

Creating Value Lists

media-x

Powerfully Simple

Value Lists

The 'Value List' button is used to create Value Lists. Value Lists are lists of items that are used in **Droplists** and **Rubrics**. Value Lists are also used to 'rate' checklist items. Thus you could have a Value List with items such as 'good', 'needs repairs', and 'should be replaced', that would be used to *rate* a checklist of technological items instead of just checking the items off as with a typical checklist.

Creating a Value List

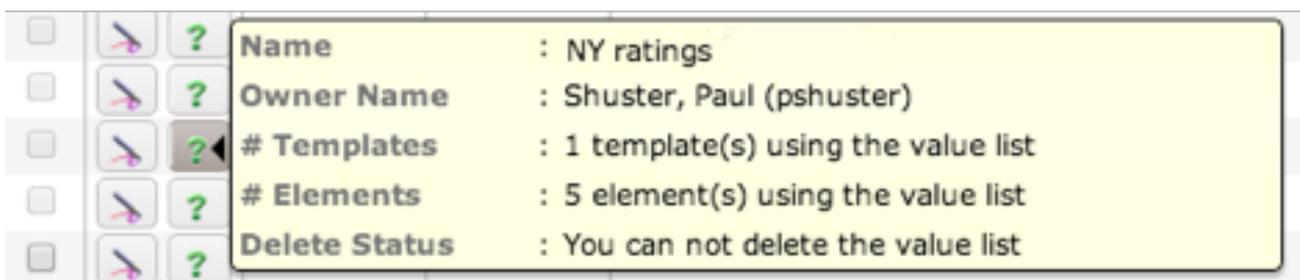
Value Lists are created by selecting 'Value List' to display the Value List edit window (Fig. 1) which has a list of the current Value Lists and a button to create new ones. There is a checkbox beside each value list and you can select several at a time and then delete them with the **Delete** button. The column '# TEM' shows the number of templates that are using each Value List, and



The screenshot shows the 'Value Lists' tab in a software interface. At the top, there are tabs for 'Templates', 'Elements', 'Checklists', and 'Value Lists'. Below the tabs is a search bar with a 'New' button and a search prompt '- Search value list by name -'. The main area contains a table with columns for a checkbox, a 'Delete' button, '# TEM', '# ELE', and the name of the value list.

<input type="checkbox"/>	Delete	# TEM	# ELE	
<input type="checkbox"/>		1	0	Quality of Student Application
<input type="checkbox"/>		0	0	Quality Rating

Figure 1 The Value List edit window



The screenshot shows a tooltip or information window that appears when hovering over a question mark icon in the Value Lists table. It displays the following details:

Name	: NY ratings
Owner Name	: Shuster, Paul (pshuster)
# Templates	: 1 template(s) using the value list
# Elements	: 5 element(s) using the value list
Delete Status	: You can not delete the value list

Figure 2 Value List information window

Mousing over the question mark will show details about a Value List (Figure 2), and if a Value List is being used anywhere, you will not be able to delete it.

To create a new Value List, select the **New** button (Fig. 1). You are presented with a new window (Fig. 3) and you can copy an existing value list, and then modify it, or create a new one by naming it, entering an item and selection the **Add** button.

Value List Name

New value list

Value List Items

- Populate this value list content by making a copy of an existing value list - Copy

- Enter new item name - Add

Order	Item Name
-------	-----------

Figure 3 New Value List window

Value List Name

Grade Levels

Value List Items

- Populate this value list content by making a copy of an existing value list - Copy

- Enter new item name - Add

Order	Item Name	
1	K	
2	1-3	
3	4-6	
4	7-8	
5	9-12	

Figure 4: Editing a Value List

As you add items to your list, you can change the order by selecting the dragging icon and dragging them, by selecting the edit icon, or by selecting the delete icon (Fig. 4).

If you edit an item, the 'edit' icon (a pencil) changes to a 'check mark' (Fig. 5) and you need to save that particular item by selecting the check mark, or cancelling the edit by selecting the 'cancel box' beside the check mark.

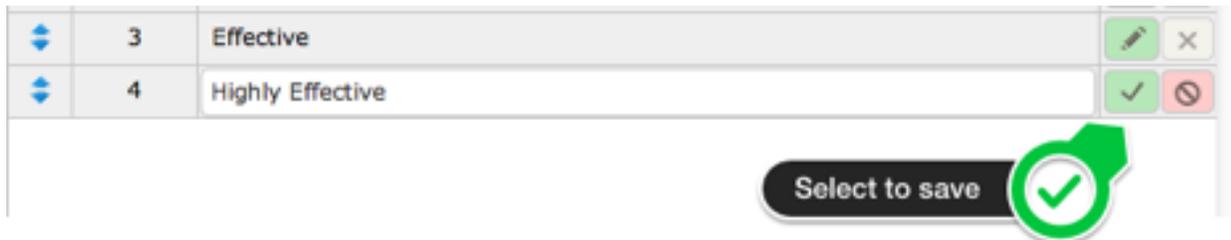


Figure 5 *Editing an item*

When you Value List is completed, you can save and leave the window by selecting **Save & Close** at the bottom of the window (Fig. 6).



Figure 6: *Saving a Value List*