

Creating Questions in Examssoft

1. Go to <https://ei.examssoft.com/GKWeb/login/uhnursing>
2. Login as Administrators/Faculty using Cougarnet credentials.
3. Select Questions from the main tool bar to first create the new questions
4. Select Create M/C to create your question (if a multiple choice). If not, select the appropriate question category

1

University of Houston Nursing Program

Exam Takers
Cougarnet ID: [input] Password: [input] Login
 Remember Me
Lost Cougarnet ID or Password?
Videos Support Info

Minimum System Requirements:
PC Users [dropdown]
Mac Users [dropdown]

Exam Taker Information
UNIVERSITY of HOUSTON
COLLEGE of NURSING
Exam takers please use **Cougarnet ID to log into the system.**

2

Administrators / Faculty
Email: [input] Password: [input] Login
 Remember Me
Lost Password?

3

ExamSoft Questions [dropdown] Rubrics Assessments Categories Reports Exam Takers Admin

Questions

4

Questions by Folder Questions by Category
Create M/C Create T/F Create Essay Create FITB/Matching Create Hot Spot Import Questions

Folder	Count
ITEMS	1033
Qualified Items	89
MCB	32
RN to BSN	88
SECOND DEGREE NURSING	85
2-NON PROGRAM SPECIFIC	0

Title	ID/Rev
Waldo Exam hotspot	18208 / 1
Hot Spot Waldo	18098 / 1
First Matching	18096 / 1
The quick	18095 / 2
Hot Spot Question 2	18094 / 2
Hot Spot Questions	18093 / 1

5

Create Multiple Choice Question

Title: [input]
Folder: [dropdown]
Group: [input]
Status: Draft
Category: [dropdown]
Options: [input]
Multiple Answers:
Randomize Choices:
Select All That Apply:
Attachments: [input]
Internal Comments: [input]

Seq	Answer Choice	Correct	Lock	Actions
a)	[input]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	[input]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	[input]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	[input]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Cancel Duplicate Save Approve

5. Create your question by doing the following:
 - a. Type in your questions and answer choices
 - b. Select the correct answer choice
 - c. Title the question (in the title box)
 - d. Select the appropriate Folder (MSN, RN to BSN, etc)
 - e. Categorize the question
 - f. Save the Question
 - g. Approve the Question
 - h. Note down the ID number on the top left corner...you will need this to add the question to your assessment

6. Once you have created all your questions, you can add the questions to your Assessment by :
 - a. Selecting Assessment on the main screen
 - b. Select "Add Question to Assessment"

Assessments Categories Reports Exam Takers Admin

test

Questions

Add Questions to Assessment

Stats

Previous 1 Next Show: 10 | 25 | 50 | 100 | 250

Order	Question Title	ID/Rev	Creator	Type	Weight
1	What is the first da	1026 / 1	Hammer, J	M/C	1
2	What is the capital	1027 / 4	Tonsul, R	M/C	2
3	What is the Universi	1028 / 2	Tonsul, R	M/C	1
4	If your digestive tr	1900 / 2	Tonsul, R	M/C	1
5	Test Essay	14818 / 1	Varma, A	ES	1

Reorder Reorder By Sort

Previous 1 Next 5 Results Show: 10 | 25 | 50 | 100 | 250

Cancel Save Duplicate Preview Print/Export Post Assessment

7. In the search box, type in the Question ID number and hit Search (you will only need to enter the first part of the ID number, no need to enter the (/1) part
 - a. Once it brings up the question, select "Add Selected to Assessment"
 - b. Make sure you save after adding each question

Add Questions to Assessment

11782 All

Questions by Folder Questions by Category

Folders	#
ITEMS	908
- Deleted Items	69
- MSN	13
+ NURS 6230 Diagnostic Tests and Proced...	127
+ NURS 6301 Nursing Research and Adv...	57
+ NURS 6306 Professional Role, Policy, an...	28
- NURS 6309 Advanced Leadership and M...	31
- NURS 6310 Advanced Nursing Clinical I	0
- NURS 6311 Advanced Nursing Clinical II	0

Filter: Search Results

Previous 1 Next Show: 10 | 25 | 50 | 10

<input type="checkbox"/>	Question Title	ID/Rev	Last Editor
<input type="checkbox"/>	Which test best iden	11782/1	Reeve, K

0 Currently Selected 5 Total Questions in Assessment

Previous 1 Next Show: 10 | 25 | 50 | 10