



Drop Down List Elements

Drop down lists are used when there is only one choice from a defined list of items. In reporting, the data from a drop down list is represented by a pie chart, and with the raw data that constitutes the pie chart (Fig. 1).

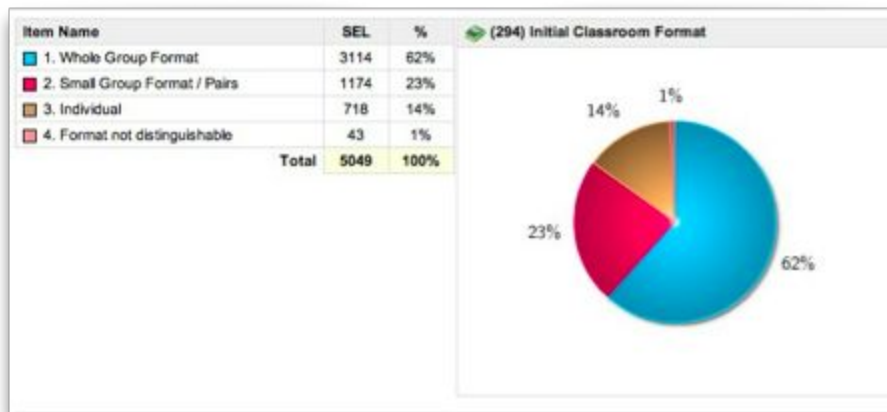


Figure 1 - Data display of a Drop Down List

The first step in creating any element is to navigate to the area where elements are created. This is done by selecting 'Build', and then 'Templates' (Fig. 2)



Figure 2 - The Build Menu

Drop Down Lists are created and edited by selecting 'Elements' and then selecting Drop Down List from the list of element types. (Fig. 3).

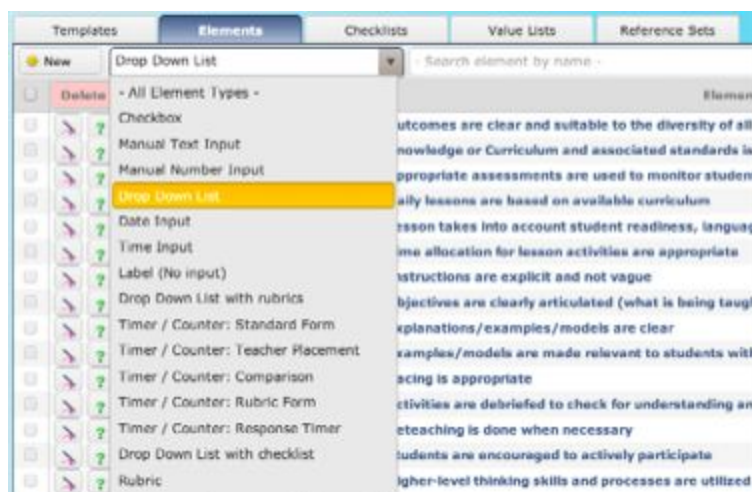


Figure 3 - The Element Menu

To create a new Drop Down List, select 'New' (Fig. 3). This will produce the Drop Down List's edit screen (Fig 4). Here you decide which of the 3 methods you will use to create the element. You can build the list from scratch by entering the name of the Drop Down List, and then entering items and 'Adding' them

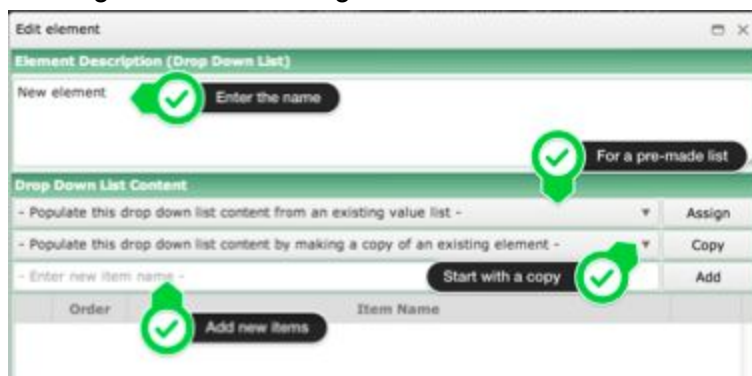


Figure 4 - The Drop Down List's edit window

to the content of your list by clicking the Add' button for each item.

