

File name	How to create dropdown type of custom question property
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Confidentiality	Public
Last save date	Thursday, October-14-2021 at 4:33:00 PM

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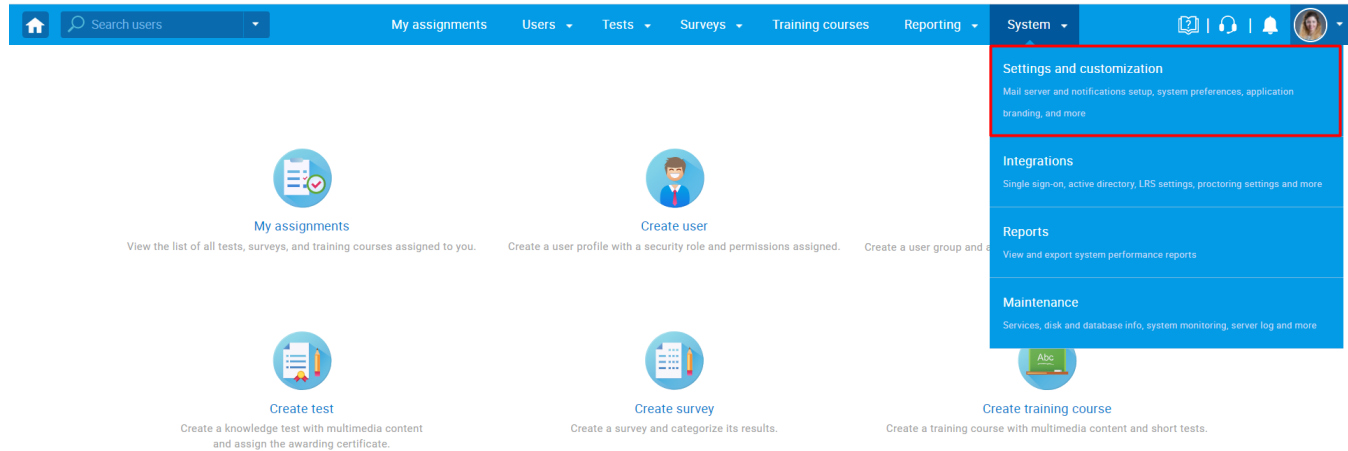
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1 Introduction

This article explains how to create a custom question property (dropdown type) that can be used when creating questions.

2 Accessing the page

To create **custom question properties**, hover over the **“System”** section in the main menu and select **“Settings and customization”** from the dropdown menu.

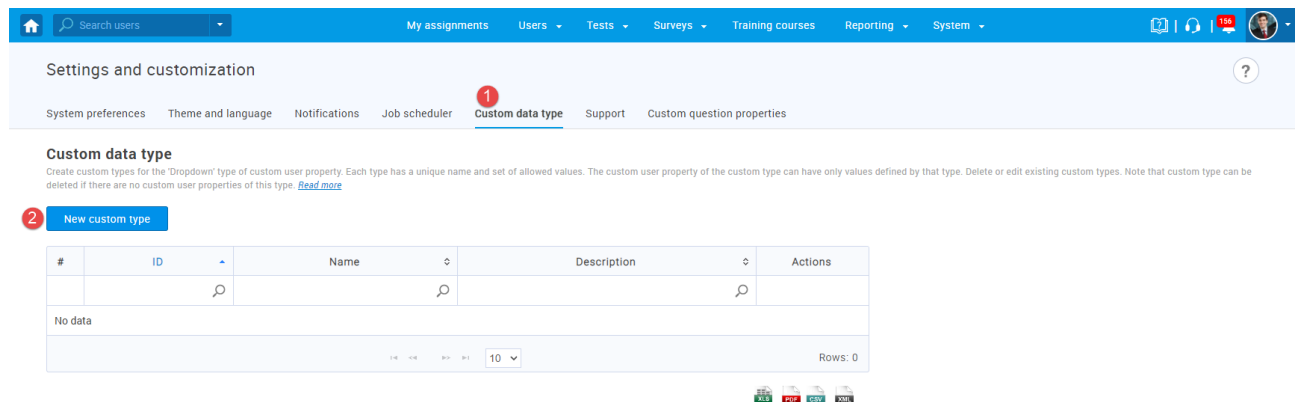


Then follow the steps below.

