Adding a Multiple Choice Question

1. Make sure **Edit Mode** is ON.
2. If **Control Panel** is not expanded, please click on the words **Control Panel** to expand it.
3. Click **Course Tools**.
4. Click **Tests, Surveys, and Pools**.
5. Click **Tests**.
6. Click the drop down menu next to the name of your Test and click **Edit**.
7. Rollover **Create Question** and click on **Multiple Choice**.
8. You will be taken to the **Create/Edit Multiple Choice Question** screen.
9. In **Section 1: Question**, type your question in the **Question Text** box provided. This is a required field.
10. Type the **Point Value** for this question in the text box provided.
11. If this is an extra credit question, click the checkbox next to **Extra Credit Only**.
12. **Note**: If you select the Extra Credit Only checkbox, the question will only give students points for a right answer. If they get it wrong, no points will be taken away.
13. In **Section 2: Options**, select your answer numbering, answer orientation, whether to allow partial credit, and/or show answers in random order.
14. In **Section 3: Answers**, choose your number of answers. Remember, if you change the number then you screen will refresh to reflect your changes.
15. Type your answers in the text boxes provided, click the radio button next to the text box of the correct answer.
16. In **Section 4: Feedback**, you can enter correct and incorrect answer feedback in the text boxes provided.
17. In **Section 5: Categories and Keywords**, you can set criteria that can help you later if you are searching for a specific question type.
18. In **Section 6: Submit Information**, click **Submit**.
   If your question was added correctly, you will get a new screen with a green bar at the top that reads: **Success. Question saved**.
19. Below the success message you will see the **Test Canvas** and your question should show up with the following format.
   - **Multiple Choice**: question title here. 10 points
   - **Question**: question text here
   - **Answer**: possible answer
   - possible answer
   - possible answer

20. A **green check mark** will show to the left of the correct answer.
21. The point value will show to the right of your question, if you chose Extra Credit, the words Extra Credit will be shown in parentheses to the right of the point value.
22. If you need to edit your question, click the drop down beside your question and click, **Edit**.