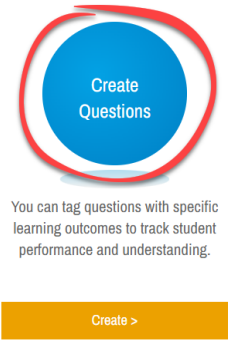
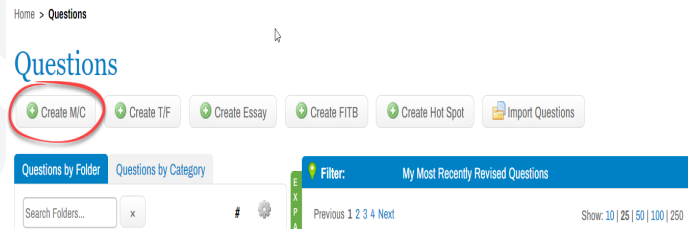


Task Documentation Process – How to Create M/C Questions in ExamSoft (*Basics*)

| NAME OF TASK | STEPS | ADD'L INFO |
|--|--|------------|
| <p>How to Create Multiple-Choice Questions in ExamSoft (<i>the basics</i>)</p> | <p>From the ExamSoft dashboard:</p> <ol style="list-style-type: none"> <p>Click Create Questions</p>  <p>The screenshot shows a blue circular button with the text 'Create Questions' in white. The button is surrounded by a red circular highlight. Below the button, there is a small text block: 'You can tag questions with specific learning outcomes to track student performance and understanding.' and an orange button with the text 'Create >'.</p> <p>Click Create M/C</p>  <p>The screenshot shows the 'Questions' page in ExamSoft. At the top, there is a breadcrumb 'Home > Questions'. Below it, the word 'Questions' is displayed in a large blue font. Underneath, there is a row of buttons: 'Create M/C', 'Create T/F', 'Create Essay', 'Create FITB', 'Create Hot Spot', and 'Import Questions'. The 'Create M/C' button is circled in red. Below the buttons, there are tabs for 'Questions by Folder' and 'Questions by Category'. A filter dropdown is set to 'My Most Recently Revised Questions'. At the bottom, there is a search bar for folders, a page number '1', and a 'Show: 10 25 50 100 250' indicator.</p> | |

3. Click **Select Folder** (for where you'd like your question to be saved)

Home > Questions > Create Multiple Choice Question

Create Multiple Choice Question

ID: 35420 Rev 1; Creator: Arulogun, Quaphee

Title:

Folder: **Select Folder ***

Group:

Status: Draft

Categories

Add or Remove Category

Multiple Choice

EXPAND QUESTION

Seq

4. Find your folder

Home > Questions > Create Multiple Choice Question

Create Multiple Choice Question

ID: 36590 Rev 1; Creator: Arulogun, Quaphee

Title:

Folder: **Select Folder ***

Group:

Status: Draft

Categories

Add or Remove Category

Options

Multiple Answer

Select Folder

Search Folders...

| | # | |
|----------------|---|--|
| ITEMS | 3 | |
| Administrative | 5 | |
| BMS | 0 | |
| MED | 0 | |

Refresh Tree

Seq Answer Choice

a)

5. Enter question into **Multiple Choice Question** text box

The screenshot shows the 'Multiple Choice Question' editor interface. The title bar 'Multiple Choice Question' is circled in red. Below it is a large text box for entering the question, also outlined in red. The interface includes a rich text editor toolbar and a table for managing answer choices.

| Seq | Answer Choice | Correct | Lock | Actions |
|-----|---------------|--------------------------|--------------------------|--------------------------|
| a) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |


Buttons at the bottom: Add New Answer Choice, View Answer Comments

6. Type answer choices into **Answer Choice** boxes

| Seq | Answer Choice | Correct | Lock | Actions |
|-----|---------------|--------------------------|--------------------------|--------------------------|
| a) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

For additional answer choices, click **Add New Answer** button

| Seq | Answer Choice | Correct | Lock | Actions |
|-----|---------------|--------------------------|--------------------------|--------------------------|
| a) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

To delete unwanted answer choice, **click** 

| Seq | Answer Choice | Correct | Lock | Actions |
|-----|---------------|--------------------------|--------------------------|--------------------------|
| a) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Check appropriate box with correct answer

The screenshot shows the 'Multiple Choice Question' editor interface. At the top, there is a text editor with a toolbar containing options for font, size, bold, italic, underline, link, unlink, list, and code. Below the text editor is a table with the following structure:

| Seq | Answer Choice | Correct | Lock | Actions |
|-----|---------------|--------------------------|--------------------------|---------|
| a) | | <input type="checkbox"/> | <input type="checkbox"/> | |
| b) | | <input type="checkbox"/> | <input type="checkbox"/> | |
| c) | | <input type="checkbox"/> | <input type="checkbox"/> | |
| d) | | <input type="checkbox"/> | <input type="checkbox"/> | |
| e) | | <input type="checkbox"/> | <input type="checkbox"/> | |

At the bottom of the table, there are two buttons: 'Add New Answer Choice' and 'View Answer Comments'. The 'Correct' checkbox for the first row (a) is circled in red.

8. Click **Approve** to save the question.

The screenshot shows the 'Multiple Choice Question' editor interface, similar to the previous one. At the bottom of the interface, there are four buttons: 'Cancel', 'Duplicate', 'Save', and 'Approve'. The 'Approve' button is circled in red.