

## INTRODUCTION

There are five common question types. The process of creating any type of question is very similar, though different types of questions require slightly different preparations. The following sections explain the steps for creating each type of question:

TRUE-FALSE

MULTIPLE CHOICE

MULTIPLE RESPONSE

SHORT ANSWER

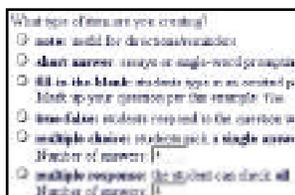
FILL-IN-THE-BLANK

## FOR ALL QUESTION TYPES

- 1 Click Questions in the navigation bar of your lesson site. If you do not see Questions, you are not in a Lesson. You must be in a Lesson to create a question.
- 2 Click New Question... in the Questions bar near the top of the page.



- 3 Type your statement in the space provided.
- 4 Select the question type.



- 5 Click Save.

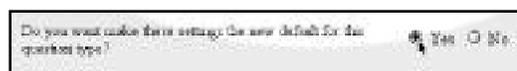
The first time you create a question of any type, you will be taken to the Settings page.

## SETTINGS

The default Settings are determined by the lesson and question type. For instance, tutorial questions default to allow feedback, while quiz questions do not. For more information on Settings defaults for each lesson and question type see Appendix A.

You may change Settings for any one question (click Save to confirm), or you may change the default for any new question of a particular type. Here's how:

Near the Save command at the bottom, the Settings page displays an additional question: Do you want to make these settings the new default for this question type? Click Yes.



The Settings page now represents your changes.

## PREVIEW

You can see how the item will appear to students by clicking Preview in the Questions bar near the top of the page.



To return to the edit area, click Manage this question.

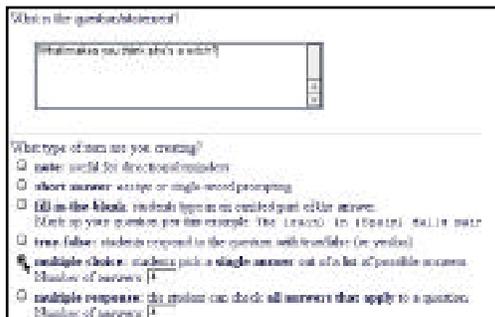
## CONTENT

Click Content to edit your question, its answers, and any feedback.



## TRUE-FALSE OR MULTIPLE CHOICE

- 1 Type your question or statement in the space provided. Select true-false if students will pick from two options or multiple choice if students will pick one answer from many.



- 2 Type the number of answers if you selected multiple choice.
- 3 Click Save.
- 4 Check the settings to be sure the defaults match your intentions. Be sure to consider the point value. You may want to set the answer labels to None for a cleaner look, or turn off all feedback options for now. You may wish to randomize the order of the answers to reduce the chance of cheating.

See “Settings” on page 6 to save changes as the new default for this question type.

- 5 Click Save if you made changes or click Content to add answers or edit the question.

## TO EDIT ANSWER ITEMS

- 1 Click the Edit button aligned with Answer A.



- 2 Type the response for Answer A in the space provided. Identify this answer as either correct or incorrect.



- 3 A space may be provided to type in an explanation or other feedback that will appear when students select this answer. If not, you may add it in the Settings page.
- 4 Click the down arrow to edit Answer B or click Save.

If you need to add additional answers, click Add in the Answers bar. If you do not see Add, click Save to complete your last change. To delete an answer, click X beside it.

## TO EDIT GENERAL FEEDBACK

- 1 Click the Edit button aligned with General Feedback: Correct



- 2 Type any explanation you want students to see after they've selected the correct answer. For a tutorial, students will be able to check their answers and see feedback as they go. For a quiz, students will see the correct answers and any feedback as soon as they click submit at the end.
- 3 Click Save.
- 4 Repeat steps 1-3 to add feedback for incorrect answers. Miscellaneous feedback will be shown to all students.

## MULTIPLE RESPONSE

- 1 Type your question or statement in the space provided and select Multiple Response.



