Exam-Multiple Choice Questions

This type of question can be auto-graded. When the student takes the test or quiz, the score automatically appears in the Gradebook.

☐ Click the Author tab.
☐ Click the Week in the Navigation Tree where the quiz or test is located.
☐ Click the Exam into which the questions are to be added.
☐ The Exam window will display (see illustration below).

☐ In the Add list, select New Multiple Choice Question.
☐ Click the Add button on the right side of the window.
☐ The Add Multiple-Choice Question window will display (see illustration below).

☐ In the Question box, input the text for the question.
☐ In the Points box, specify the number of points for this question.
☐ In the Response box, input one of the possible answers for the question.
Input an **Explanation** for the answer, if desired.
- Scroll down the page to input additional answers and explanations for the question.
- Click the option button next to the box with the correct answer.
- Scroll down to the bottom of the window to input a **General Explanation** for the question (see illustration below).

Once the question and answers are complete, click the **Add** button. This button appears at the top and the bottom of the window.
- A question added successfully confirmation box will appear.

Click **OK** to return to the **Exam Content Item** window.