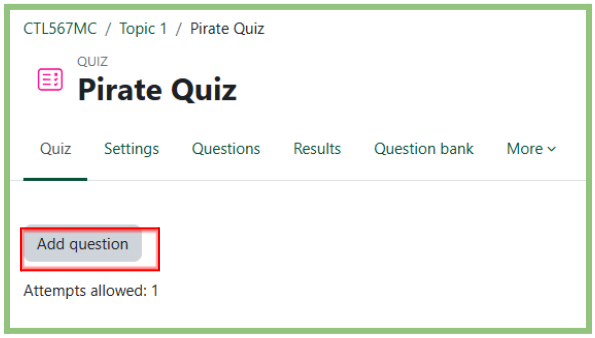
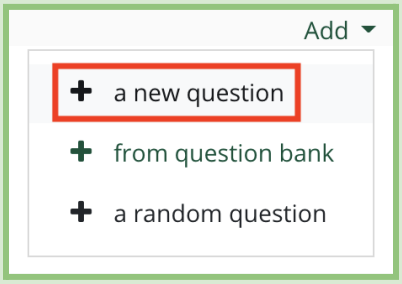
Creating Quiz Questions

This document will show you how to create the five most used question types on EduCat as well as two methods of adding quiz questions from a question bank.

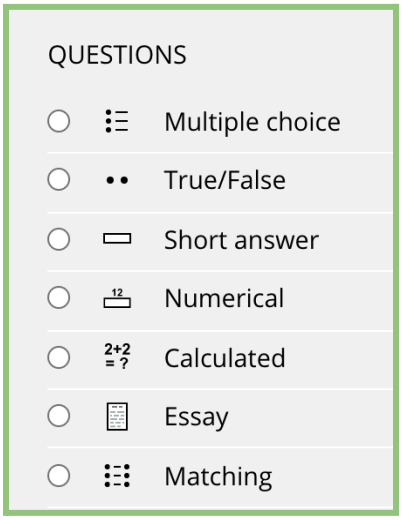
1. Begin by logging in to EduCat and turning **editing on** in your course
2. Scroll down to the section containing the Quiz to which you would like to **add the questions**, and click the title of the quiz.
3. On the **Quiz** tab, click the **Add question** button. If you have previously added questions to your quiz, and want to add more, you will need to select the **Questions** tab.



4. Click the **Add** dropdown menu on the right side of the screen, and choose **a new question**.

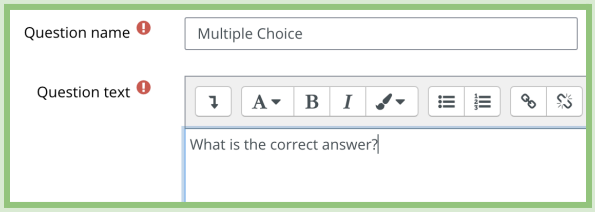


5. In the window that comes up, **choose** the type of question you would like to create, and click the **Add** button.

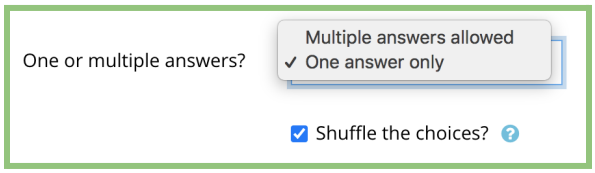


Multiple Choice

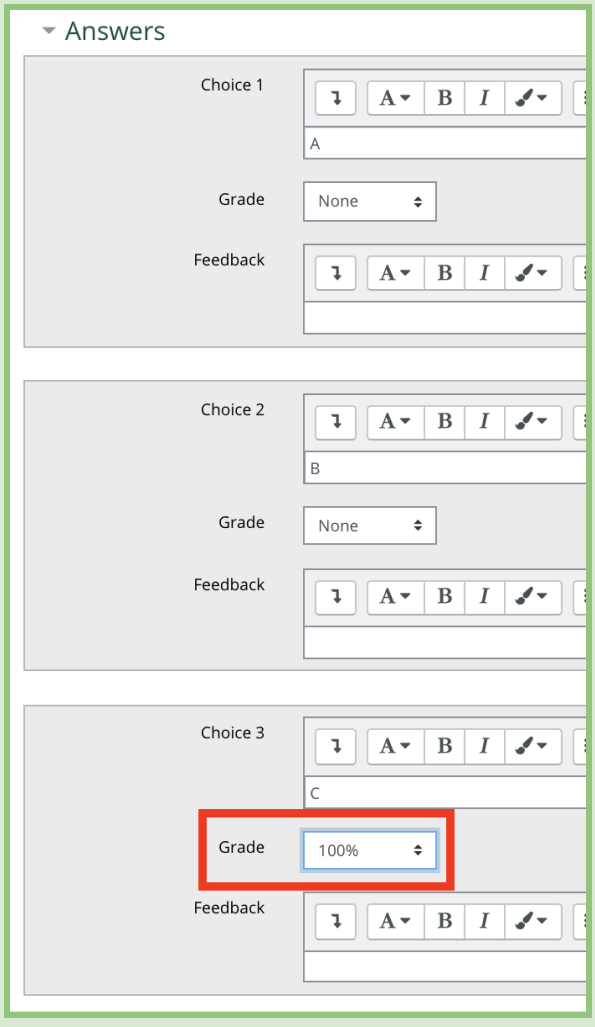
1. When creating a multiple choice question, first you must **add** a title and the question text



