Matching

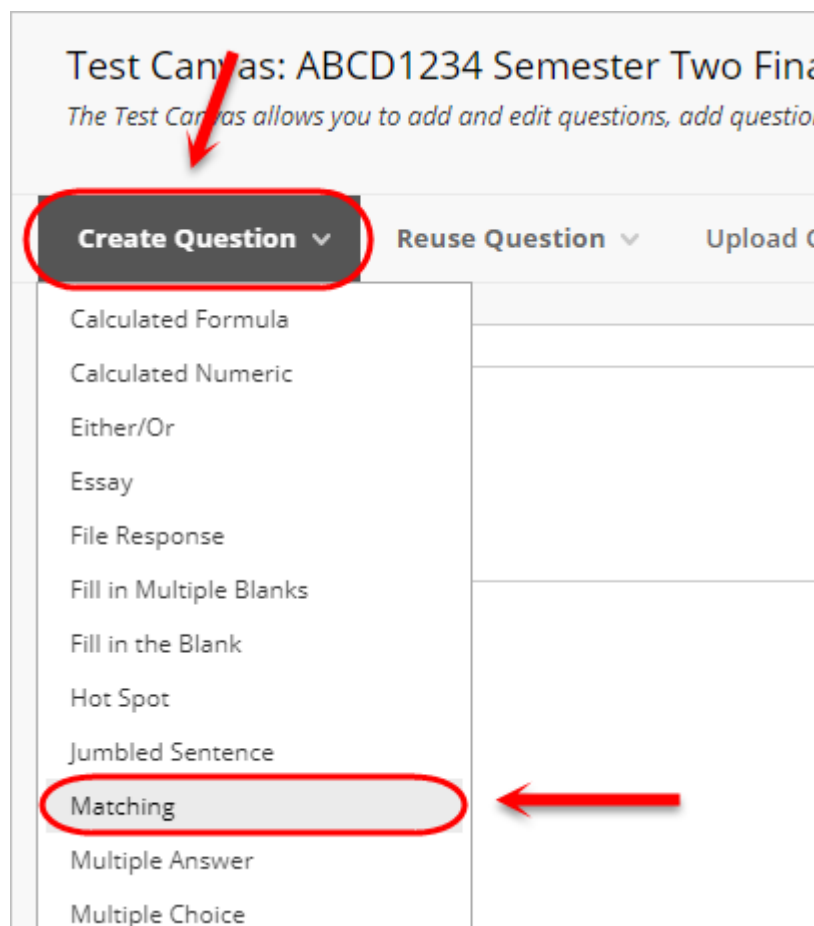## Example question

Match the states with their capital cities.
a. Queensland - Brisbane
b.New South Wales - Sydney
c. Victoria - Melbourne
d. Adelaide
e. Perth

Select question type

1. Click on the **Create Question** button.
2. Select **True/False** 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.

Options

1. Optionally, check the **Allow Partial Credit** checkbox.

Note: If you leave this checkbox unchecked, students will need order all answers correctly to receive any marks.

2. Select the required option from the **Answer Numbering** dropdown menu.

Note: Ensure you choose the same option consistently.

Answers

1. Select the required number from the **Number of Answers** dropdown list.

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

2. Enter each **question/answer pair** in the corresponding **Question** and **Answer** textbox.

Warning: If two answers are the same, for the second question that uses the same answer, ensure you check the **Reuse answer choice from** checkbox and select the first answer pair to avoid duplicates.

3. If partial credit was selected, click on the **Update Partial Credit %** button.

Extra Answers

You can add extra unmatched answers to make the question more difficult.

1. Check the **Add unmatched answer choices** checkbox.

2. Select the required number from the **Add unmatched answer choices** dropdown list.
3. Enter each extra unmatched answer in a separate **Unmatched Answer Choice** textbox.

Answer Order

1. Select the **Randomly** radio button.

Feedback (optional)

Giving specific correct or incorrect response feedback is optional.

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)

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.