the training, or send an e-mail afterward.

### 1.6 VA TMS Administrators Role-Based Training Sessions and Target Audiences

The table below includes a list of all training sessions in this training series, along with the target audience.

| Session  | Required for   | Recommended for  |
|--|--|--|
| <b>Introduction to VA TMS for All Administrators and Help Desk and Reports Managers</b>        | <ul style="list-style-type: none"> <li>• Help Desk (as stand-alone training)</li> <li>• Reports Managers (as stand-alone training)</li> <li>• Assignment Managers</li> <li>• Scheduling Managers</li> <li>• Registration Managers</li> <li>• Domain Managers</li> <li>• Learning Managers</li> <li>• Item Managers</li> <li>• AP Managers</li> </ul> | n/a  |
| <b>VA TMS Training for Scheduling Managers, Assignment Managers, and Registration Managers</b> | <ul style="list-style-type: none"> <li>• Assignment Managers</li> <li>• Scheduling Managers</li> <li>• Registration Managers</li> </ul>  | <ul style="list-style-type: none"> <li>• Domain Managers</li> <li>• Learning Managers</li> <li>• Item Managers</li> <li>• AP Managers</li> </ul> |

**NOTE:** There are also advanced topic sessions that are optional for managers who already have experience using the VA TMS.

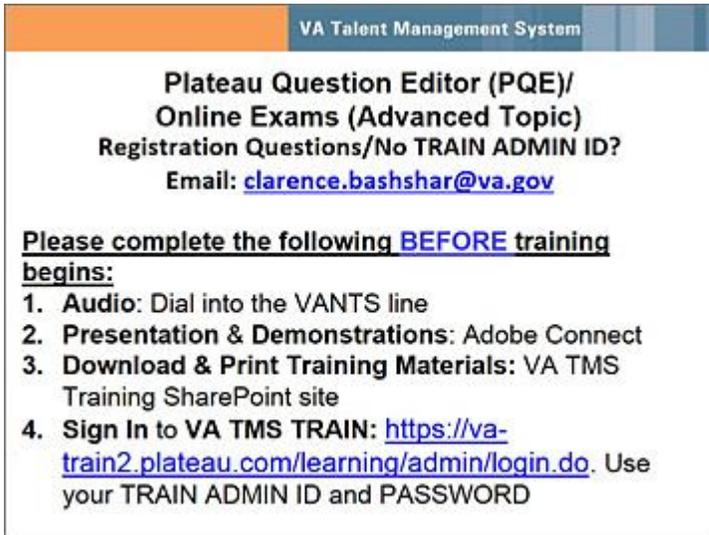
### 1.7 VA TMS Functions and Associated Roles

NOTE: Gray columns indicate add-on roles; white columns indicate stand-alone roles.

