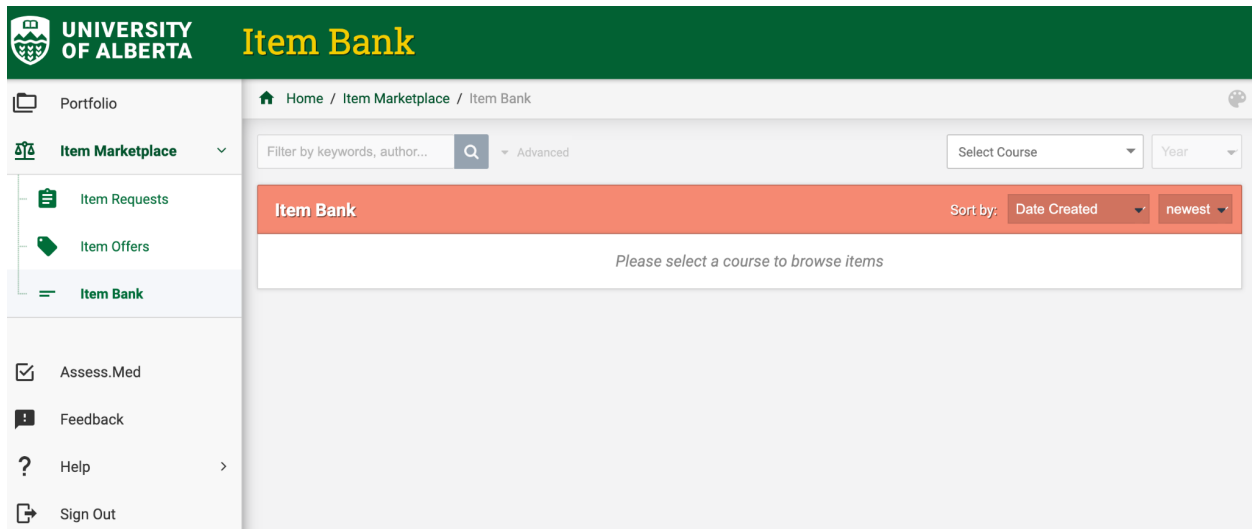


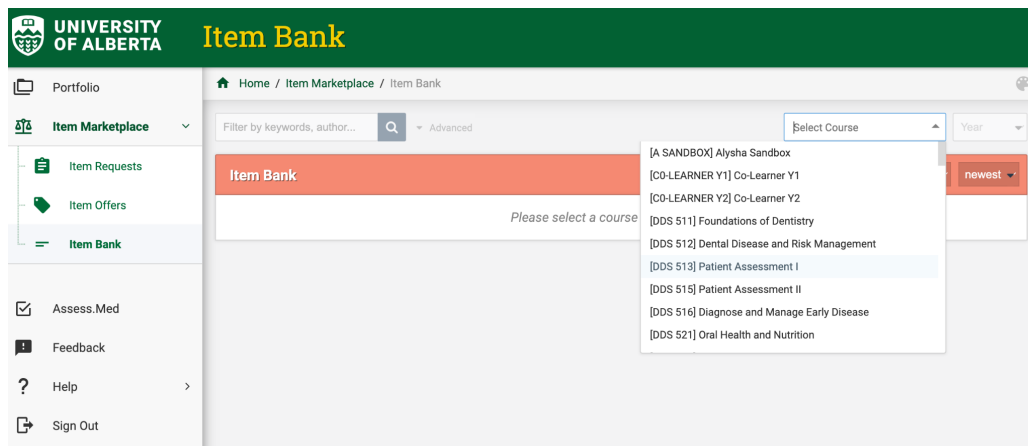
Exam.med Item Tagging & Report Creation

How to tag exam questions in items.med

1. exam.med and items.med allow for questions to be tagged with keywords so we can track student progress across disciplines/topics.
2. Tags can be added to exam questions during the creation of the exam, or after the exam has been written. Tags are created based on who submits the questions. The instructor submitting the question or the Course Director will provide this information to you.
3. Questions are tagged using [this scheme](#).
4. To tag a question, go to <https://items.med.ualberta.ca/home> (you may be taken to portfolio.med) and click on Item Marketplace and then Item Bank.



5. Select a course AND year to see the questions included in exams within the course. You will see ALL questions that are in any exam in the year you selected



Exam.med Item Tagging & Report Creation

6. You can also go into the advanced search option to select the exam you wish to tag items for. To do this, click Advanced at the top left and this screen will appear.

