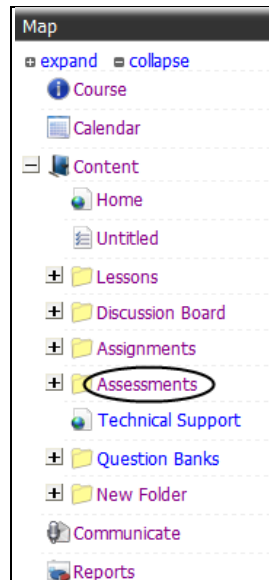
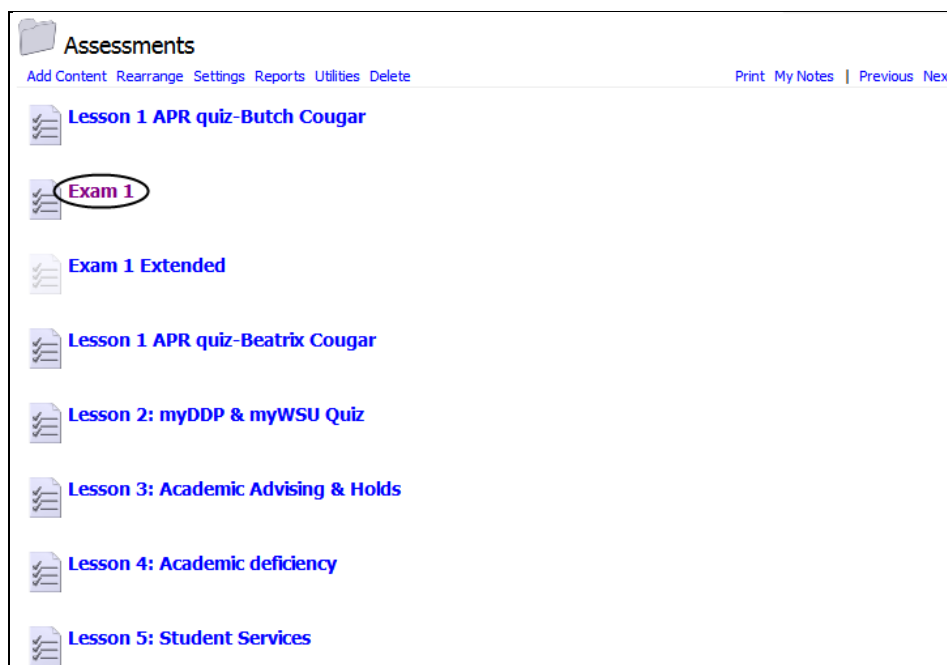


Adding Questions to an Assessment

1. Select the **Assessments** link on the **Map**.



2. Select the specific assessment (e.g., Exam 1) to which you will be adding questions.



3. Select the **Add Question** link.











The screenshot shows the 'exam 1' assessment editor. At the top, there are links for 'Settings', 'Reports', 'Utilities', and 'Delete'. On the right, there are links for 'Print' and 'My Notes'. The main area has two tabs: 'Assessment Editor' (active) and 'At a Glance'. Below the tabs, there are links for 'Add Question Set' and 'Preview'. To the right, there is a 'Select an Action' dropdown menu, a 'Go' button, and a checkbox for 'Drag 'n' drop enabled'. Below this, there is a text input field containing the text 'Question Set: This should have a title.'. At the bottom of this field, there are four links: 'Add Question' (circled in red), 'Configure', 'Select All', and 'Delete Question Set'.

4. Select the type of questions you will be adding. We will choose **Multiple Choice** for our example.






***Note: Auto-grading works best with Multiple Choice exams.**

The screenshot shows the 'Add Question' dialog box. At the top, there is a checkmark icon and the text 'Add Question'. Below this, there is a prompt: 'Please select the type of question you want to add.' The main area is titled 'Select Question Type' and contains a grid of question types. The 'Multiple Choice' option is circled in red. Below the grid, there is a section titled 'Select Questions from Other Sources' with several options. At the bottom, there is a 'Cancel' button.

Select Question Type

 Multiple Choice Presents users with a question followed by a list of choices. One choice may be selected.	 True or False Presents users with a statement which they must determine to be either true or false.
 Multiple Select Presents users with a question followed by a list of choices. Multiple selections are allowed.	 Ordering Presents users with a list of items to be placed in the correct sequence.
 Matching Presents users with a list of items and definitions to be matched.	 Fill in the Blank(s) Presents a question as text and blank spaces where the user must enter the correct phrase for each blank space.
 Short Answer (Manually Graded) Presents users with a question followed by a single line answer box. Responses must be manually graded.	 Offline Item (Manually Graded) Presents users with a question to be completed offline(no answer field appears) Responses must be manually graded.
 Essay (Manually Graded) Presents users with a question followed by a multi-line answer box. Responses must be manually graded.	 Algorithmic Automatically generates different questions based on a mathematical formula and variables.

Select Questions from Other Sources

 Copy questions from an assessment Select questions from this or other assessments in your courses	 Browse Question Bank Browse for questions from within your question bank
 Question Pool Selects one or more items from the question bank based on specified criteria	 Search Question Bank Search for questions from within your question bank
 Copy and Paste Questions Insert questions by cutting and pasting from a text file	

Cancel

5. On the **Multiple Choice Editor** page, enter a point value for the question in the **Points** (I.) field. (See image on next page)
6. Enter the question text in the **Question Text** (II.) field.
7. Enter the answer choices in the multiple **Answer choices** (III.) fields.
8. Select the **Correct** (IV.) option button next to the correct answer.
9. Enter feedback (V.) if desired. On each question you will be able to enter feedback for both correct and incorrect answers.
 - To enter feedback for incorrect answers choose the **Incorrect answer feedback** (VI.) tab and enter feedback for incorrect answers.
 - To enter feedback for the correct answer select the **Correct answer feedback** (VII.) tab and enter feedback for the correct answer.
10. Under **Question Options** (VIII.) enter any keywords that will be helpful in searching the question bank later. If you do not want the question to be added to the question bank, deselect the **Add to question bank** (IX.) checkbox.
11. When you have completed all the selections and fields, click **Save** to close the **Multiple Choice Editor** window. If you want to add another multiple choice question, choose **Save and Create New**.



Multiple Choice Editor

View advanced options

Question Editor

Question Type Multiple Choice

Question Title

Enter an optional title for this question.

Points

I. 0 % of this assessment's 250 points

Question Text

II. Enter question text and/or graphics for this question

Question Text Question Prompt Footer Text

HTML Editor

Answer choices

III. Enter answer options and select the correct response

Enter feedback for answer options

Answer choice 1

Correct

HTML Editor

Answer choice 2

Correct

HTML Editor

Answer choice 3

Correct

HTML Editor

Answer choice 4

Correct

HTML Editor

Answer choice 5

Correct

HTML Editor

IV.

Add more answer choices (blank entries are ignored).

Feedback

V. Enter feedback for correct and incorrect answers

VI. **Incorrect answer feedback** **Correct answer feedback** VII.

HTML Editor

Question Options

Keywords

Choose keywords

Difficulty

Very easy

Answer labels
Choose answer choice display style

Alpha list A

Add to question bank

IX.

Save Cancel

Save and Create New

Multiple Choice