| VA TMS Admin Function                           | LM | DM | IM | RM | SM | AM | APM | HD | PR | QEM | CM | CIM | HR | RPT | AHN | PM | COM | ACM | ACIM | MSE | MSEHD |   |
|---|----|----|----|----|----|----|-----|----|----|-----|----|-----|----|-----|-----|----|-----|-----|------|-----|-------|---|
| Unlock User Accounts                            | X  |    |    |    |    |    |     | X  | X  |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Reset User Passwords                            | X  |    |    |    |    |    |     | X  | X  |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Change Supervisors for a group of Users         | X  |    |    |    |    |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Proxy into Users accounts                       | X  |    |    |    |    |    |     | X  |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Add/Remove Items to/from Learning Plan          | X  |    |    |    |    | X  |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Add/Remove Curricula Assignments                | X  |    |    |    |    | X  |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Record Item/External Event/Scheduled Offerings  | X  |    |    | X  |    |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Edit/Delete Recorded Learning Events            | X  |    |    | X  |    |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Merge User Records                              |    | X  |    |    |    |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Add/Edit Items                                  | X  |    | X  |    |    |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Add/Edit Curricula                              | X  |    | X  |    |    |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Send Notifications                              | X  |    |    |    |    |    |     |    |    |     |    |     |    |     | X   |    |     |     |      |     |       |   |
| Add/Edit Scheduled Offerings                    | X  |    |    |    |    | X  |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Register Users into a Scheduled Offerings       | X  |    |    | X  | X  |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Edit User's Registration in Scheduled Offering  | X  |    |    | X  | X  |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Assign/Remove Competency Profiles to/from Users |    |    |    |    |    |    |     |    |    |     | X  |     |    |     |     |    |     |     |      |     |       |   |
| Assign/Remove Competencies to/from Users        |    |    |    |    |    |    |     |    |    |     | X  |     |    |     |     |    |     |     |      |     |       |   |
| Manage Administrator Accounts                   |    | X  |    |    |    |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Add/Edit/Copy/Delete Assignment Profiles        |    |    |    |    |    |    | X   |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Edit User Preferred Accreditations              | X  |    |    |    |    |    |     | X  |    |     |    |     |    |     |     |    |     | X   |      |     |       |   |
| Edit User Occupational Categories               | X  |    |    |    |    |    |     | X  |    | X   |    |     |    |     |     |    |     | X   |      |     |       |   |
| Add/Edit/Delete Competencies                    |    |    |    |    |    |    |     |    |    |     | X  |     |    |     |     |    |     |     |      |     |       |   |
| Add/Remove Competencies from Items              |    |    |    |    |    |    |     |    |    |     |    | X   |    |     |     |    |     |     |      |     |       |   |
| Add/Edit/Delete Competency Profiles             |    |    |    |    |    |    |     |    |    |     | X  |     |    |     |     |    |     |     |      |     |       |   |
| Enter/Delete Competency Assessments for Users   | X  |    |    | X  |    | X  |     |    |    |     | X  |     |    |     |     |    |     |     |      |     |       |   |
| Add/Edit/Delete Questions                       |    |    |    |    |    |    |     |    |    | X   |    |     |    |     |     |    |     |     |      |     |       |   |
| Add/Edit/Delete Exam Objects                    |    |    |    |    |    |    |     |    |    | X   |    |     |    |     |     |    |     |     |      |     |       |   |
| Assign/Remove Questions to/from Exam Objects    |    |    |    |    |    |    |     |    |    | X   |    |     |    |     |     |    |     |     |      |     |       |   |
| Add Questionnaire/Surveys                       |    |    |    |    |    |    |     |    |    | X   |    |     |    |     |     |    |     |     |      |     |       |   |
| Unassign a Survey from Users                    | X  |    |    |    |    |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Edit Organization Dashboard Ownership           |    | X  |    |    |    |    |     |    |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Add/Edit Accreditations                         |    |    |    |    |    |    |     |    |    |     |    |     |    |     |     |    |     | X   |      |     |       |   |
| Apply Accreditations to Items                   |    |    |    |    |    |    |     |    |    |     |    |     |    |     |     |    |     | X   | X    |     |       |   |
| View sensitive information on Users Records     |    |    |    |    |    |    |     |    |    |     |    |     | X  |     |     |    |     |     |      |     |       |   |
| Create and Manage Communities                   |    |    |    |    |    |    |     |    |    |     |    |     |    |     |     |    | X   |     |      |     |       |   |
| Run various Standard and Custom Reports         | X  |    | X  | X  | X  | X  |     |    |    |     |    |     | X  | X   |     |    |     |     |      |     |       |   |
| View Self Enrolled User                         | X  |    |    |    |    | X  |     | X  |    |     |    |     |    |     |     |    |     |     |      |     | X     | X |
| Validate Self Enrolled User                     |    |    | X  | X  | X  | X  |     |    |    |     |    |     |    |     |     |    |     |     |      |     | X     |   |
| Bookmark Available Entities                     | X  |    | X  | X  | X  | X  |     | X  |    |     |    |     |    |     |     |    |     |     |      |     |       |   |
| Download Search Results                         | X  |    | X  | X  | X  | X  | X   | X  | X  | X   | X  | X   | X  | X   |     | X  | X   | X   | X    | X   | X     | X |

## 2.0 Training Content

### 2.1 Welcome



VA Talent Management System

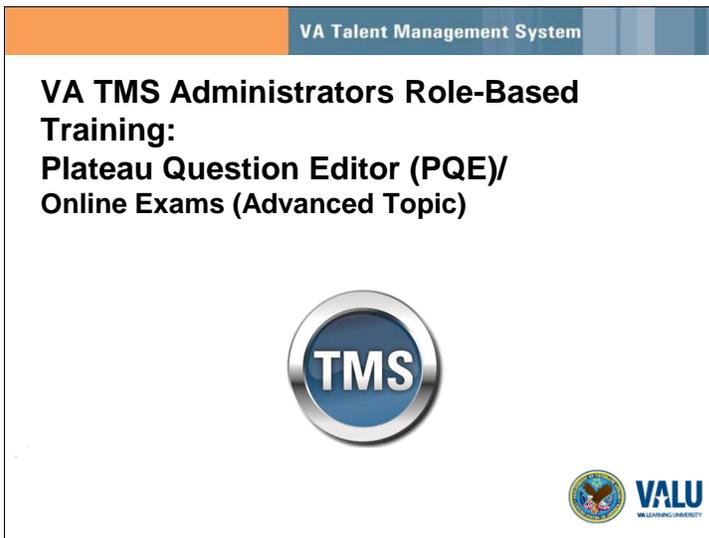
**Plateau Question Editor (PQE)/  
Online Exams (Advanced Topic)  
Registration Questions/No TRAIN ADMIN ID?  
Email: [clarence.bashshar@va.gov](mailto:clarence.bashshar@va.gov)**

**Please complete the following BEFORE training begins:**

1. **Audio:** Dial into the VANTS line
2. **Presentation & Demonstrations:** Adobe Connect
3. **Download & Print Training Materials:** VA TMS Training SharePoint site
4. **Sign In to VA TMS TRAIN:** <https://va-train2.plateau.com/learning/admin/login.do>. Use your TRAIN ADMIN ID and PASSWORD

Notes:

Slide 1: Session Preparation



VA Talent Management System

**VA TMS Administrators Role-Based Training:  
Plateau Question Editor (PQE)/  
Online Exams (Advanced Topic)**



Notes:

Slide 2: VA TMS Administrators Role-Based Training:  
Plateau Question Editor (PQE)/Online Exams  
(Advanced Topic)

Advanced Topics VA Talent Management System

## Session Agenda

- Welcome and Introduction
- Lesson 1: Online Exams Overview
- Lesson 2: Question Editor
- Lesson 3: Creating an Exam Object
- Questions and Answers

3

Notes:

Slide 3: Session Agenda

Advanced Topics VA Talent Management System

## Session Objectives

After completing this session, you will be able to:

- Use the Question Editor
- Create an exam object
- Run related reports

4

Notes:

Slide 4: Session Objectives

Advanced Topics VA Talent Management System

### Introductions

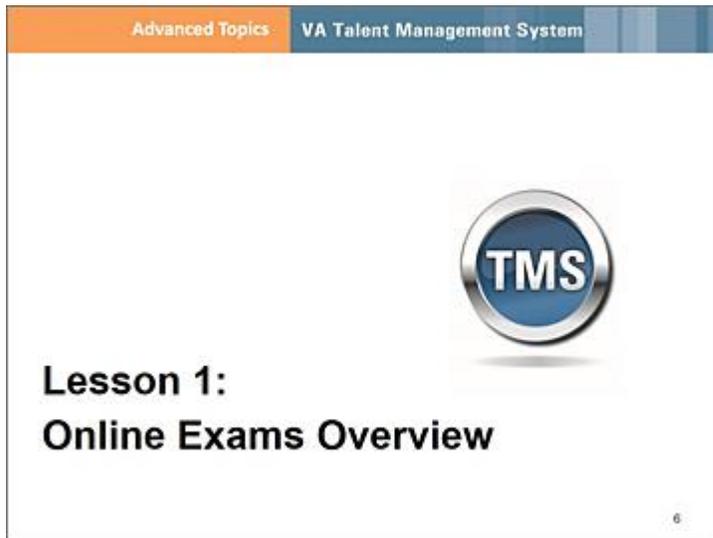
- Name
- Division of VA
- Experience with VA TMS
- Personal training goal

5

Notes:

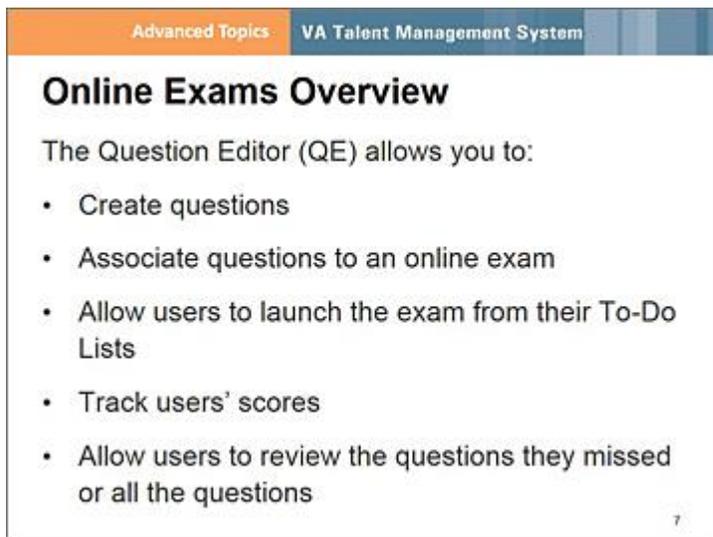
Slide 5: Introductions

## 2.2 Lesson 1: Online Exams Overview



Notes:

Slide 6: Lesson 1: Online Exams Overview



Notes:

Slide 7: Online Exams Overview

Advanced Topics VA Talent Management System

## Exam Process Flow

1. Create questions in QE related to the objectives.
2. Identify and create the objectives (optional, but needed for question pooling on exams).
3. Create a new exam.
4. Add questions to the exam.
5. Create a new item or add exam to the item.
6. Define online settings for the item.
7. Test the item and exam in the user interface.

8

Notes:

Slide 8: Exam Process Flow

Advanced Topics VA Talent Management System

## Knowledge Check

The QE allows you to create \_\_\_\_\_ inside the VA TMS and associate them to an online exam.

When an \_\_\_\_\_ is associated with an item, users can launch it from their To-Do Lists.

When pooling exam questions, you need to identify and create the \_\_\_\_\_.



9

Notes:

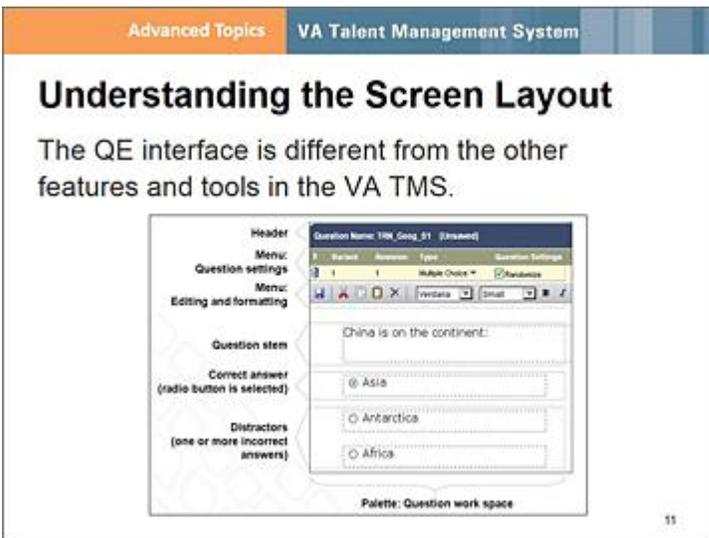
Slide 9: Knowledge Check

## 2.3 Lesson 2: Question Editor



Notes:

Slide 10: Lesson 2: Question Editor



Notes:

Slide 11: Understanding the Screen Layout

Advanced Topics VA Talent Management System

### Question Types

- True/False
- Multiple Choice/Single Answer (MCSA)
- Multiple Choice/Multiple Answer (MCMA)
- External: Questions imported from another application outside the VA TMS



12

Notes:

Slide 12: Question Types

Advanced Topics VA Talent Management System



### Demonstration: Creating a New Question

13

Notes:

Slide 13: Demonstration: Creating a New Question



## Demonstration: Creating a New Question

To create a question in the QE:

As previously described, a question is made up of the question text (question stem) with optional supporting graphics, and one or more correct responses and additional incorrect responses (distractors). For the basic exam question, you do not need to associate any objectives.

To create a new basic question in the Question Editor:

1. Log in to the VA TMS as an admin.
2. Navigate to **Content > Questions**. The Questions Search screen displays.
3. Select **Add New**. The Add New Question pop-up window displays.
4. Enter the **Question Name** and **Domain**. **NOTE:** Avoid using spaces in the question name. If you do not know the domain, select the Search icon to search for and select the domain.
5. Select a question type from the Question Type drop-down menu.
6. Select the **magnifying glass** to search for an objective.
7. Enter search criteria in the Objective Search window.
8. Select **Search**.
9. Select the desired objective. **NOTE:** We will discuss more details for associating objectives to an exam question later.
10. Select **Add**. You are taken to the Questions Add New screen.
11. Select in the **top box** and enter the question stem.
12. Select in each of the boxes with the radio buttons and enter the answer choices for the question. **NOTE:** Enter the correct answer in the textbox with the selected radio button.
13. When you have finished entering your question stem and answer choices, select the **Available for Exams checkbox** and select **Activate** to make the question active in the database.
14. Select **Save Question** to save the question.

Advanced Topics VA Talent Management System

## System Login

- Go to <https://va-train2.plateau.com/learning/admin/login.do>
- Enter your TRAIN Admin Username
- Enter your TRAIN Admin Password



14

Notes:

Slide 14: System Login

Advanced Topics VA Talent Management System

## Activity #1: Create a New Question

System Practice



15

Notes:

Slide 15: Activity #1: Create a New Question



### Activity #1: Create a New Question

1. Log in to the **admin interface** of the VA TMS.
2. Navigate to **Content > Questions**. The Questions Search screen displays.
3. Select **Add New**. The Add New Question pop-up window displays.
4. Enter the **Question Name** and **Domain**. **NOTE:** Avoid using spaces in the question name. If you do not know the domain, select the search icon to search for and select the domain.
5. Select a question type from the Question Type drop-down menu.
6. Select the **magnifying glass** to search for an objective.
7. Enter search criteria in the Objective Search window.
8. Select **Search**.
9. Select the desired objective. **NOTE:** We will discuss more details for associating objectives to an exam question later.
10. Select **Add**. You are taken to the Questions Add New screen.
11. Select in the **top box** and enter the question stem.
12. Select in each of the boxes with the radio buttons and enter the answer choices for the question. **NOTE:** Enter the correct answer in the textbox with the selected radio button.
13. When you have finished entering your question stem and answer choices, select the **Available for Exams checkbox** and select **Activate** to make the question active in the database.
14. Select **Save Question** to save the question.
15. You can choose to keep this question open as you will be building from this in the next activity.



The Job Aid: Question Editor is available in the VA TMS.

Advanced Topics VA Talent Management System

### Question Metadata

- Metadata is used to uniquely identify each question. When you create a new question, you enter the question name and domain
- In the QE question workspace, you can add a description and relevant keywords for the question in the Question Metadata section

16

Notes:

Slide 16: Question Metadata

Advanced Topics VA Talent Management System



### Demonstration: Adding Question Metadata

17

Notes:

Slide 17: Demonstration: Adding Question Metadata



## Demonstration: Adding Question Metadata

To add question metadata:

1. Using the question created in Activity #1, select the arrows on the Question Metadata section to expand the section. **NOTE:** If you already navigated away from the question, search for the question and access it in edit mode (see “Searching for Questions” for details on how to search for questions in Question Editor).
2. Enter a domain (administrative group that controls the question record).
3. Enter a description of the question.
4. Enter keywords that can be used to locate the question when conducting a search. The format is keyword one, keyword two, keyword three, etc.
5. If custom columns have been defined, enter/select the applicable data.
6. Save the question by selecting the **Save** button on the toolbar.



