

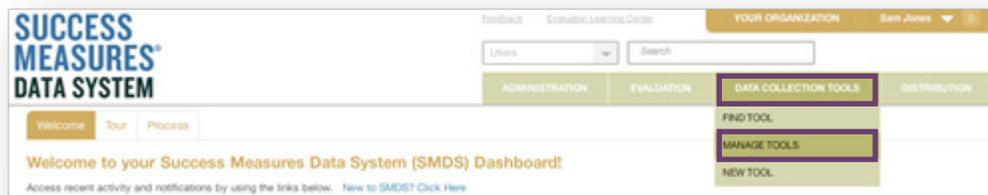
User Guide

Adding Questions from your SMDS
Question Bank

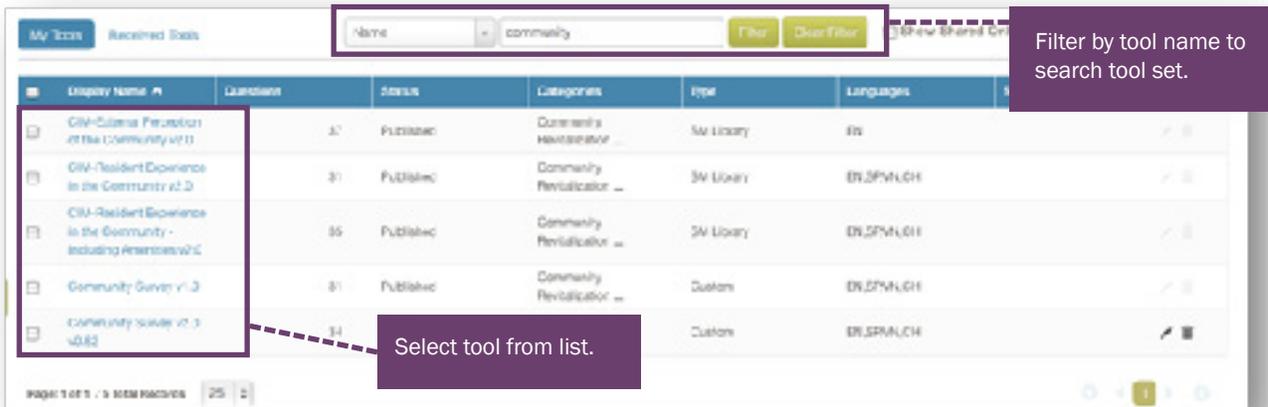
Adding Questions

This tutorial demonstrates how to add existing questions from your SMDS question bank to an existing tool. When customizing a tool, you can add any existing question from any tool in your tool set. This is especially helpful if you are combining questions from multiple tools to create your custom tool.

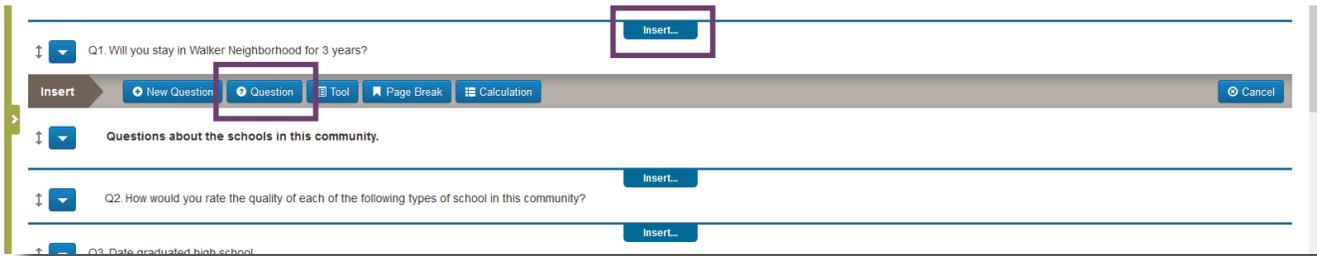
- Login to SMDS.
- Place cursor over the **Data Collection Tools** link.
- Click the **Manage Tools** link.