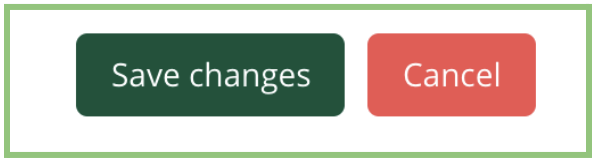
2. Choose one answer only or multiple answers (for a "select all that apply" question), and if you would like the choices shuffled.



3. **Add** the answers, and set at least one to be worth 100% (the correct answer). You can give partial credit for other answers if desired

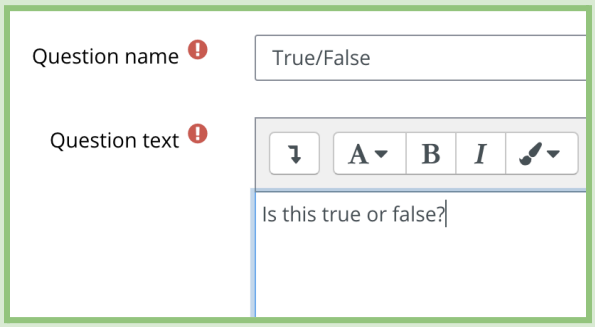


4. **Save Changes.**

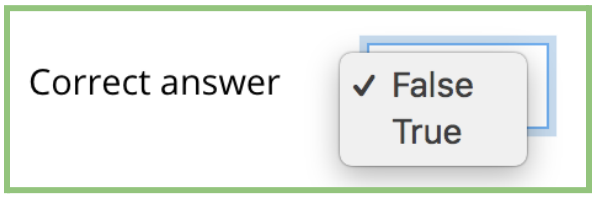


True/False

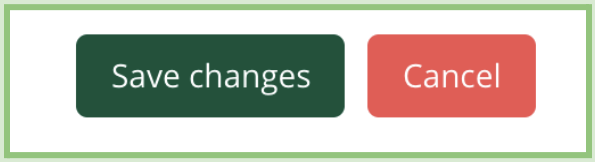
1. **Add** a question name and question text.



2. **Set** whether the correct answer is true or false.

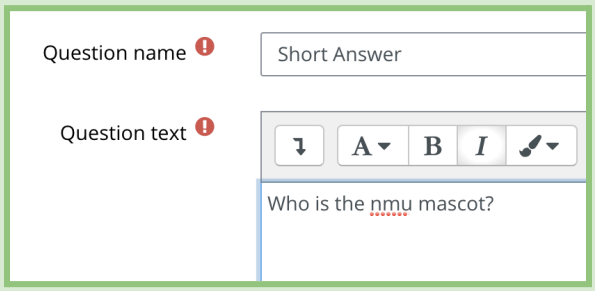


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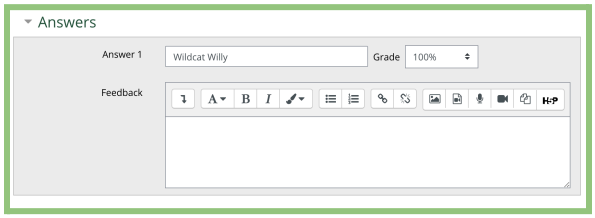


Short Answer

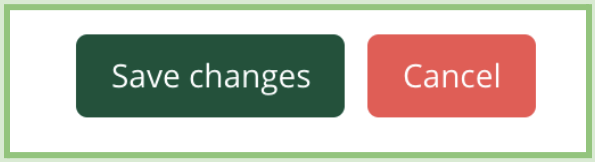
1. **Add** a question name and question text.



2. **Add** the correct answer, and change the grade for that answer to 100%. Use additional answer boxes for any acceptable alternative answers.