Notes:

Slide 18: Activity #2: Create Metadata



## Activity #2: Create Metadata

1. Using the question created in Activity #1, select the arrows on the Question Metadata section to expand the section. **NOTE:** If you already navigated away from the question, search for the question and access it in edit mode (see “Searching for Questions” for details on how to search for questions in Question Editor).
2. Enter a domain (administrative group that controls the question record).
3. Enter a description of the question.
4. Enter keywords that can be used to locate the question when conducting a search. The format is keyword one, keyword two, keyword three, etc.
5. If custom columns have been defined, enter/select the applicable data.
6. Save the question by selecting the **Save** button on the toolbar.

Advanced Topics VA Talent Management System

## Variant

- A variant is a different way to ask the same question
- All questions have one or more variants, and each variant of a question can use a different question type
- All variants share the same question name

19

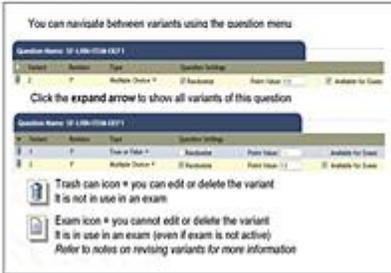
Notes:

Slide 19: Variant

Advanced Topics VA Talent Management System

## Variant Table

The variant table contains all variations of a question. Select the **expand arrow** to see all variants of a question.



You can navigate between variants using the question menu

Click the **expand arrow** to show all variants of this question

Trash can icon = you can edit or delete the variant  
It is not in use in an exam

Exam icon = you cannot edit or delete the variant  
It is in use in an exam (even if exam is not active)  
Refer to notes on revising variants for more information

20

Notes:

Slide 20: Variant Table



Notes:

Slide 21: Demonstration: Adding Variants



## Demonstration: Adding Variants

### To create a variant of a question in Question Editor:

1. Search for and access a question record in edit mode. The Edit Question screen displays.  
**NOTE:** See “Searching for Questions” section for details on searching.
2. Select **Actions** on the toolbar.
3. Select **Add New Variant** from the drop-down menu. A new variant is added to the list and the workspace is ready for you to enter your question variant.
4. Select the **Type** drop-down in the variant Type column to select a new question type if desired. If you change the type, a warning box displays.
5. Select **OK** to proceed.
6. Select in the top textbox and enter the question stem.
7. Select in each textbox below the question stem to enter the distractors (remember to indicate the correct response(s)).
8. Enter question metadata as necessary.
9. If necessary, check the **Available for Exams** checkbox to make the variant available and active.
10. Select **Activate** if the warning message displays.
11. Select **Save** to save the question variant.



Notes:

Slide 22: Activity #3: Adding a Variant



### Activity #3: Adding a Variant

To add a variant:

1. Using the question created in Activity #1, select **Actions** on the toolbar
2. Select **Add New Variant** from the drop-down menu. **NOTE:** If you already navigated away from the question, search for the question and access it in edit mode (see “Searching for Questions” for details on how to search for questions in Question Editor).
3. Change the question type.
4. Select **OK** to the alert message.
5. Enter the question stem.
6. Enter the distractors. Make sure to indicate the correct response(s).
7. Enter any appropriate metadata in the Question Metadata section.
8. Make the question variant available for all exams.
9. Save the question variant.



The Job Aid: Question Editor is available in the VA TMS.

Advanced Topics VA Talent Management System

### Knowledge Check

The Question Editor allows:

- a) Images to be imported for use in questions
- b) Text editing features
- c) Question preview
- d) All of the above



23

Notes:

Slide 23: Knowledge Check

Advanced Topics VA Talent Management System

### Knowledge Check

Which of the following is not true regarding a question's appearance in QE?

- a) Graphics can be imported
- b) Two questions can appear on the same page
- c) Answers can be randomized
- d) Questions can be randomized



24

Notes:

Slide 24: Knowledge Check

Advanced Topics VA Talent Management System

### Knowledge Check

While taking an exam, users see only one revision of a question variant on the exam.

- a) True
- b) False



25

Notes:

Slide 25: Knowledge Check

Advanced Topics VA Talent Management System

### Knowledge Check

The Question Editor allows the admin to:

- a) Create multiple versions of the same question
- b) Determine the number of distracters to use
- c) Make the individual questions active or inactive
- d) All of the above

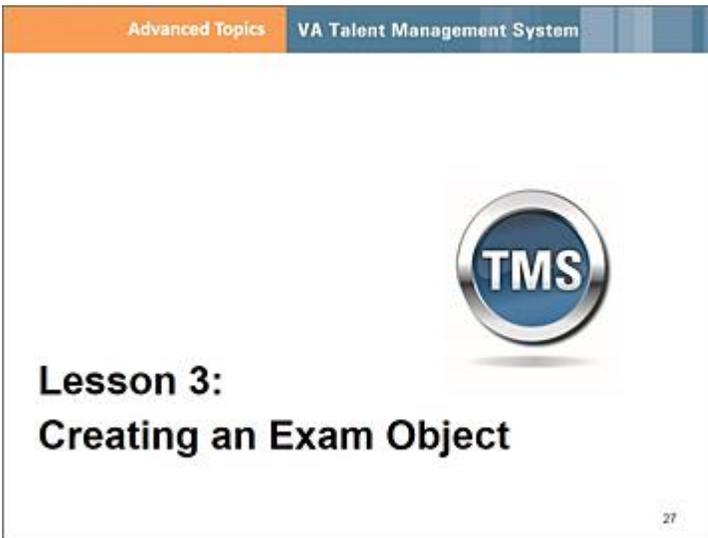


26

Notes:

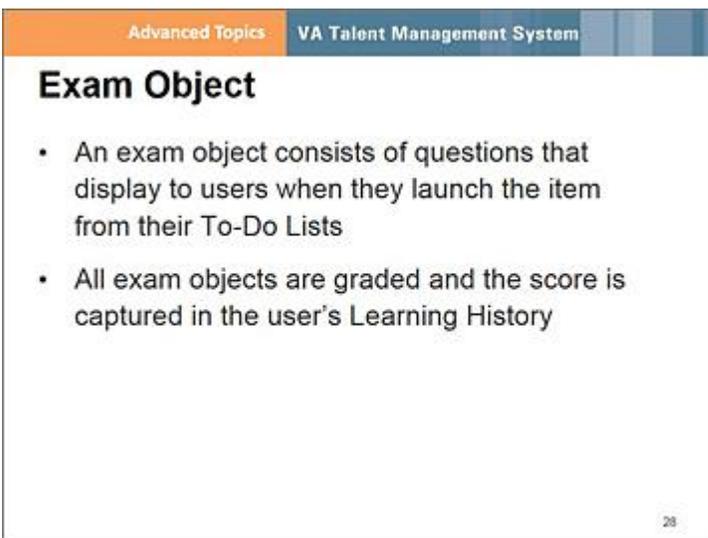
Slide 26: Knowledge Check

## 2.4 Lesson 3: Creating an Exam Object



Notes:

Slide 27: Lesson 3: Creating an Exam Object



Notes:

Slide 28: Exam Object

Advanced Topics VA Talent Management System

### Key Points regarding Question Editor

- **Messages:** Can be defined to display to users before, during, and after the exam
- **Object Settings:** Minimum score, number of attempts, required questions, in sequence, actions performed based on score, and whether a proctor must be used can all be defined within the Object

29

Notes:

Slide 29: Key Points regarding Question Editor

Advanced Topics VA Talent Management System

### Question Selection for Exams

There are two general methods for including questions on an exam:

1. Guarantee the inclusion of specific questions on the exam
2. Randomly select those questions that are related to specific objectives

30

Notes:

Slide 30: Question Selection for Exams

Advanced Topics VA Talent Management System

## Exam Creation

When creating an exam in the VA TMS, you can:

- Define the exam type as sequential or free-form
- View the question count: this is defined on the Questions tab of the exam object record
- Define the pass percentage, maximum number of tries, and duration of the exam (if the exam is timed)

31

Notes:

Slide 31: Exam Creation

Advanced Topics VA Talent Management System

## Exam Object Actions

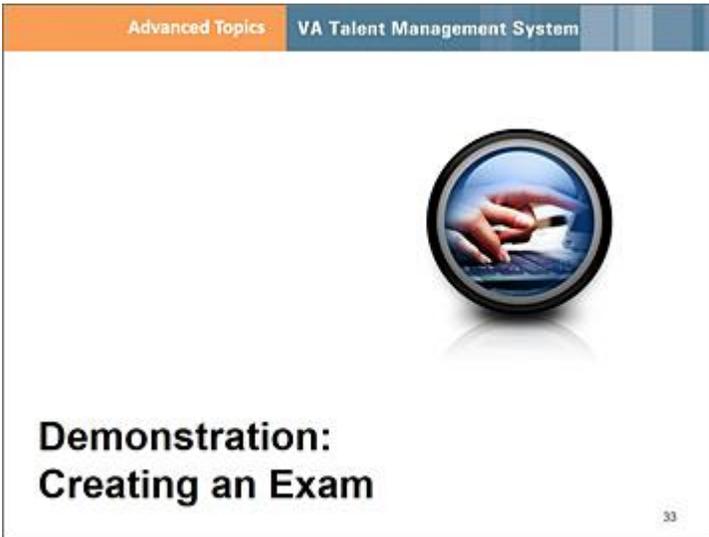
After creating the item, you will want to determine the exam object actions including whether:

- A proctor code is needed
- To display a welcome message and whether the exam taker sees feedback
- To allow a user to start and stop the exam
- To display point values of each question or if they see exam scoring
- The exam results should be analyzed

32

Notes:

Slide 32: Exam Object Actions



Notes:

Slide 33: Demonstration: Creating an Exam



## Demonstration: Creating an Exam

### Creating an Exam

Creating an exam in the VA TMS creates an exam object which can be added to online or blended items. When a user launches a VA TMS exam, the system tracks user's response to each question and grades the exam when the user submits his or her answers.