The screenshot shows the 'Advanced' search interface. At the top, there is a search bar with the text 'Filter by keywords, author...'. To its right are dropdown menus for 'DDS 511 Foundations of Den...', 'Matched & Un...', '[DDS 511] Foundations of ...', and '2023/2024'. Below these are buttons for 'Tags', 'AND', 'OR', and 'Untagged'. Further right are 'Item Expectation' buttons for 'Y1', 'Y2', 'Y3', 'Y4', 'Excellent', 'Competent', and 'Bare Minimum'. At the bottom left, 'Item Type' buttons include 'MC', 'MS', 'Short', 'Long', 'Grid', 'Table', and 'Station'. On the right, there are 'Simple Search' and 'Clear Search' buttons, and a search icon. The main content area is titled 'Item Bank' and has a 'Sort by:' dropdown set to 'Date Created' with a 'newest' button. It lists four items, each with a checkbox, a radio button, a description, a '1 use' icon, a 'created on Sep 14th' date, and a green checkmark.

Item Bank	Sort by: Date Created	newest
☐ ☒ Multiple Choice created by Susan Nagy in DDS 511 (2023/2024)	1 use	created on Sep 14th
☐ ☒ Terfenadine (Seldane) is associated with a rare adverse event leading to cardiac arr... Multiple Choice created by Susan Nagy in DDS 511 (2023/2024)	1 use	created on Sep 14th
☐ ☒ Which of the following statements is FALSE about receptor theory? Multiple Choice created by Susan Nagy in DDS 511 (2023/2024)	1 use	created on Sep 14th
☐ ☒ In taking a history of a chief complaint, which of the following is not a key aspect of ... Multiple Choice created by Susan Nagy in DDS 511 (2023/2024)	1 use	created on Sep 14th

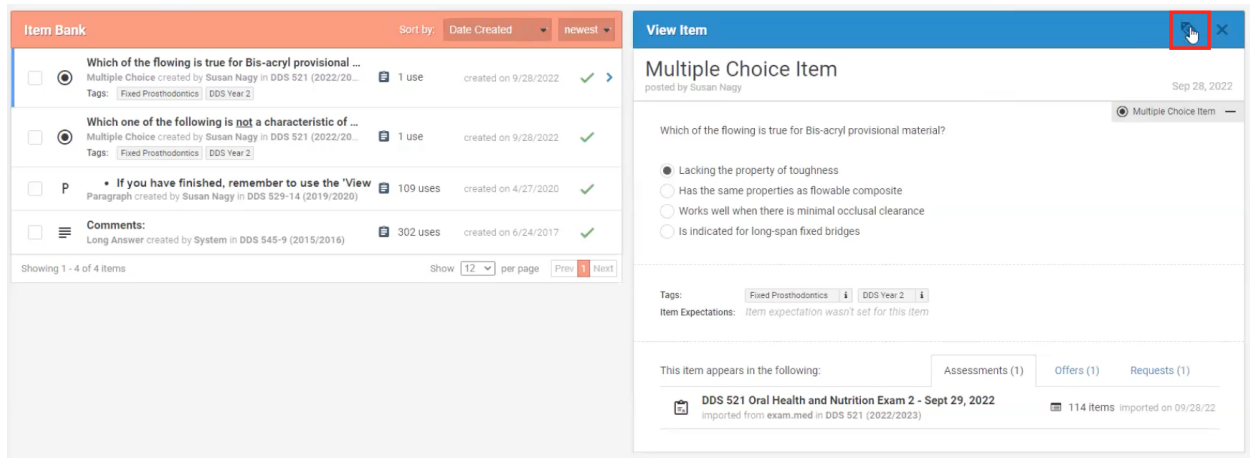
7. If a question has already been tagged, you will be able to see the tags below the question itself.

The screenshot shows the 'Advanced' search interface. At the top, there is a search bar with the text 'Filter by keywords, author...'. To its right are dropdown menus for '[DDS 521] Oral Health and ...' and '2022/2023'. Below these are buttons for 'Tags', 'AND', 'OR', and 'Untagged'. Further right are 'Item Expectation' buttons for 'Y1', 'Y2', 'Y3', 'Y4', 'Excellent', 'Competent', and 'Bare Minimum'. At the bottom left, 'Item Type' buttons include 'MC', 'MS', 'Short', 'Long', 'Grid', 'Table', and 'Station'. On the right, there are 'Simple Search' and 'Clear Search' buttons, and a search icon. The main content area is titled 'Item Bank' and has a 'Sort by:' dropdown set to 'Date Created' with a 'newest' button. It lists four items, each with a checkbox, a radio button, a description, a '1 use' or '2 uses' icon, a 'created on 9/28/2022' date, and a green checkmark. The first item is a 'Long Answer' and the others are 'Multiple Choice'. The first item has tags 'DDS Year 2' and 'Periodontics'. The other three items have tags 'Fixed Prosthodontics' and 'DDS Year 2'.

