

Adding Multiple Choice Question

Instructor Login

There are two ways instructor can add Multiple Choice Questions i.e. either by adding one question at a time by using "Add" question option OR by importing multiple questions thru the excel sheet.

Approach 1: Adding Individual Question:

➤ Login as Instructor and click on Assessments → My Question Bank, My question Bank page will be displayed.

Home Roster Tools	Lecture Notes	Assessments Resources Co	ommunication Use	r Management I	Reports Sup	oort Help	Logout			
Spring 2020 (9/17/2	018 - 5/31/2021)	View/Create				IC View St	udent View	Student Login	LCS Login	Change Course
Expand ALL Collapse ALL	My Question Ba	Scores Import Assessments								
🗄 🛅 1. Whole Numb		My Question Bank								
🗉 🛅 2. Factors and	Select the lev	Print Sub	rse hierarchy on the left,	, and click on Add Qi	lestion or "Impo	t from excel :	sheet" to add	questions to the	selected level.	
3. Fractions	• There is	DropBox s no question in selected level.								
🗉 🛅 4. Decimals										
🗄 🛅 6. Percents										
🗉 🛅 7. Tables and (
🗄 🛅 8. Measuremer										
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🗈 🧰 10. Integers, E										
🗄 🛅 11. Prelude to										

Select appropriate course level where the questions needs to be added and then select Question type as "Multiple Choice" and then click on Add button.

Spring 2020 (9/17/20	18 - 5/31/2021) Basic Math Basic Math 01	CC View Student View Student Login LCS Login Change Course
Expand ALL Collapse ALL	My Question Bank	
Basic Math Dasic Math Dasic Math Dasic Math	Selected Hierarchy : Basic Math > 3. Fractions > 3.1 Types of Fractions and Reducing Fractions > 3.	.1.1 Proper and Improper Fractions
 2. Factors and 	Select the level (Chapter or Section) from the course hierarchy on the left, and click on Add Question	n or "Import from excel sheet" to add questions to the selected level.
3. Fractions	Question Concept : All 🗸 📴 Add Question Concept	
3.1 Types o		Multiple Choice Add Copy Import Import From Excel Sheet
🖃 🍅 3.1.1 Prc	• There is no question in selected level.	(h)
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> On the next screen enter/select Question Concept, Question Description and Answer Options.

Multiple Choice	🧔 Back
Save	
Selected Hierarchy: Basic Math > 3. Fractions > 3.1 Types of Fractions and Reducing Fractions > 3.1.1 Proper and Improper Fractions	
1. Question Concept:	
P Question concept number is auto-generated on the basis of chapter or topic selected.	
Question Concept : <- Select Concept -> 🗸	
Question concept number : B311 Description :	
2. Question Description:	
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Design Q Preview	

swer Options:				
	No. of op	otions	5 Generate Shuffle Answer Options Allow Multiple Valid Answer Options	ptions
	Select La	abel	a,b,c,d 🗸 Display answer options in 1 column(while student taking asse	essment)
ease select at least or	ne option as c	orrect an	swer for the question.	
				Weightage(%)
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Click on save button to save the question data. Saved question(s) will be listed as shown below. Use the links in the last column for viewing or editing or deleting the question.

My Question Bank										
Selected Hierarchy : Basic Math > 3. Fractions > 3.1 Types of Fractions and	Reducing Fractions > 3.1.1 Proper and Ir	nproper Fractions								
Select the level (Chapter or Section) from the course hierarchy on the left, and click on Add Question or "Import from excel sheet" to add questions to the selected level. Question Concept : All Import Go Add Question Concept Multiple Choice Add Copy Delete Import Import										
Description	Question Type	Question Concept								
1. $\Box 2^2 + 4 = ?$	Multiple Choice	B311;3.1.1 Proper and Improper Fractions	P 🖉 🛅							

Approach 2: Import Multiple Questions from Excel Sheet:

Click on "Import from Excel Sheet" button as shown below.