#### To create a simple exam:

1. Navigate to **Content > Exam Objects**.
2. Select **Add New**. Complete the required fields.
3. Check the **Is Active** checkbox to make this exam active. **NOTE:** If you are not ready to make the exam active, leave this checkbox blank. You can return to the exam object record later to make the exam object active.
4. Determine the pass percentage necessary for users to pass the exam for grading purposes. Also decide the number of attempts users can make before the system locks them out of the exam (an administrator must reset their access).
5. Enter the number of tries a user is able to take this exam in the Maximum Tries textbox.
6. Enter the duration of the exam in the Exam Duration textbox.
7. Select **Add** when you are done to add the exam record.
8. Select the **Questions** tab.
9. Enter keywords to search for questions and/or objectives to add to the exam object.
10. Select **Search**. The search results are displayed in a separate window.

#### To select individual questions that must appear on every exam (this is also how to add a specific variant of a question to the exam):

1. Select the arrows to the left of the question name to expand each question.
2. Select the radio button for the questions you want to add. Note that you can only add one variant of a question to the exam.
3. Select **Select**.
4. Your selected questions are listed at the bottom of the Questions tab screen.
5. Select on the **Points field** and enter the points that the question is worth.
6. The system enforces order when you select the Display Questions and Objectives in Order checkbox.
7. Select the **Move Up** or **Move Down** buttons to change the display order, thereby controlling the order the questions appear in the user interface.
8. Select **Save**.

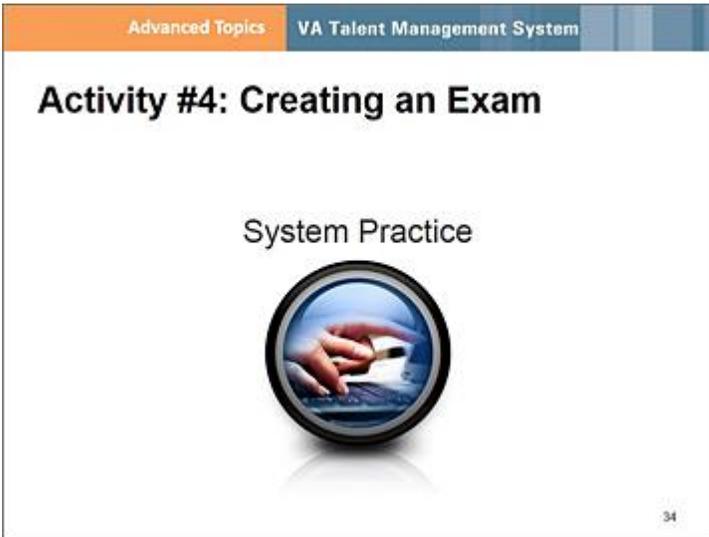
9. Select the **Preview Exam** link to view the exam as it appears at run time.
10. Select **Close** to return to your exam object record.
11. Select **Apply Changes** as you make changes to the exam. **NOTE:** Once questions are added to the exam, the administrator must still activate the exam and make it available for users to launch. Follow the steps below to perform these actions.
12. Select the **Summary** tab.
13. Check the **Is Online** and (if needed) **Is Active** checkboxes.
14. Select **Apply Changes**.

#### **Adding Required Question to an Exam Object:**

1. Select the **Questions** tab of the exam object record.
2. Enter search criteria to search for the question.
3. Select **Search**.
4. Expand the questions listed.
5. Select the radio buttons for the questions to add to the exam.
6. Choose **Select**. **NOTE:** Once questions are added to the exam, the administrator must still activate the exam and make it available for users to launch. Follow the steps below to perform these actions.
7. Select the **Summary** tab.
8. Check the **Is Online** and (if needed) **Is Active** checkboxes.
9. Select **Apply Changes**.



The Job Aid: Online Exams is available in the VA TMS.



Notes:

Slide 34: Activity #4: Creating an Exam



## Activity #4: Creating an Exam

To create a simple exam:

1. Navigate to **Content > Exam Objects**.
2. Select **Add New**. Complete the required fields.
3. Check the **Is Active** checkbox to make this exam active.
4. Determine the pass percentage necessary for users to pass the exam for grading purposes. Also decide the number of attempts users can make before the system locks them out of the exam (an administrator must reset their access).
5. Enter the number of tries a user is able to take this exam in the Maximum Tries textbox.
6. Enter the duration of the exam in the Exam Duration textbox.
7. Determine the additional settings.
8. Select **Add** when you are done to add the exam record.
9. Select the **Questions** tab.
10. Enter keywords to search for questions and/or objectives to add to the exam object.
11. Select **Search**.

To select individual questions that must appear on every exam (this is also how to add a specific variant of a question to the exam):

1. Select the **arrows** to the left of the question name to expand each question.
2. Select the radio button for the questions you want to add. Note that you can only add one variant of a question to the exam.
3. Choose **Select**.
4. Your selected questions are listed at the bottom of the Questions tab screen.
5. Select on the **Points** field and enter the points that the question is worth.
6. The system enforces order when you select the Display Questions and Objectives in Order checkbox.
7. Select the **Move Up** or **Move Down** buttons to change the display order, thereby controlling the order the questions appear in the user interface.
8. Select **Save**.
9. Select **Preview Exam** link to view the exam as it appears at run time.