- 2 Type the number of answers.

- 3 Click Save.
- 4 Check the settings to be sure the defaults match your intentions. For a survey you may want to add "Other..." so students may write in their own answers.

See "Settings" on page 6 to save changes as the new default for this question type.

- 5 Click Save if you made changes or click Content to add answers or edit the question.

## TO EDIT ANSWER ITEMS

- 1 Click the Edit button aligned with Answer A.



- 2 Type the response for Answer A in the space provided. Identify this answer as either correct or incorrect.
- 3 A space may be provided to type in an explanation or other feedback that will appear when students select this answer. If not, you may add it in the Settings page.
- 4 Click the down arrow to edit Answer B or click Save.

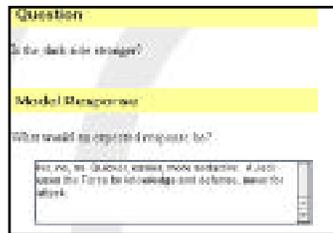
## TO EDIT GENERAL FEEDBACK

- 1 Click the Edit button aligned with General Feedback: Correct.

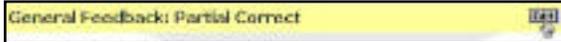
- 2 Type any explanation you want students to see after they've selected the correct answer. For a tutorial, students will be able to check their answers and see feedback as they go. For a quiz, students will see the correct answers and any feedback as soon as they click submit at the end.
- 3 Click Save.
- 4 Repeat steps 1-3 to add feedback for incorrect and incomplete answers. To add unique feedback for specific combinations of incorrect answers, the setting for "...will you be writing feedback specific to answers (not necessarily all answers)?" must be Yes.
- 4 Click Save if you made changes or click Content to add sample answers or edit the question.

#### TO EDIT ANSWERS

- 1 To add a sample answer, click the Edit button in the Model Response bar.
- 2 Type your sample answer in the space provided.

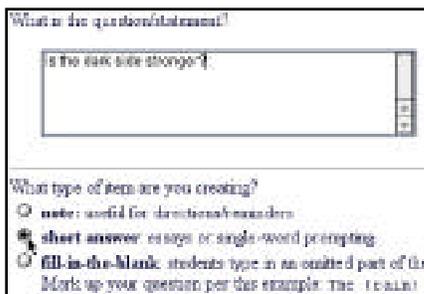


- 3 Click Save.



#### SHORT ANSWER

- 1 Type your question or statement in the space provided and select short answer.
- 2 Click Save.



- 3 Check the Settings to be sure the defaults match your intentions. Be sure to consider the point value. You may also want to change the size of the response field. See "Settings" on page 6 to save changes as the new default for this question type.

#### FILL-IN-THE-BLANK

- 1 Type your statement in the space provided. Use curly brackets { } to designate which words the student will have to fill in. A fill-in-the-blank question can have one blank or many. Select fill-in-the-blank.
- 2 Click Save.



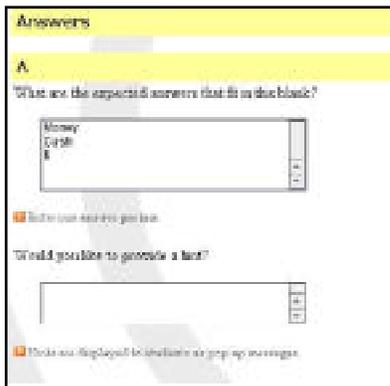
- 3 Check the settings to be sure the defaults match your intentions.

See “Settings” on page 6 to save changes as the new default for this question type.

- 4 Click Save if you made changes or click Content to add answers or edit the question.

#### TO EDIT ANSWER ITEMS

- 1 Click the Edit button aligned with Answer A.
- 2 Lessons displays the text you typed into your curly brackets. Type additional correct answers, one per line, in the space provided. Only exact matches will be marked correct, so be sure to include every correct option.



You may type a hint for the students. The hint appears when students click a small question mark icon. No points are deducted for using hints.

- 3 Click the down arrow to edit multiple blanks or click Save.