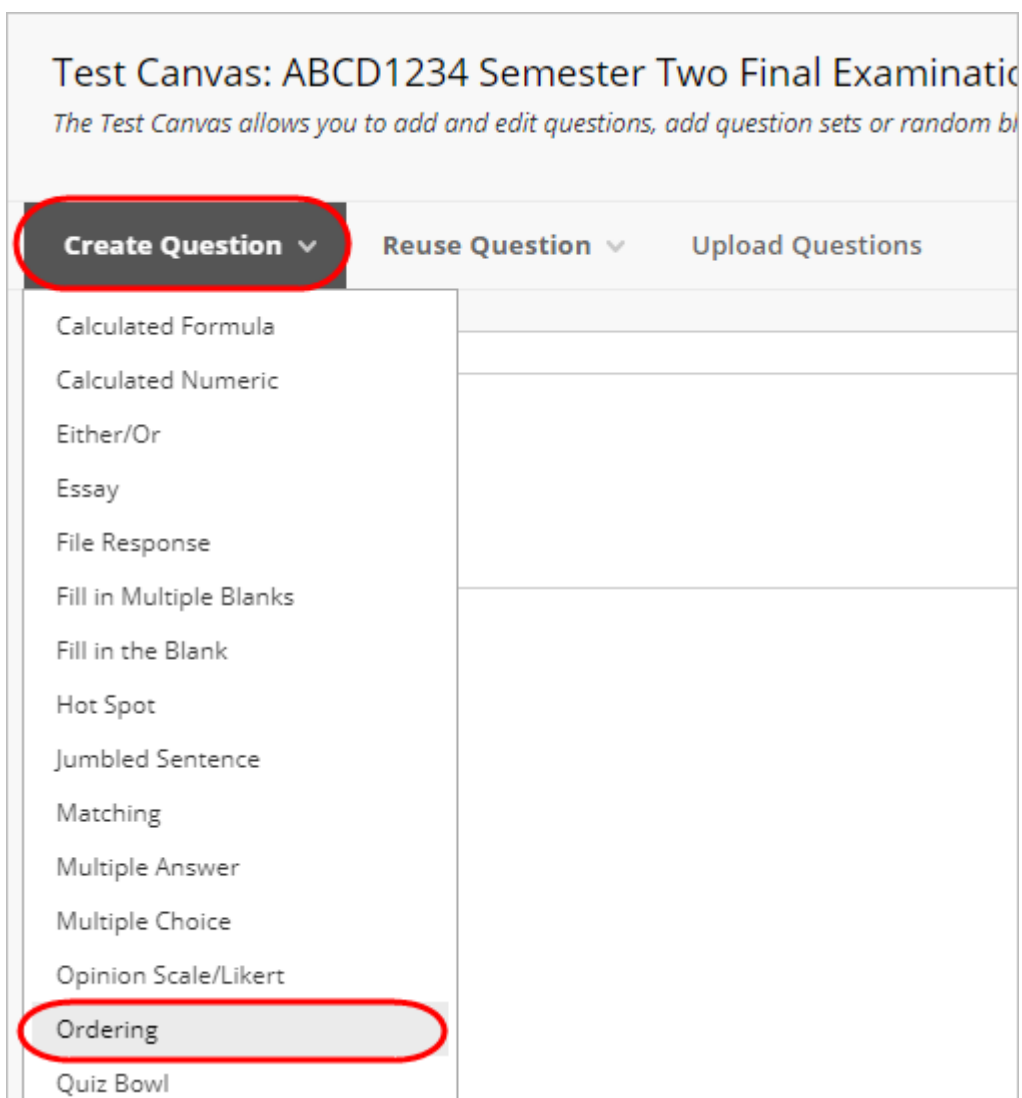# Ordering

Example question

If I was driving south from Brisbane in what order would I reach the following towns?

1. Tweed Heads
2. Coffs Harbour
3. Port Macquarie
4. Newcastle

Select question type

1. Click on the **Create Question** button.
2. Select **Ordering** 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. Select the required option from the **Answer Numbering** dropdown list.

Note: Ensure you choose the same option consistently.

2. 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.

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 answer in a separate **Answer** textbox in the **correct order**.

3. Click on the **Next** button.

Answer order

1. Check the answers are displaying in the correct order in the **Correct Order** column.
2. Click and drag the answers in the **Display Order** column to rearrange them.

Note: The Display Order will be the order in which all students see the answers when attempting the question.

