# Fill in the Blank

## **Overview**

A blank textbox for entering the answer will be displayed under the question. If you need the blank textbox inserted within the question, you should use the <u>Fill in Multiple</u> Blanks <u>question</u> type.

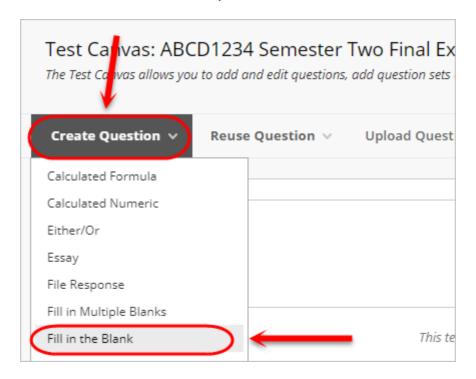
# **Example question**

Who was the first prime minister of Australia?

#### **Edmund Barton**

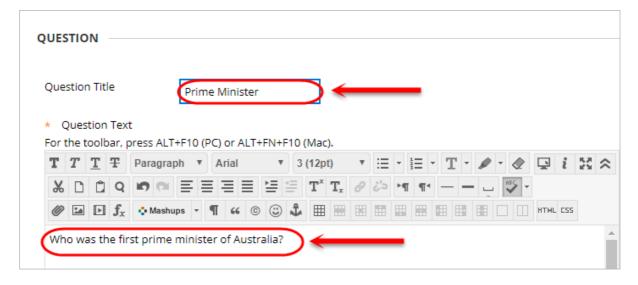
## Select question type

- 1. Click on the **Create Question** button.
- 2. Select Fill in the Blank from the dropdown list.



### Question

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

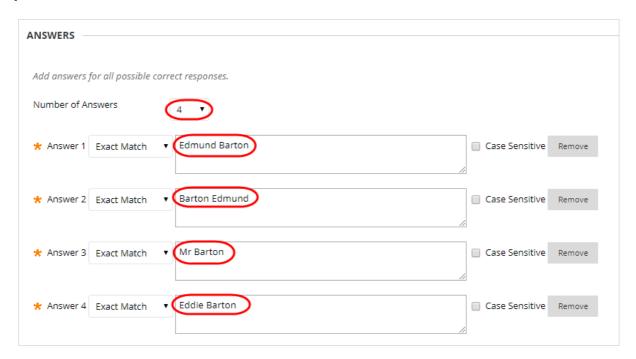


#### **Answer**

You need to include all possible combinations of how the question may be answered. You may also wish to include common misspellings or American spelling.

- 1. Select the required **number** from the **Number of Answers** dropdown list.
- 2. Enter each possible correct answer in an Answer textbox.
- 3. Optionally, check the Case Sensitive checkbox.

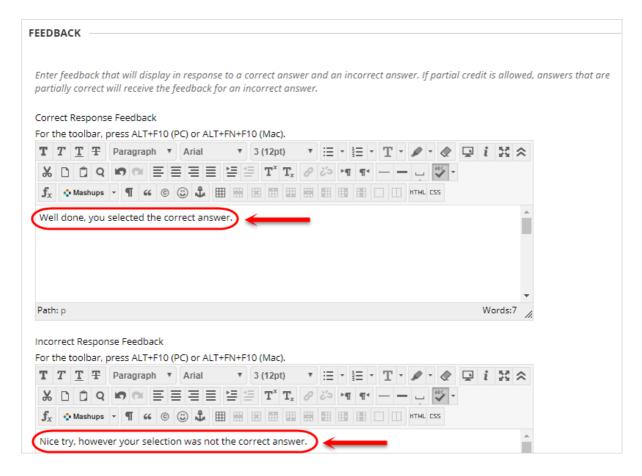
**Tip:** Click on the **Remove** button to delete an answer textbox.



# Feedback (optional)

Giving 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.

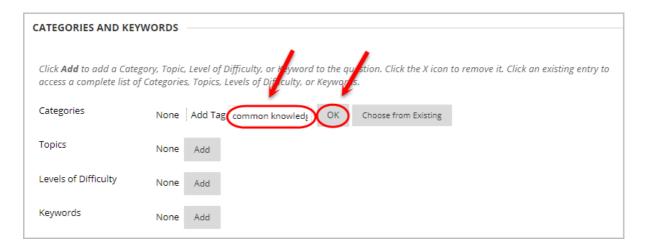


# Categories and Keywords (optional)

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:

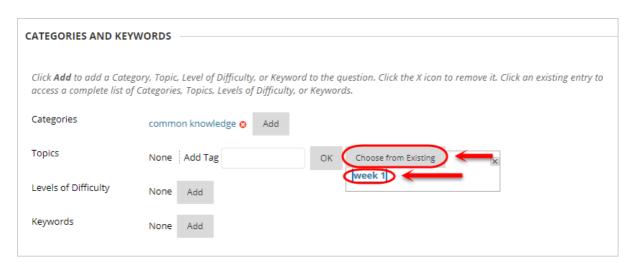
- 1. Click on the **Add** button.
- 2. Enter a word in the Add Tag textbox.
- 3. Click on the **OK** button to submit.



### 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 dropdown list.

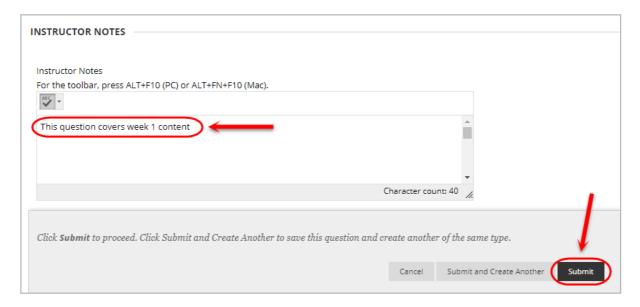


Tip: Click on the (x) button to delete a topic/category/level of difficulty/keyword.

# **Instructor Notes (optional)**

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

Note: Instructor notes cannot be viewed by students.



## **Submit**

- 1. Click on the Submit button.
- 2. The question will then be added to your test.

