Multiple Choice

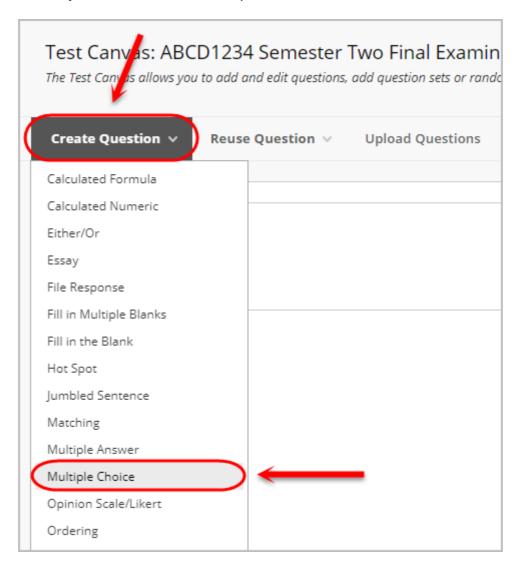
Example question

Which living bird lays the world's smallest egg?

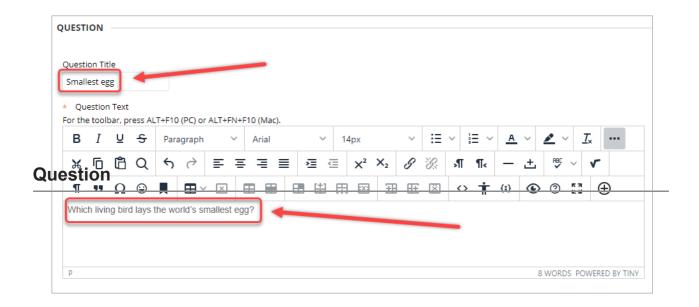
- a. Bee Hummingbird
- b. Hornbill
- c. Gulls
- · d. Woodpecker

Select question type

- 1. Click on the **Create Question** button.
- 2. Select Multiple Choice from the drop-down list.



- 1. Optionally, enter a **title** for the question in the **Question Title** textbox.
- 2. Enter the question in the Question Text textbox.

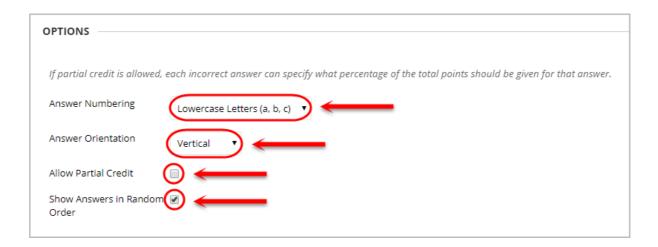


Options

1. Select the required option from the **Answer Numbering** drop-down list.

Note: Ensure you choose the same option consistently.

- 2. Select **Vertical** from the **Answer Orientation** drop-down list.
- 3. **Do not** check the **Allow Partial Credit** checkbox, as it is not relevant for multiple choice questions.
- 4. Optionally, check the **Show answers in random order** checkbox to limit collusion/cheating in summative assessments.

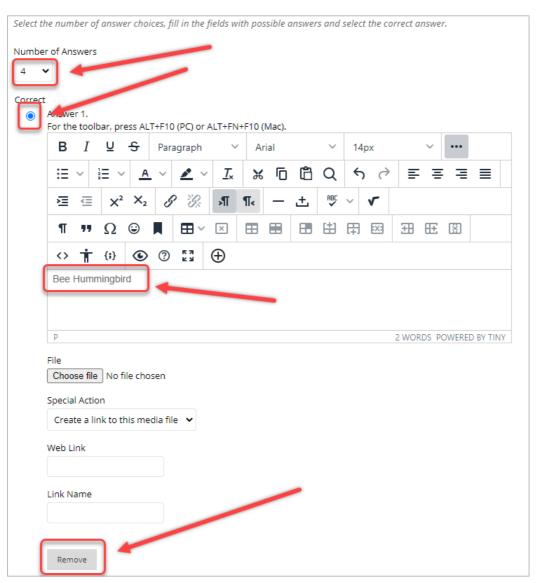


Answers

1. Select the required number from the Number of Answers drop-down list.

Tip:If you require less than four answer options, click on the **Remove** button to delete an answer option.

