

Adding Questions to Your Assessment

Add a Multiple Choice Question

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Multiple Choice** hyperlink.
3. Type a value in the **Points** field.
4. Type or paste the question in the **Question Text** field.
5. Type or paste each question choice in an **Answer Choice** field.
6. Select the **Correct** radio button next to the answer to designate it as the correct choice.
7. Type or paste feedback in the **Incorrect answer feedback** field. (optional)
8. Type or paste feedback in the **Correct answer feedback** field. (optional)
9. Click the **Save** button.

Add a True or False Question

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **True or False** hyperlink.
3. Type a value in the **Points** field.
4. Type or paste the question in the **Question Text** field.
5. Select the correct answer.
6. Click the **Save** button.

Add a Multiple Select Question

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Multiple Select** hyperlink.
3. Type a value in the **Points** field.
4. Type or paste the question in the **Question Text** field.
5. Type or paste each of the question choices in an **Answer Choice** field.
6. Select the **Correct** checkbox next to the correct answer to designate it as the correct choice.
7. Click the **Save** button.

Add an Ordering Question

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Ordering** hyperlink.
3. Type a value in the **Points** field.
4. Type or paste the instructions in the **Question Text** field. (example: Place the following events in the proper order.)
5. Type or paste each of the following in a **Choice** field. (If you need more choice fields, type the number of extra lines you need in the **Add new definitions** field and click the **Add** hyperlink.)
6. Select the **Order** drop-down menus to place the choices in correct order.
7. Click the **Save** button.

Add a Matching Question

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Ordering** hyperlink.
3. Type a value in the **Points** field.
4. Type or paste the instructions in the **Question Text** field. (example: Match each term with the correct definition.)
5. Type or paste each of the terms in a **Terms** field.
6. Type or paste each of the definitions in a **Definitions** field.
7. Select the appropriate values for each **Match** drop-down menu matching the **Term** number to the definition.
8. Type a value in each of the **Percent** fields.
9. Click the **Save** button.

Add a Fill-in-the-Blanks(s) Question

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Fill in the Blank(s)** hyperlink.
3. Type a value in the **Points** field.
4. Type or paste the question in the **Question Text** field. (example: The _1_ will grade the _2_'s test.)
5. Click the **Add** hyperlink at the bottom of the **Input boxes** section to add additional input boxes.
6. Type a value as the **Score %** for each of the input boxes.
7. Click the **Add** hyperlink at the bottom of the section titled 'Enter answers for input box #1' to add an additional answer options if necessary.
8. Type or paste each of the allowed answers in an **Answer** field for input box #1.
9. Type a value as the **Score %** for each of the input box #1 answers.
10. Change the **Evaluate using** drop-down menus to the appropriate setting for each of the input box #1 answers.
11. Type or paste the allowed answer(s) in the **Answer** field for input box #2.
12. Type a value as the **Score %** for each of the input box #2 answers.
13. Change the **Evaluate using** drop-down menus to the appropriate setting for each of the input box #2 answers.
14. Click the **Save** button.

Add a Short Answer Question (Must be graded manually)

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Short answer** hyperlink.
3. Type a value in the **Points** field.
4. Type or paste the question in the **Question Text** field.
5. Type the answer in the **Correct Answer** field to provide the student with the correct answer at the time when other question feedback is displayed. (optional) Regardless of whether this field is used, the student responses must be manually graded.
6. Click the **Save** button.


Add an Off-line Item Question (Must be graded manually)

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Offline Item** hyperlink.
3. Type a value in the **Points** field.
4. Type or paste the instructions in the **Question Text** field. (example: To complete this question, download and complete the attached spreadsheet. Once complete, attach the completed spreadsheet to this question to submit it with the test.)
5. To attach a file, Click the **HTML Editor** hyperlink located below the **Question Text** field.
6. Highlight the words you want to serve as the link to the file and click the **Insert Content** Link icon.
7. On the **Associated** tab, click the **Browse** button.
8. Navigate to the file you want to link and click the **Open** button.
9. On the **Associated** tab, click the **Upload File** button.
10. Click the hyperlinked titled of the uploaded file.
11. Select the **Allow file uploads** checkbox.
12. Click the **Save** button.

Add an Essay Question (Must be graded manually)

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Essay** hyperlink.
3. Type a value in the **Points** field.
4. Type the question in the **Question Title** field
5. Click the **Save** button.

Using the Equation Editor Within an Essay Question

1. Click the **HTML Editor** hyperlink located below the **Question Text** field.
2. Type or paste the question in the **Question Text** field and click the return key on your keyboard. (example: Solve for the following and explain how you got your answer.)
3. Click the **Insert Equation**  icon in the **Question Text** field.
4. Click once anywhere in the equation editor to initialize the control, then click the first ▼ symbol (next to the square root sign) to expand the menu and select the square root symbol from the list.
5. Type a value within the square root symbol.
6. Click the **OK** button.

Add an Algorithmic Question

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Algorithmic** hyperlink.
3. Enter the question in the **Question Text** field. (example: What is the product of the following numbers? $\{a\} * \{b\}$)
4. In the variables field type, **{a}**, select **Continuous Range** and enter a **Min/Max** range of **0** and **12**, respectively. Enter the same settings for the next variable, **{b}**.
5. Enter **{x}** for the answer variable, and enter the formula **{a}*{b}** with no rounding.
6. Click the **Save** button.

Copy Questions from another Assessment

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Copy questions from an assessment** hyperlink.
3. Select an existing assessment (e.g. Lesson 1 Exam) from the **Choose Assessment** drop-down menu and click the **Go** button.
4. Select the questions you want to copy.
5. Click the **OK** button.

Add Questions Using Copy/Paste

1. Click the **Add Question** hyperlink (located on the Question Set toolbar).
2. Click the **Copy and Paste Questions** hyperlink.
3. Open the **Copy and Paste Questions Sample.doc** file located in the Create an Assessment folder within your training files.
4. In MS Word, select **Select All** from the Edit menu.
5. In MS Word, select **Copy** from Edit menu.
6. Return to ANGEL and highlight and remove the existing sample text in the Copy/Paste text area.
7. Right-click and choose Paste or use keyboard quick keys (Ctrl-V) to paste your questions into the Copy/Paste text area.
8. Type a value in the **Points** field under Default Settings.
9. Click the **OK** button.