

## Create a New File

- ✦ Click the **Create** button on the **Start Menu**.
- ✦ The **Create New File** window will display (see illustration on next page).
- ✦ In the **Name** box, input the **File Name** for the exam.
- ✦ In the **Insert a description box**, input a short description of the exam.
- ✦ Only **Exam** questions can be created in the eCollege personality, so that is the only option available.

**Create New File**

Name of File:  (e.g. History test-1)

Description:

Type of File

Exam Create an exam file.

Survey Create a survey file. Survey files are similar to exam files, except that they lack correct answers, point values, and feedback.

OK Cancel Help

- ✦ Click the **OK** button.
- ✦ The **Edit Questions** page will display (see illustration below) with a list of question types on the left side.

**Edit Questions**

**Multiple-Choice** ?

1. Title of Question

2. Question Wording

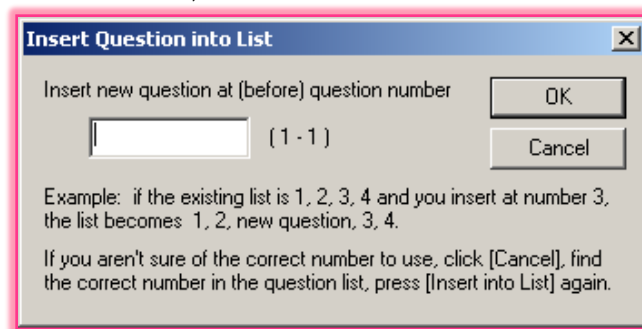
3. Answers (PageDown moves to next answer)

A	<input type="text"/>
B	<input type="text"/>
C	<input type="text"/>
D	<input type="text"/>

4. Select Correct Answer  5. Point Value

6.

- ✦ The **default** question type is **Multiple Choice**.
- ✦ Select the type of question that is to be created from the list on the left.
- ✦ In the **Title of Question** box, input a title for the question.
  - ★ This is optional.
  - ★ If a title is not input, the program will select the **first 20 characters** in the question text for the title.
  - ★ The **Title** can be up to **64 characters**.
- ✦ Input the information for the question.
- ✦ Click the **Add into End of List** button to add the first question to the **Question List**.
- ✦ The question will be added at the end of the window.
- ✦ After the first question is inserted, the **Insert into List** button can be used to add questions.
  - ★ When this option is chosen, a window will appear asking where the question is to be inserted (see illustration below).



- ★ This box explains the process for inserting the number.
- ★ When the information has been inserted, click the **OK** button.