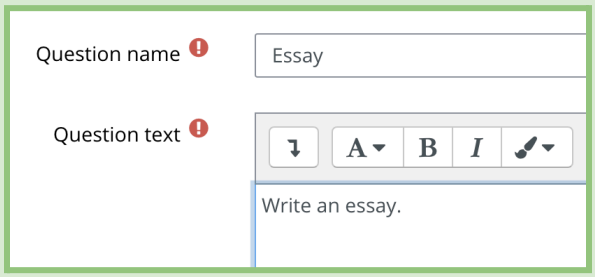


3. **Save changes.**

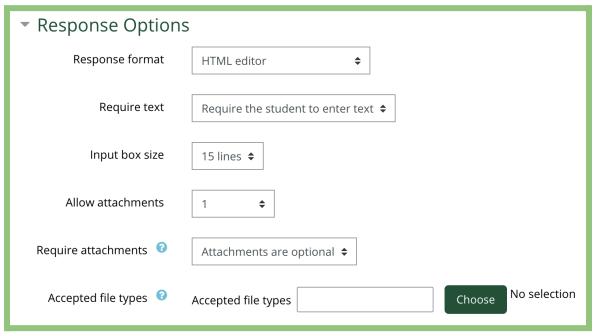


Essay

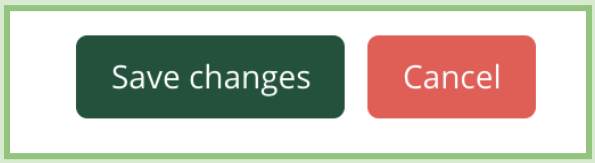
1. **Add** a question name and question text.



2. Under **response options**, set the format, if you want text required, how many lines of text you would like to allow students to attach documents, and how many documents they can attach, along with what type of documents.

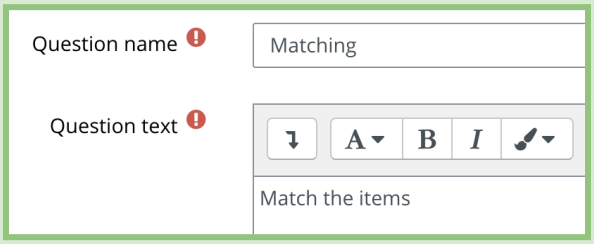


3. **Save changes**

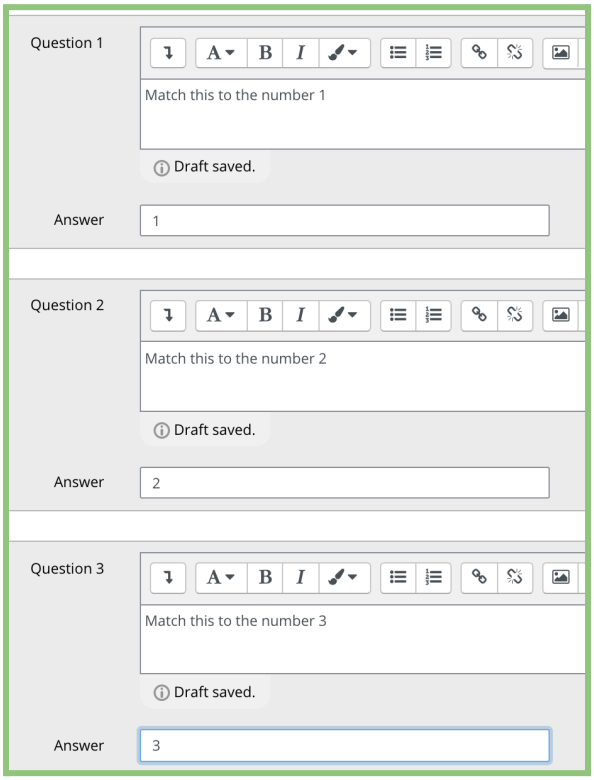


Matching

1. **Add** a question name and question text.



2. **Add questions** and their matches in the corresponding answer boxes. (**Note**: You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.) Answers will be shuffled when the question is previewed or displayed on a quiz attempt.