3 Creating a custom type

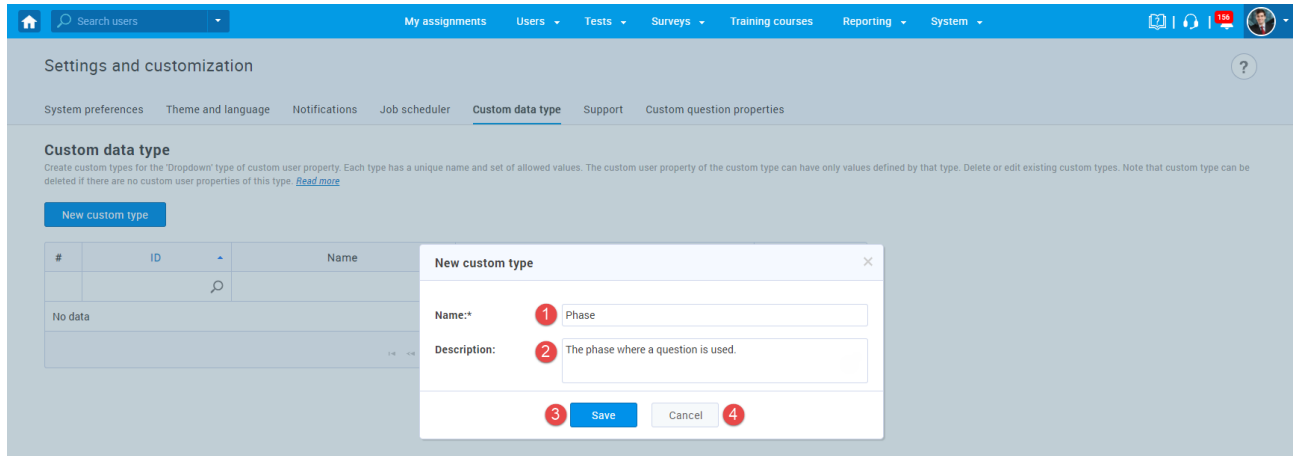
To create a custom type for a dropdown menu:

1. Navigate to the **“Custom data type”** tab.
2. Click the **“New custom type”** button to create the dropdown type of custom property.



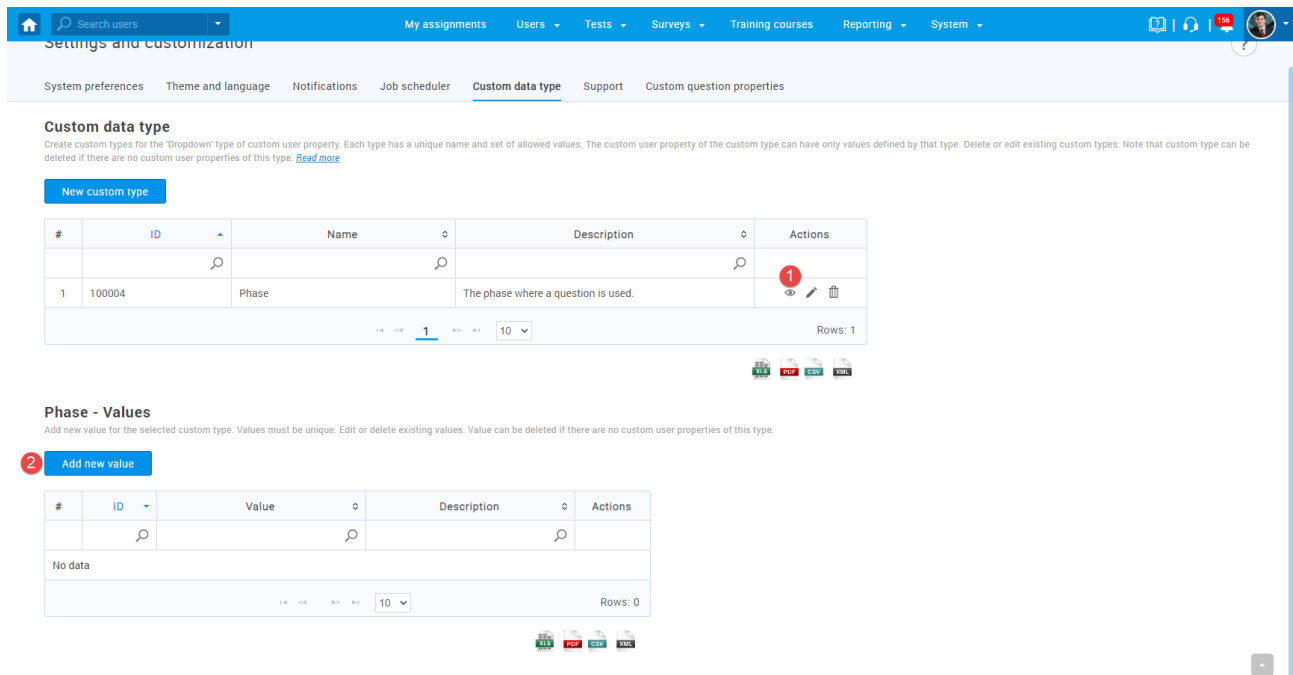
The new pop-up window will show up, where you should:

1. Enter the name of the custom type. The name must be unique.
2. Insert description (optional).
3. Click **“Save”** to create a custom type.
4. At any moment, you can cancel the creation of a new custom type by clicking the **“Cancel”** button.



Once you create a custom type, you should add new values. To do so:

1. Click the show values icon (eye) to display a table of values for the desired custom type.
2. Click the **“Add new value”** button.



3. Enter a value name.
4. Enter a description.
5. Click the **“Save”** button.

Custom data type

Create custom types for the 'Dropdown' type of custom user property. Each type has a unique name and set of allowed values. The custom user property of the custom type can have only values defined by that type. Delete or edit existing custom types. Note that custom type can be deleted if there are no custom user properties of this type. [Read more](#)

[New custom type](#)

#	ID	Name	Description	Actions
1	100004	Phase		

Add new value

Name:*

Description:

Phase - Values

Add new value for the selected custom type. Values must be unique. Edit or delete existing values.

[Add new value](#)

#	ID	Value	Description	Actions
No data				

Rows: 0

You can add as many values as you want.

Custom data type

Create custom types for the 'Dropdown' type of custom user property. Each type has a unique name and set of allowed values. The custom user property of the custom type can have only values defined by that type. Delete or edit existing custom types. Note that custom type can be deleted if there are no custom user properties of this type. [Read more](#)

[New custom type](#)

#	ID	Name	Description	Actions
1	100004	Phase	The phase where a question is used.	

Rows: 1

Phase - Values

Add new value for the selected custom type. Values must be unique. Edit or delete existing values. Value can be deleted if there are no custom user properties of this type.

[Add new value](#)

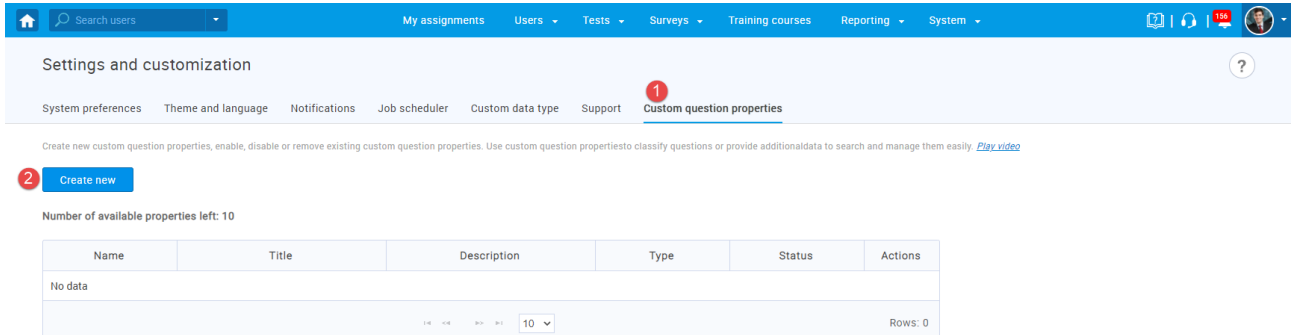
#	ID	Value	Description	Actions
1	100007	P3	Questions used in Phase 3.	
2	100006	P2	Questions used in Phase 2.	
3	100005	P1	Questions used in Phase 1.	

