

Add Multiple Choice Questions

This type of question can be auto-graded. When the student takes the test or quiz, the score automatically appears in the Gradebook.

- ❖ In the **Add** list, select **New Multiple Choice Question**.
- ❖ Click the **Add** button on the right side of the window.
- ❖ The **Add Multiple-Choice Question** window will display (see illustration below).

The screenshot shows the 'Add Multiple-Choice Question' window. At the top, there is a title bar with the text 'Add Multiple-Choice Question' and two buttons: 'Add' and 'Cancel'. Below the title bar is a large text area labeled 'Question :'. Underneath the question area is a 'Visual Editor Toolbar' with icons for text color, background color, bold, italic, link, and search. Below the toolbar is a 'Points :' input field. Underneath the points field is the text 'Correct Response : Select the number of the correct response.'. Below this text are two columns: '1. Response' and '1. Explanation (Optional)'. The '1. Response' column contains a radio button next to the number '1.'. The '1. Explanation (Optional)' column is empty.

- ❖ In the **Question** box, input the text for the question.
- ❖ When the box is clicked, the **Visual Editor Toolbar** will display. For an explanation of the buttons on this toolbar, see the **Visual Editor** document on the **eCollege Page** of the **Siena Training Web Site**.
- ❖ In the **Points** box, specify the number of points for this question.
- ❖ In the **Response** box, input one of the possible answers for the question.
- ❖ Scroll down the page to input additional answers for the question.
- ❖ Click the option button next to the box with the correct answer.
- ❖ Input an **Explanation** for the answer, if desired.
- ❖ Scroll down to the bottom of the window to input a **General Explanation** for the question.
- ❖ Once the question and answers are complete, click the **Add** button. This button appears at the top and the bottom of the window.
- ❖ A question added successfully confirmation box will appear.
- ❖ Click **OK** to return to the **Exam Content Item** window.