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:
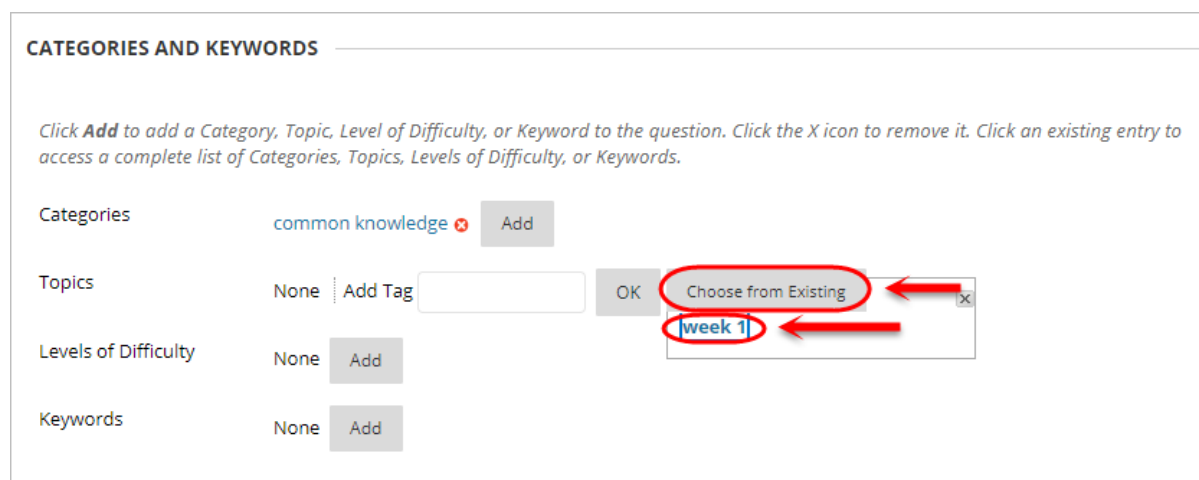
1. Click on the **Add** button.
2. Click on the **Choose from Existing** button.

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.

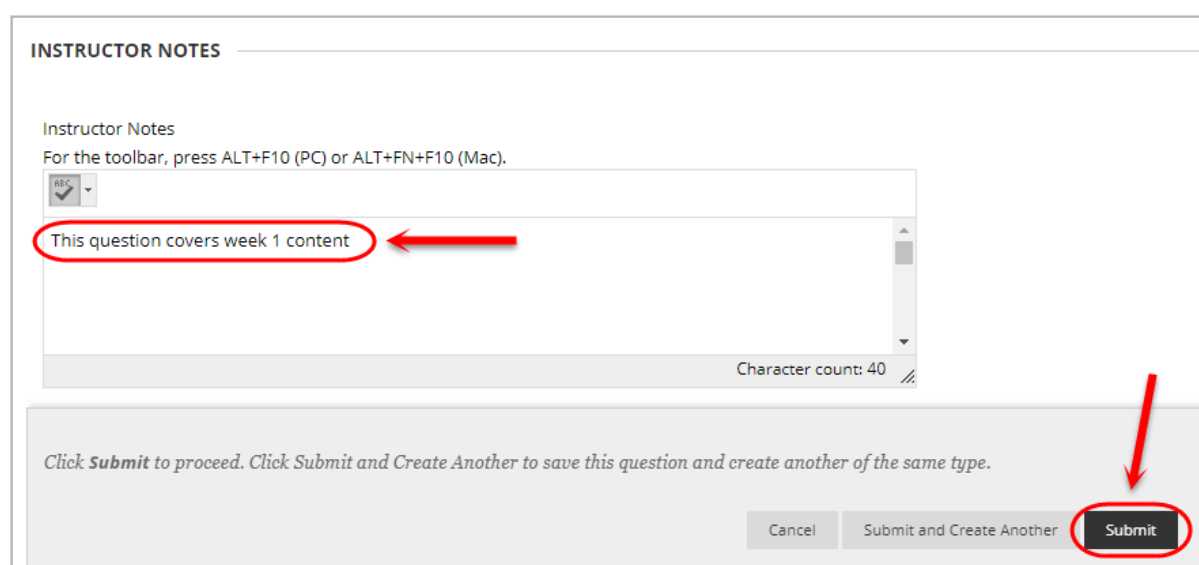**Note:** Instructor notes cannot be viewed by students.

Submit

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