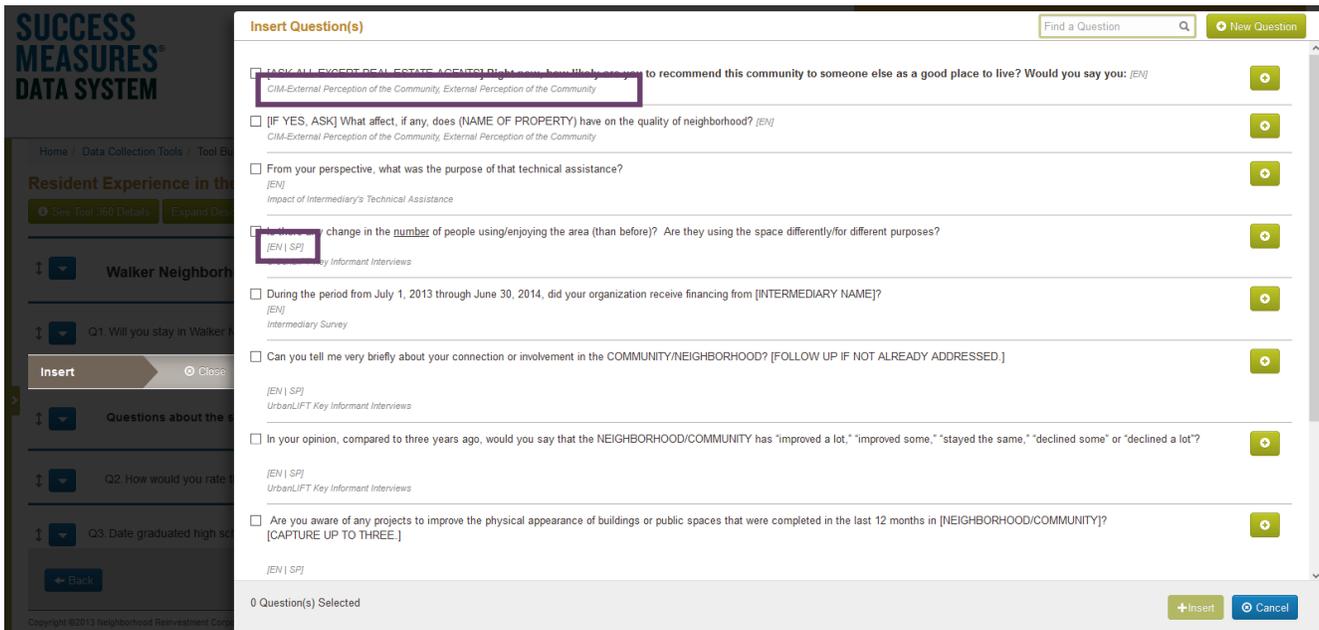
Here, you will see a list of every tool in your SMDS account. To find the tool you are customizing, select the tool directly from your tool set, or search for the tool by name. Click the name of the tool to open it in **Tool Builder**.



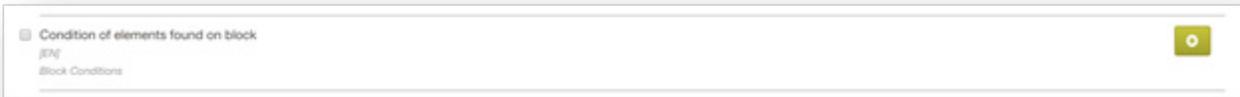
- Click the **Insert** button where you would like to insert the question.
- Click the **Question** button.



The **Insert Questions** window will display a list of every question in your question bank. For any question in this list, you can see what tool uses the question (the tool name is listed in grey below the question) and what languages are offered (EN/SP are listed in grey right after the question).



To view the answer format for any question, click the **plus (+)** icon to the right of the question.