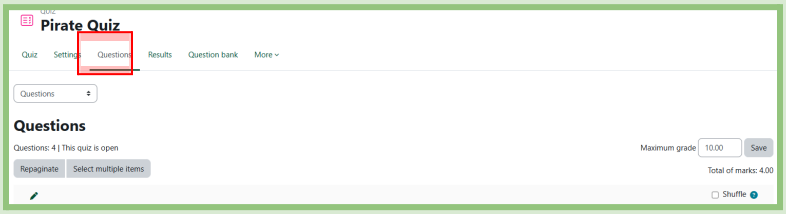


3. **Save changes.**

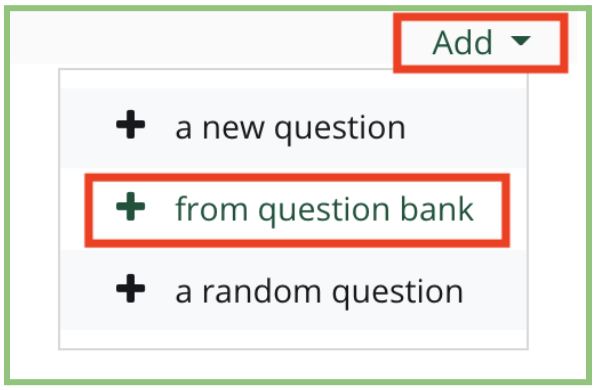


Adding Quiz Questions from Question Bank

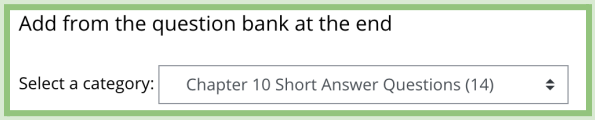
1. Go to your quiz, and select the **Questions** tab.



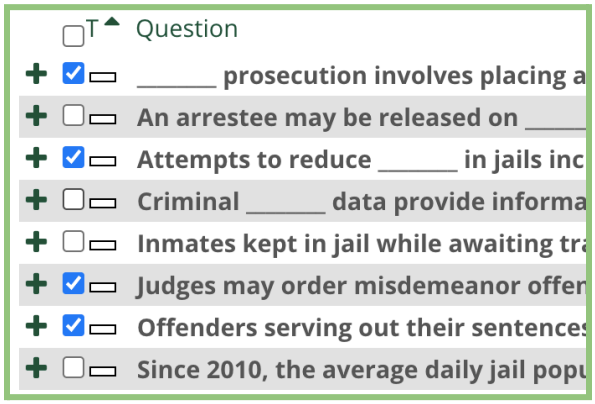
2. If you would like to add specific questions to the quiz, click the **Add** drop-down menu, and select **from question bank**.



3. Choose the **category** you would like to take questions from.



4. **Choose** what questions you would like from the category. You can do this by checking off the box to the left of the question. You can select all questions in the category by checking the box at the top of the left hand column.

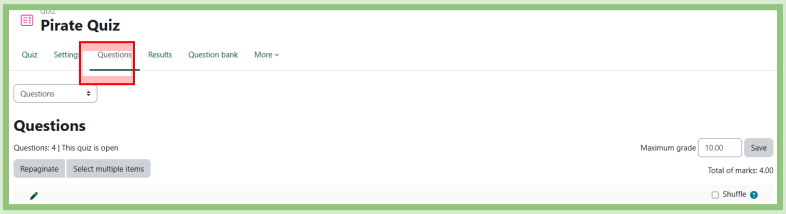


5. At the bottom, click on **Add selected questions to the quiz**.

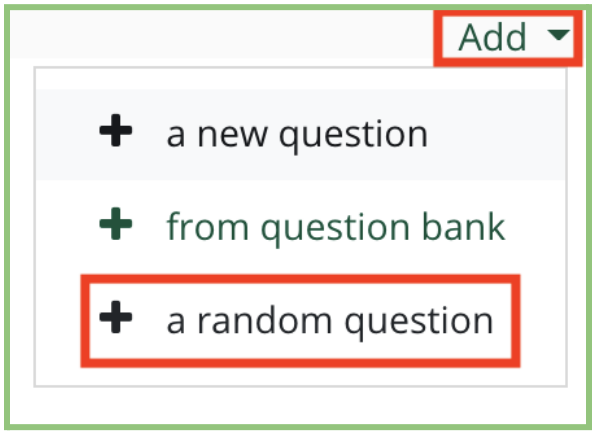


Adding Random Quiz Questions

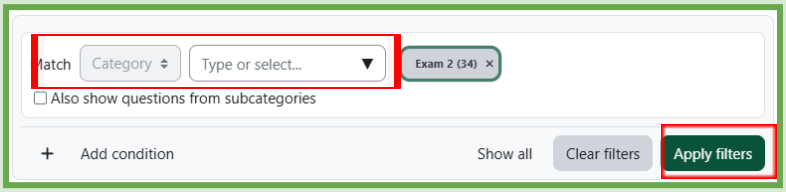
1. Go to your quiz, and select the **Questions** tab.



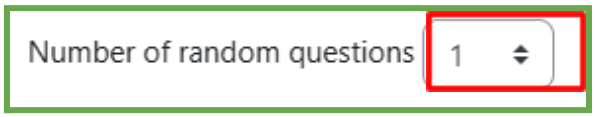
2. If you would like to add random questions to the quiz, click the **Add** drop-down menu, and select **a random question.**



3. Choose the **Category** you would like questions pulled from, then choose **Apply Filters.**



4. Scroll to the bottom of the questions that populate, then choose the **number of random questions.**



5. At the bottom, click on **Add random question**.