My Question Bank

 Selected Hierarchy :
 Basic Math > 3. Fractions > 3.1 Types of Fractions and Reducing Fractions > 3.1.1 Proper and Improper Fractions

 Image: Select the level (Chapter or Section) from the course hierarchy on the left, and click on Add Question or "Import from excel sheet" to add questions to the selected level.

 Question Concept :
 All

 Image: Multiple Choice
 Add

 Copy
 Delete

 Import From Excel Sheet

Description	Question Type	Question Concept	<u>"</u>
1. $\Box 2^2 + 4 = ?$	Multiple Choice	B311;3.1.1 Proper and Improper Fractions	P 🖉 💼

> Import question page appears, click on view format to download format excel sheet.

Import Questions	🔇 Back
Import Questions	
Selected Hierarchy: Basic Math > 3. Fractions > 3.1 Types of Fractions and Reducing Fractions > 3.1.1 Proper and Improper Fractions	
 L Click on "View Format" to download the excel file to your PC. 2. Enter the Question description, Answer description, Answer option and the Correct Answer. 3. Correct Answer must be prefixed with Star (*). 4. Save the file on your PC. 5. Click on "Browse" to select the file and then click on "Import". Select excel file : Browse No file selected. Import View Format Question concept number is auto-generated on the basis of chapter/topic selected. 	
Question Concept : <- Select Concept -> v Question concept number : B311 Description :	
Save Questions Exit	

> The sample Multiple Choice Question format in excel sheet looks like as shown below.

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	Home Insert	Page Layout Formu	ulas Dat	ta Revie	w View	Add-In:	s		0 -	🗖 X
Arial ▼ 10 ▼ ■										
	C15 -	f _x								*
	A	В	С	D	E	F	G	Н	1	-
1	QuestionConcept	QuestionDescription	Option1	Option2	Option3	Option4	Option5	Solution		
2	2 Concept1 Description1_Ins		opt11	opt12	* opt13	* opt14	opt15	solution1		
3	Concept1	Description2_Ins	opt21	opt22	opt23	* opt24	opt25	solution2		
4	Concept2	Description3_Ins	opt 31	opt 32	* opt33	opt34	opt35	solution3		

- By referring the above sample Question format, enter the information related to the question in the respective columns.
- While uploading the format, you should make sure that the format should match with above sample question format.
- > Click on Import from excel to upload the questions thru excel sheet as shown below.

Import Questions									🔇 Back
Import Questions									
Selected Hierarchy : Basic I	Math > 3. Fractions > 3.	1 Types of Fractions and	Reducing Fractions > 3.1	1.1 Proper and Improper	Fractions				
I. Click on "View Format" to download the excel file to your PC. 2. Enter the Question description, Answer description, Answer option and the Correct Answer. 3. Correct Answer must be prefixed with Star (*). 4. Save the file on your PC. 5. Click on "Browse" to select the file and then click on "Import". Select excel file : Browse No file selected. Question concept number is auto-generated on the basis of chap Upop: selected. Question concept 1: <- Select Concept -> Question concept number : B311 Description :									
			Save Quest	ions Exit					
Concept Description	* Question Description	* Answer Opton 1	* Answer Option 2	Answer Option 3	Answer Option 4	Answer Option 5	Solution	<mark>∕</mark> Shuffle	Status
1. Concept1	Description1_Ins	opt11	opt12	* opt13	* opt14	opt15	solution1	\checkmark	
2. Concept1	Description2_Ins	opt21	opt22	opt23	* opt24	opt25	solution2		
3. Concept2	Description3_Ins	opt 31	opt 32	* opt33	opt34	opt35	solution3		

- Verify the questions and corresponding information that is imported from the excel sheet. You can also edit questions details at this stage, once done select questions and click on save button.
- Saved Questions will be listed under selected level and can be used/included while creating the assessments.