Item Bank	Sort by: Date Created	newest
☐ ☒ Please describe the papillary gingiva in the 16,15,14 area in terms of colour, size, an... Long Answer created by Susan Nagy in DDS 521 (2022/2023) Tags: DDS Year 2 Periodontics	1 use	created on 9/28/2022
☐ ☒ Which of the following is directly under control of the dentist during preparation of a... Multiple Choice created by Susan Nagy in DDS 521 (2022/2023) Tags: Fixed Prosthodontics DDS Year 2	2 uses	created on 9/28/2022
☐ ☒ Which of the following statements is correct for crown margin placement? Multiple Choice created by Susan Nagy in DDS 521 (2022/2023) Tags: Fixed Prosthodontics DDS Year 2	2 uses	created on 9/28/2022
☐ ☒ Recession can be a consequence of a subgingival margin. What is the first area you ... Multiple Choice created by Susan Nagy in DDS 521 (2022/2023) Tags: Fixed Prosthodontics DDS Year 2	1 use	created on 9/28/2022

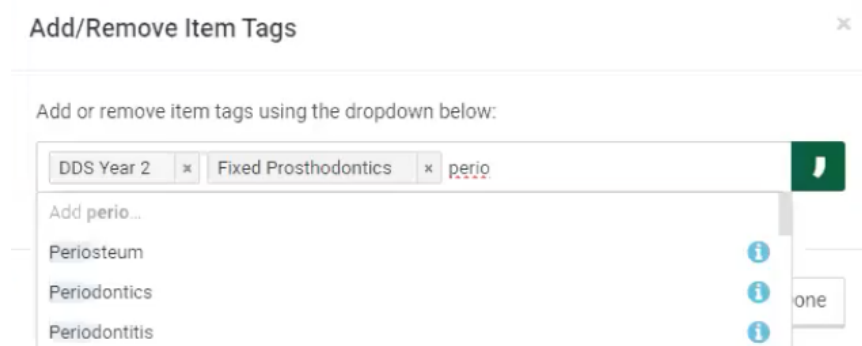
Exam.med Item Tagging & Report Creation

8. To tag a question, click on the question and a screen will appear with the question information. Click on the tag icon on the top right of this screen



9. Once you click on the tag icon, a window will pop up and you can search the tag you want to add. You may see tags that do not belong to the scheme provided. This is because we share this database with Medicine.

NOTE: The system is NOT forgiving; spelling a tag incorrectly will create a new tag with this spelling. Please ensure your spelling is correct before finalizing a tag!

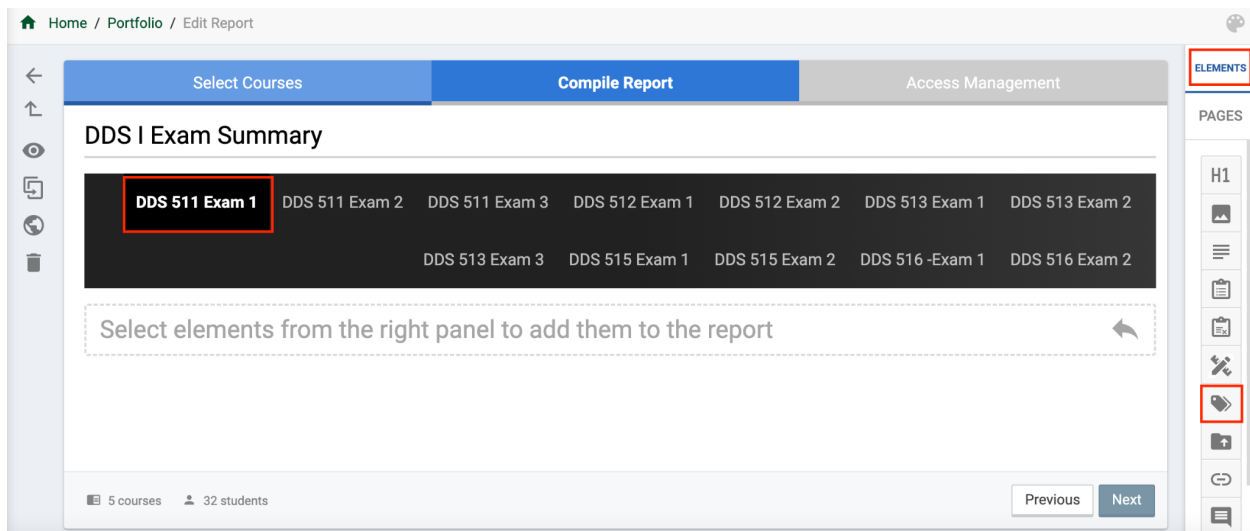


10. To check if you have tagged all questions for an exam, go back to the main page and use the Advanced search feature (shown above in step 6) and you can scroll through to ensure all questions have a tag associated with them.