Rows: 3

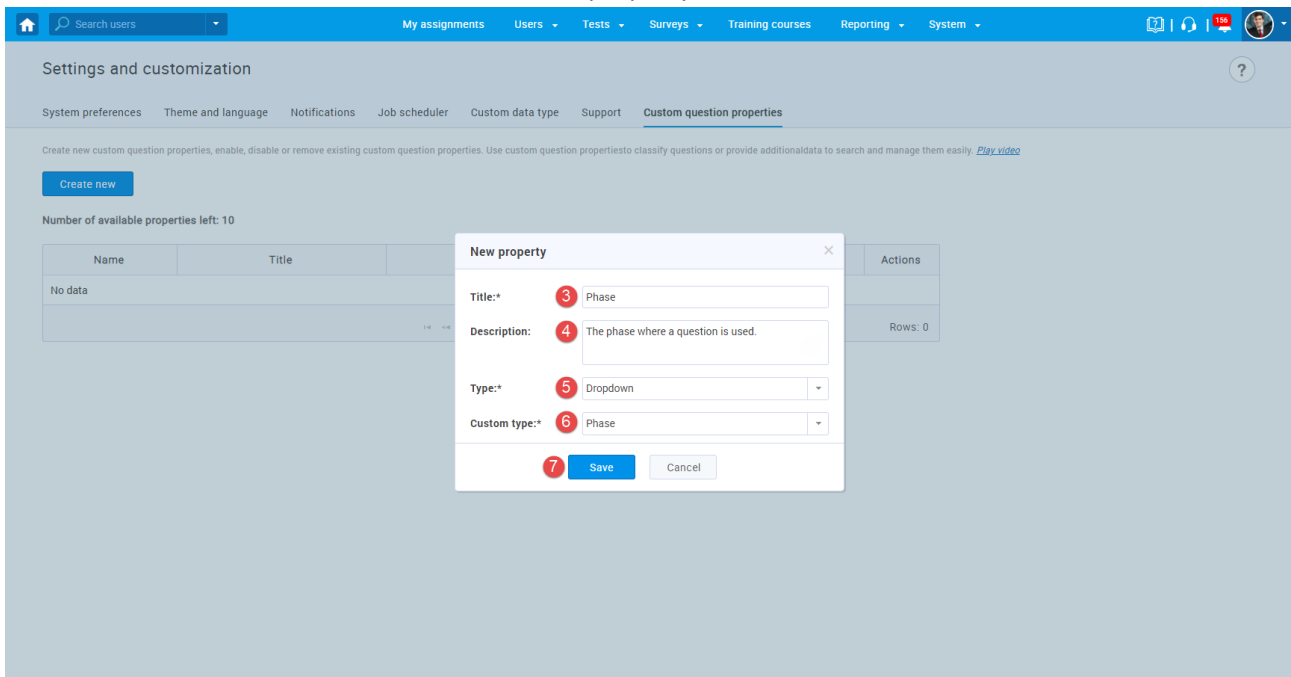
4 Creating a question property

To create a custom question property:

1. Navigate to the “Custom question properties” tab.
2. Click the “Create new” button.

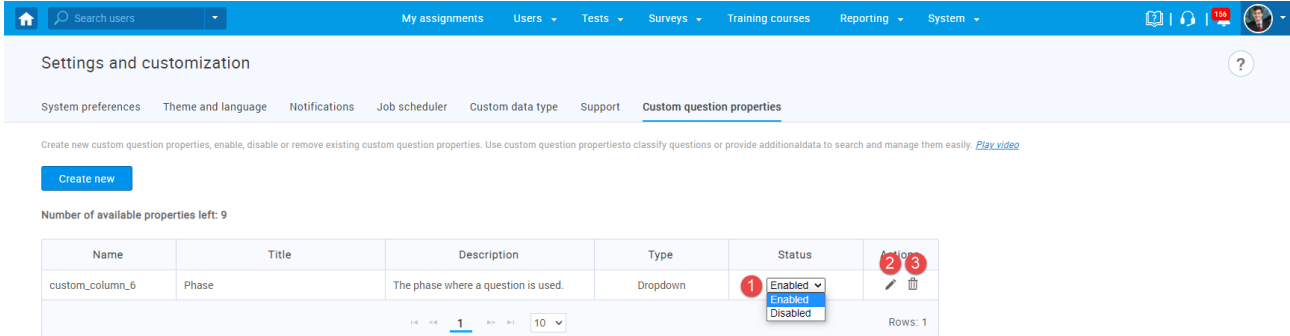


3. Enter a property title.
4. Enter a description. This text will be displayed as a tooltip for the property when creating a question.
5. Choose the “Dropdown” option for the property type.
6. Select the previously created custom type from the dropdown menu.
7. Click the Save button to create a custom property.