The second option is to copy an existing Drop Down List (Fig. 5), giving the newly created element a name (Fig 6), and then making any edits or additions as necessary.



The screenshot shows a window titled "Edit element" with a close button in the top right corner. The window is divided into several sections. The first section is "Element Description (Drop Down List)" with a text area containing "New element". The second section is "Drop Down List Content". It contains three rows, each with a dropdown menu and a button. The first row has a dropdown menu with the text "- Populate this drop down list content from an existing value list -" and a button labeled "Assign". The second row has a dropdown menu with the text "Thinking Level: What is the thinking level?" and a yellow button labeled "Copy". The third row has a dropdown menu with the text "- Enter new item name -" and a button labeled "Add". Below these rows is a table with two columns: "Order" and "Item Name". The table is currently empty.

Figure 5 - Copying an existing Drop Down List

Edit element

Element Description (Drop Down List)

Level of Bloom's Taxonomy

Drop Down List Content

- Populate this drop down list content from an existing value list -
Assign

- Populate this drop down list content by making a copy of an existing element -
Copy

- Enter new item name -
Add

	Order	Item Name		
	1	Low: Knowledge/Comprehension		
	2	Middle: Application/Analysis		
	3	High: Synthesis/Evaluation		

Figure 6 - A copied and named Drop Down List

The third option is to import an existing Value List (Fig. 7), and assign it to be the items names (Fig. 8).

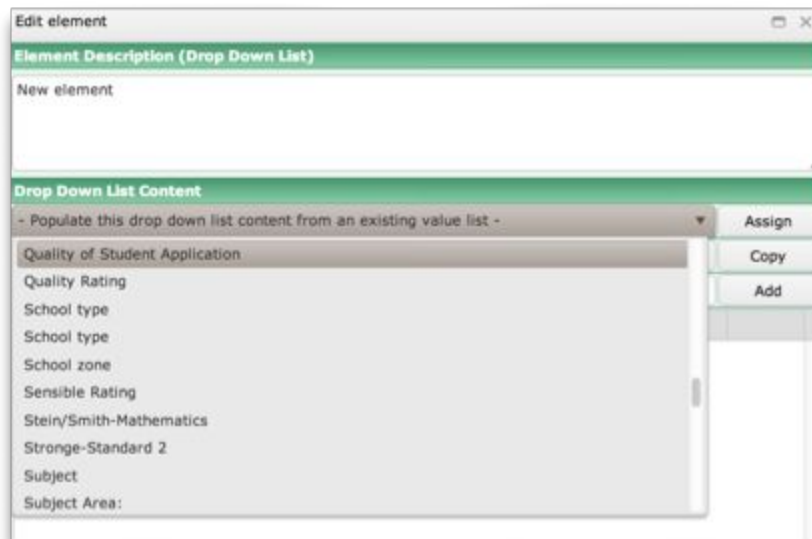


Figure 7- Selecting a Value List

Figure 8 - An assigned Value List

The list of items with this option ***cannot be changed in any way***, unless the Value List itself is modified and if so this will affect all places where it is used. Therefore assign Value Lists with caution.

When you have built and named your Drop Down List, select 'Save & Close' (Fig. 9).

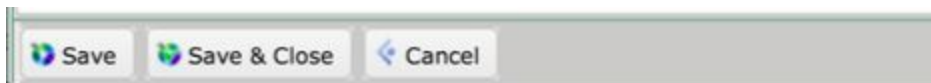


Figure 9 - Saving a Drop Down List and closing the window