Advanced Topics VA Talent Management System

### Add Exam Object to Existing Item

After an exam has been defined using questions that were created in QE, the next steps to implement an exam are to:

1. Create an online item or add the exam object to an existing item
2. Define the online settings to include the exam

35

Notes:

Slide 35: Creating an Exam Object

Advanced Topics VA Talent Management System



### Demonstration: Adding an Exam Object to an Item

36

Notes:

Slide 36: Demonstration: Adding an Exam Object to an Item

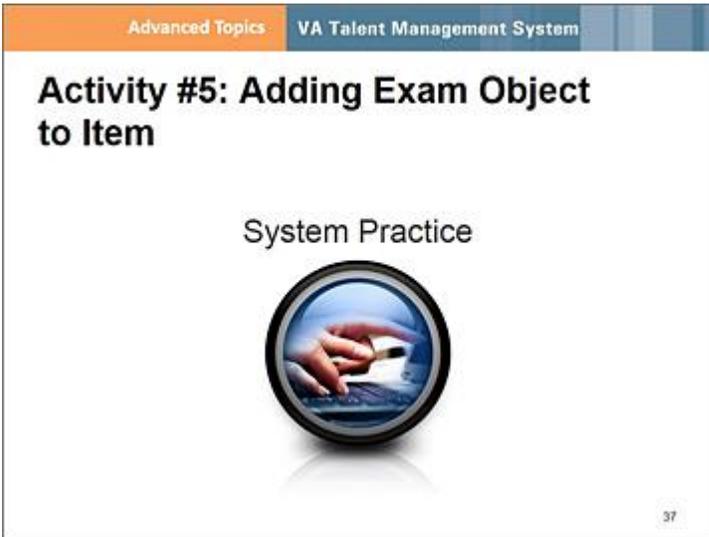


### **Demonstration: Adding an Exam Object to an Item**

1. Navigate to a previously created item and go to the **Online Content** tab in the related area.
2. Select the **Associate content to item** icon within the **Content** tab of the item record.
3. Select **Add Exam** from the drop-down menu.
4. Search for and select your exam.
5. Enter an exam name.
6. Select/enter other settings and enter appropriate options.
7. If necessary, select **Additional Information Required: Completion Status and Failure Status**.
8. Select **OK** to add the exam object to the item.
9. Within the **Online Content** tab, select the **Settings** drop-down menu.
10. Select **Modify Settings** to display the Edit Settings and Status window.
11. Select the **Content is available for launch** (available for users) checkbox.
12. Select the **Record learning event** checkbox when all content is complete.
13. Select **OK**.

**NOTE:** Exams and quizzes created outside of the VA TMS with AICC or SCORM 1.2 can be added to Items as well. The content can send pass/fail item completion information to the VA TMS. In Settings you would choose the options for **Record Learning event when content passed** or **Record learning event when content failed**.

14. In addition, you can choose an option in Configuration Settings that allows the VA TMS to capture a content object grade as an item grade.



Notes:

Slide 37: Activity #5: Adding Exam Object to Item



### Activity #5: Adding Exam Object to Item

1. Navigate to **Learning > Items**.
2. Enter search criteria to search for the item and select **Search**.
3. Locate the item and select the item key to access the item in edit mode.
4. Select the **Online Content** tab from the Related area.
5. Select **Associate content to item**.
6. Select **Add Exam** from the drop-down menu.
7. Search for and select your exam.
8. Enter an exam name.
9. Check the **Restrict access to other online item objects when this exam is in progress** checkbox.
10. Check the **Record learning event when exam passed** checkbox.
11. Check the **Record a learning event when exam failed** checkbox.
12. Leave the **Exam Duration** blank.
13. Configure the **Review Options**.
14. Select **OK**. The exam is now associated with the item.
15. Within the **Online Content** tab, select **Settings** and select **Modify Settings** from the drop-down menu.
16. Check the **Content is available for launch** (available for users) checkbox.
17. Check the **Record learning event when all content is complete** checkbox.
18. Select a completion status and failure status.
19. Select **OK**.
20. Assign the item to a user.
21. Log in to the user interface, launch the item, and test the exam.



The Job Aid: Online Exams is available in the VA TMS.

Advanced Topics VA Talent Management System

### Knowledge Check

What are the two types of exams?



38

Notes:

Slide 38: Knowledge Check

Advanced Topics VA Talent Management System

### Knowledge Check

Exams can be timed.

- a) True
- b) False



39

Notes:

Slide 39: Knowledge Check

Advanced Topics VA Talent Management System

### Knowledge Check

An exam object can be directly assigned to users.

- a) True
- b) False



40

Notes:

Slide 40: Knowledge Check

Advanced Topics VA Talent Management System

### Related Reports

- Exam Item Analysis
- Exam Objects
- User Exam Data

41

Notes:

Slide 41: Related Reports

Advanced Topics VA Talent Management System

### Evaluation & Self-Certification Reminder

- You will be prompted to complete the Evaluation and then you can complete your Self-Certification for this session.
- Evaluations can be found on your To-Do List.



42

Notes:

Slide 42: Evaluation & Self-Certification Reminder

Advanced Topics VA Talent Management System

### Questions?



43

Notes:

Slide 43: Questions?