At any moment, you can:

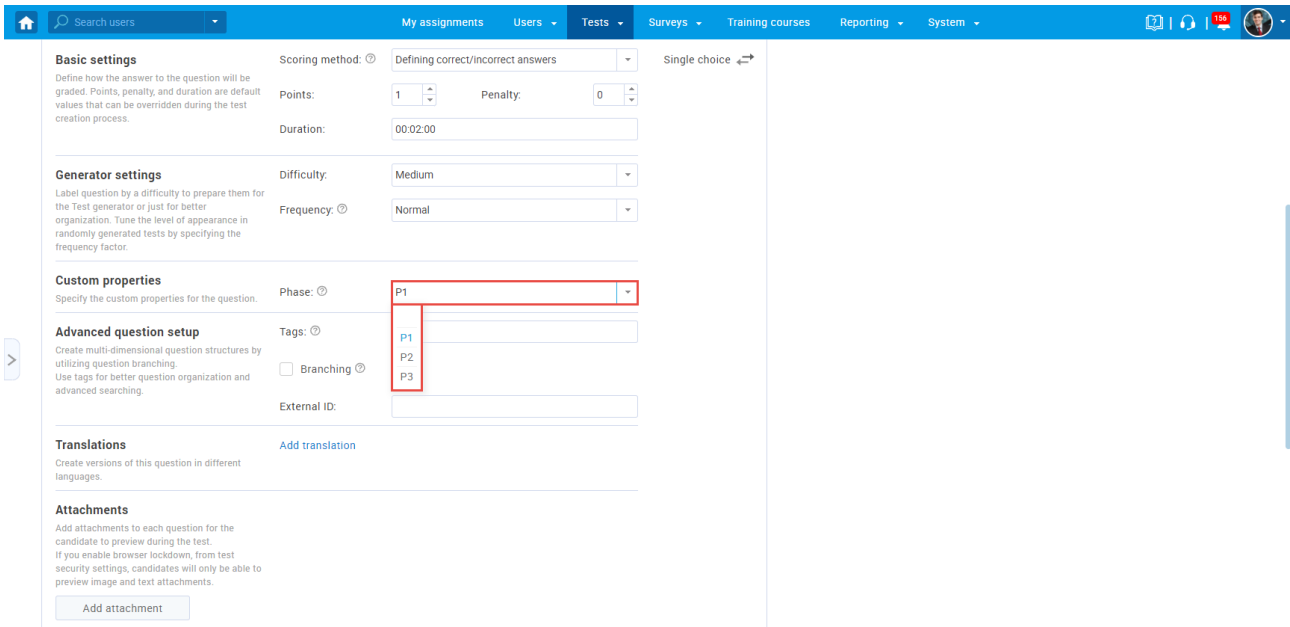
1. Disable the property showing by choosing the Disable option.
2. Edit the property by clicking the pencil button.
3. Delete it by clicking the trash can button.



5 Question creation

While creating a question, you will be able to set the values for the created question property.

The custom property will be displayed, and you should select the desired value from the dropdown menu.



Chosen property values will also be visible in the list of all questions.

Test question pool
General Knowledge

Information Questions Users Statistics

Create new questions or bulk load them from an Excel file or from the QTI package. View, modify or delete the existing questions. Copy or move them to another question pool.

Add question Load questions Filter by tags:

Actions	ID	External ID	Question text	Source pool	Difficulty	Type	Phase
	153836		How many workdays are there usually in one week?	General Knowledge	Medium	Single choice	P1
	153837		How many milligrams are there in one gram?	General Knowledge	Medium	Single choice	P2
	153838		The word "Ketchup" comes from which language?	General Knowledge	Medium	Single choice	P3

Rows: 3

Move Copy