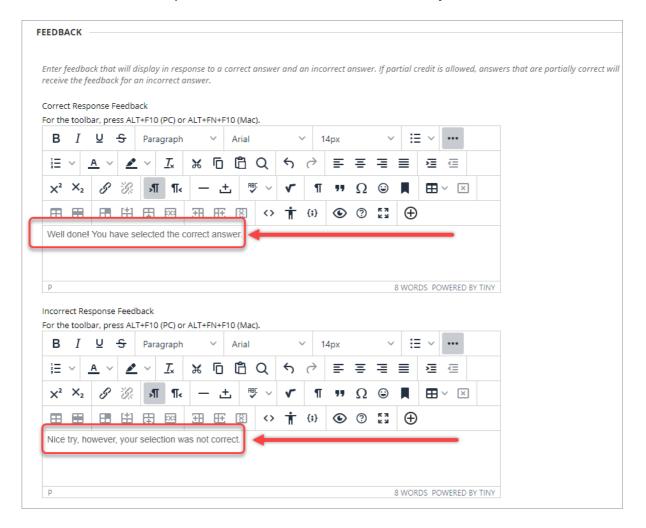
- 2. Enter each answer in a separate **Answer** textbox.
- 3. Select the **Correct** radio button for the correct answer.



Feedback (optional)

Note: Providing specific correct or incorrect response feedback is optional.

- 1. Enter correct response feedback in the **Correct Response Feedback** textbox.
- 2. Enter incorrect response feedback in the Incorrect Response Feedback textbox.

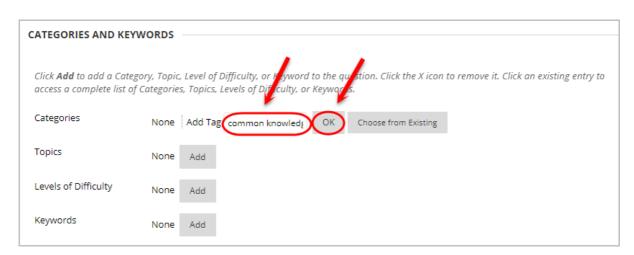


Categories and Keywords (optional)

Adding categories and keywords to questions allows you to search your tests and pools for questions by topic, category, level of difficulty or keyword.

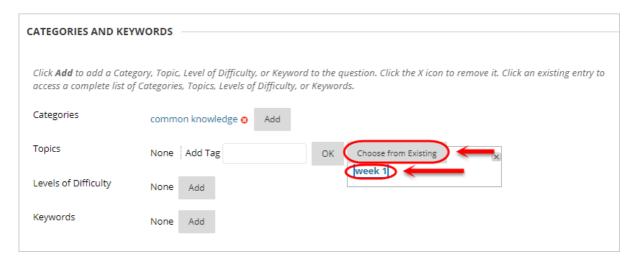
Add a new topic/category/level of difficulty/keyword:

- 1. Click on the Add button.
- 2. Enter a word in the **Add Tag** textbox.
- Click on the **OK** button to submit.



Add an existing topic/category/level of difficulty/keyword:

- 1. Click on the Add button.
- 2. Click on the **Choose from Existing** button.
- 3. Select a word from the drop-down list.



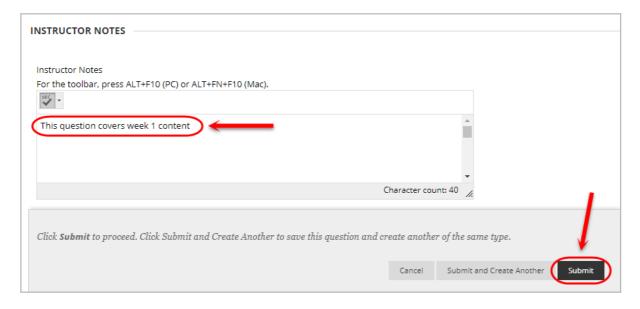
Tip:Click on the (x) button to delete a topic/category/level of difficulty/keyword.

Instructor Notes (optional) and Submitting

1. Enter any notes for the marker in the **Instructor Notes** textbox.

Note: Instructor Notes cannot be viewed by students.

2. Click on the Submit button.



3. The question will be added to your test or pool.