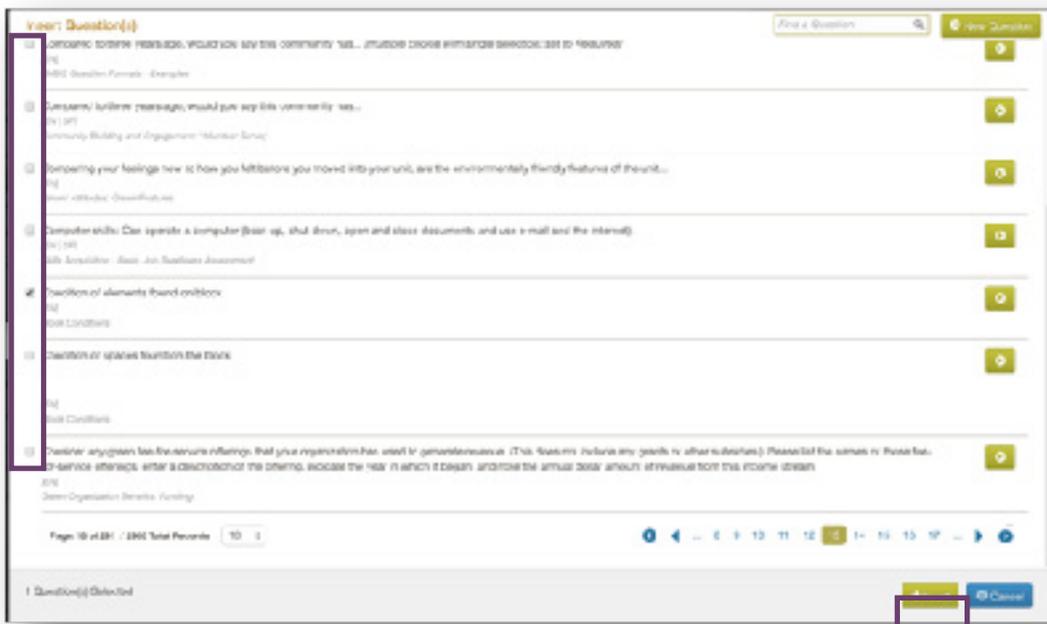


Scroll to the desired question or search for a question by typing key words in the search box and clicking the magnifying glass.

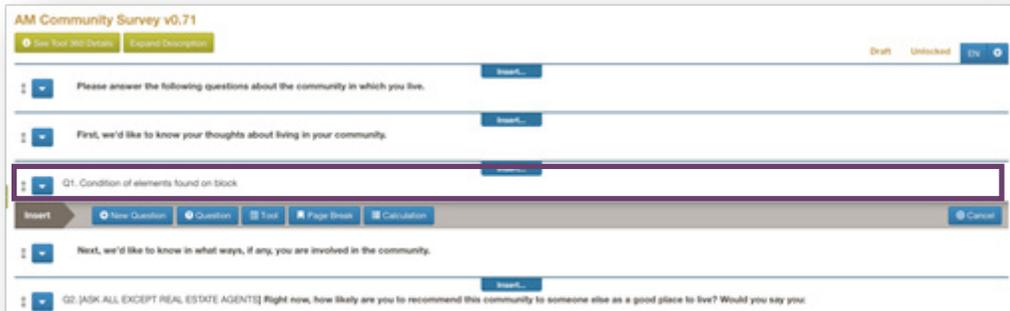
- Click the **checkbox** next to the question you would like to add to your tool.

You may add more than one question at a time.

- Click the green **Insert** button on the bottom right of the screen.



The selected question is now added to the current tool, and the questions are automatically renumbered.

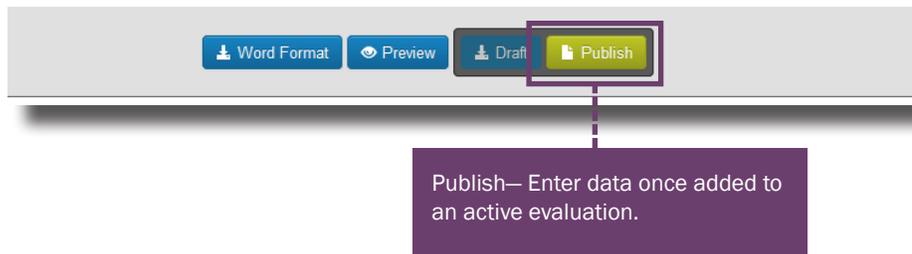


When you have finished making changes to your tool, review your tool in **Word** form and in **Preview** mode by using the buttons at the bottom of the screen.



TIP: In preview mode, be sure to test each answer option to make sure buttons are working correctly.

- Click the **Publish** button.



The tool is successfully published.



Need additional help?

- Click the **Help Desk** link at the top of the screen to find more guides on Customizing Tools and Question Formats. These guides are helpful resources as you work in the Tool Builder.