Exam.med Item Tagging & Report Creation

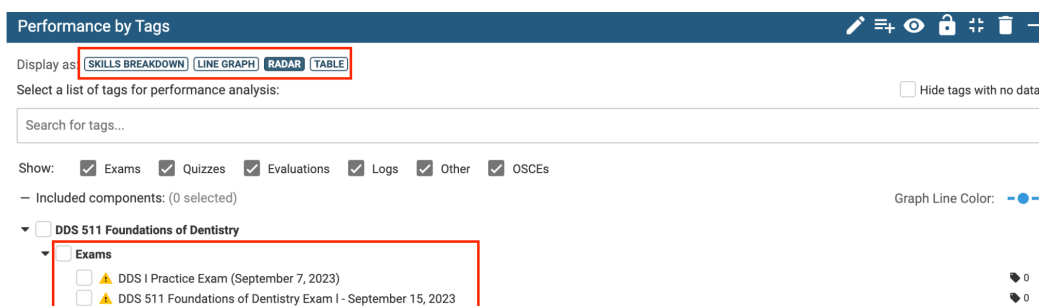
How to create a report in portfolio.med

1. To create a report for student and instructor view, go to <https://portfolio.med.ualberta.ca/portfolio>
2. A report group for each DDS year will be created within the course folder so you can add your individual exam to this report group.
3. To add your exam report, click on the page in the report group you want and under elements, click the “Performance by Tags” icon.



4. Once you select the Performance by Tags element, it will allow you to show how it is displayed and you can choose the exam you want to create the report for. Each exam will be displayed in two ways. The first is using a radar view and the second will be a skills breakdown. To create the radar view, select radar in the display as section. Select the exam you want to create the report for under Exams.

NOTE: you can only create the report after the exam is released and graded. If you do not release the exam, it will not show up in the list.



Exam.med Item Tagging & Report Creation

5. This is what the Rada looks like from a student's perspective.



6. To create a skills breakdown, add a second Performance by Tags element, but this time select Skills Breakdown in the Display As section.

Performance by Tags

Display as: **SKILLS BREAKDOWN** | LINE GRAPH | RADAR | TABLE

Type: **OSCE** | REGULAR

☐ Hide % score
☐ Hide "Overall Score" competency tag
☐ Hide tags with no data

Select a list of tags for performance analysis:

Search for tags...

Show: ☒ Exams ☒ Quizzes ☒ Evaluations ☒ Logs ☒ Other ☒ OSCEs

— Included components: (1 selected)

☐ DDS 511 Foundations of Dentistry

☒ Exams

- ☐ DDS I Practice Exam (September 7, 2023)
- ☒ DDS 511 Foundations of Dentistry Exam I - September 15, 2023

92/92

7. Here is what a Skills Breakdown looks like from a student's perspective.

Performance by Tags		
Overall Score	79%	WITHIN EXPECTATIONS
MEDICINE	86%	WITHIN EXPECTATIONS
Fixed Prosthodontics	100%	WITHIN EXPECTATIONS
Oral Microbiology	56%	BELOW EXPECTATIONS
Oral Physiology	79%	WITHIN EXPECTATIONS
Cariology	100%	WITHIN EXPECTATIONS
Periodontics	80%	WITHIN EXPECTATIONS

Exam.med Item Tagging & Report Creation

- After you have created both a Radar and Skills Breakdown for the exam, click Next and it will allow you to pick the students you wish to display this for and add in any instructors as viewers on the report.

The screenshot shows the 'Compile Report' tab of the 'DDS I Exam Summary' interface. At the top, there are three tabs: 'Select Courses', 'Compile Report' (active), and 'Access Management'. Below the tabs, the title 'DDS I Exam Summary' is displayed. A horizontal list of exam items is shown, with 'DDS 511 Exam 1' selected. Below this, a 'Performance by Tags' section is visible, featuring a 'Display as:' dropdown with options 'SKILLS BREAKDOWN', 'LINE GRAPH', 'RADAR', and 'TABLE'. A 'Select a list of tags for performance analysis:' section includes a search bar and a checkbox for 'Hide tags with no data'. A 'Show:' section has checkboxes for 'Exams', 'Quizzes', 'Evaluations', 'Logs', 'Other', and 'OSCEs'. At the bottom, it indicates '5 courses' and '32 students'. A 'Next' button is highlighted with a red box.

- Under Assign Report Viewers, click on the Add Report Viewer button to add any instructors to view the report. Course Directors and Discipline Leads should have access to the exams as a report viewer.

NOTE: portfolio.med will not alert students or instructors that a new report has been created. It is a good idea to email students/instructors when a new report is available for them to view.

Exam.med Item Tagging & Report Creation