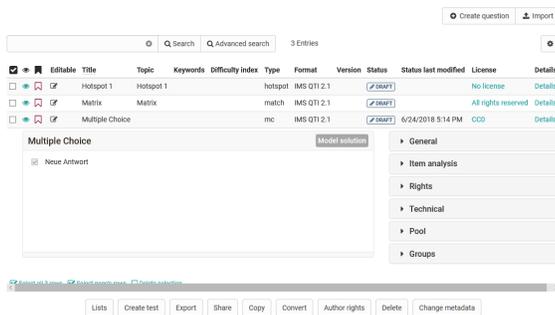


Data Management

The table view in "My Questions", "My favorites", the lists, the pools and the group shares provides several functions for editing and managing single or multiple items. Make sure that all relevant columns are selected via the gear symbol.



- Create question
- Import
- Lists
- Create test
- Export
- Share
- Copy
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- Change metadata

Create question

Question items are created here in the QTI 2.1 format and stored directly for further use. For more information on creating tests, refer to the "Creating Tests" chapter. A title is specified during creation, followed by the question type and, if available, the subject selected at the end.

Import

Add QTI 2.1 items to the question bank by importing test or questionnaire learning resources from OpenOlat, from external files or by via Copy & Paste from Excel files. Question items are always added to the table from where the import was started, as well as to "My Questions". Items can thus be directly imported into lists, pools or group shares.

The following Import types are available:

- ZIP-file from local computer: Choose this option if you have a set of questions or a test as .zip-file.
- Learning resource "Test": Select the test you want to import from the available learning resources. To do this, click on the "Import learning resource" link in the corresponding line. All questions of the selected learning resource are imported directly into the question pool. Depending on whether you do this in the question database or in a pool, the questions are copied either only to "My Questions" or also to the corresponding pool.
- QTI 2.1 Excel import via copy&paste: Prepare the questions in the "template excel import" you can find in the import wizard. A detailed information on the question import via excel files (CSV) can be found under [Question import](#).

To use the functions listed below at least one item must be selected with a marked checkbox in the "Select" column.

Lists

Lists allow for you to compile question items tailored to your needs. A list is only visible to you. An item added to a list is only referenced and not copied. Modification to items in lists are therefore made to the original under "My questions". You can find all your lists in the left menu under "My favourites".

Add items to already existing lists or create new lists. If a list is already open, this button allows you to rename or delete the respective list.

Create test

This option directly creates a new test from all chosen questions. The title of this new learning resource must be entered. Then the test is available under "Authoring - My entries".

Export

Preliminary marked questions can be exported in four different formats. In order to export a collection of items as independent test learning resource to OpenOlat, select "QTI 1.2 test in the test authoring environment". If you need to import into another LMS, download items in XML or IMS QTI 1.2 format. The export to Word file in .docx format is supported. To facilitate the compilation of tests, item analysis parameters such as the difficulty index or the discrimination index can be added to items. Item attributes such as information on difficulty level or average learning time may also be added. All in all, more than 20 metadata attributes, according to the [learning object metadata](#), are available for further item specification. More information on metadata can be found in the context help of the item detailed view as well as in chapter [„Item Detailed View“](#).

Add items from the question bank to a test or questionnaire at any given time by utilizing the "Add - question from pool" function.

Share

Shares items with pools and groups a user has access to.

Members of such a group have now access to the shared items. If one or more items were shared with one or more groups, the respective group names will be listed in the left menu under "Public shares".

Unlike groups, all users with question bank access (authors) have access to public pools. Please contact your pool administrator if you have any questions concerning pools.

Copy

Copy items from pools to create your own copy in "My Questions" in your question database. Copied questions initially have the suffix "(Copy)". In addition to "My questions", the copy of the questions that is created in lists or shares can also be saved under the respective list or share.

Convert

Questions can be converted from the QTI Standard 1.2 to the QTI Standard 2.1. Therefore you chose the desired questions in the list. Afterward click on "Convert". After confirming the dialogue, the converted questions are now available in the standard 1.2 as well as in the standard 2.1.

The questions that are converted within lists or shares are also stored under the respective list or share in addition to "My questions".

For more information on converting, see [changing from QTI 1.2 to QTI 2.1](#).

Author rights

Use this function to add more authors and thus their access rights to one or more items.

Remove & Delete

Item shares can be removed from lists, pools, and groups without deleting the original question in the question database. Using the "Remove" button only removes the reference to an item, but does not delete the item itself. An item is always only removed from the table you have currently open. By removing an item from a list, a group or a pool, no other shares than the one in question are affected.

In order to irrevocably remove an item from all lists, groups and pools, you have to delete the item in your question database under "My questions".

Change metadata

Metadata about items can be either adapted in an items detail view or with this function. The "Change metadata" function allows you to adjust single information statements simultaneously for multiple items, without entering the detailed view. Changes cannot be canceled. More information on the individual metadata fields can be found in the chapter "Item Detailed View" - [Meta Data](#).

To get a preview of an item and an overview of relevant metadata, select the table row of the corresponding item by clicking into the row.



In order to edit a question and view all available metadata, click in the preview pane on the "Details" button. If you are navigating in your question database, you can open the item editor with the "Edit" button.



In general, questions can not be edited directly in the pool. Copy the questions first into "My questions".