

eFundi Tutorial: Test & Quizzes

How do I create a multiple choice question



A multiple choice question in an assessment provides pre-written choices from which the student will select. You can restrict the correct answers to one selection, or require allow multiple selections (one or more) for a correct answer.

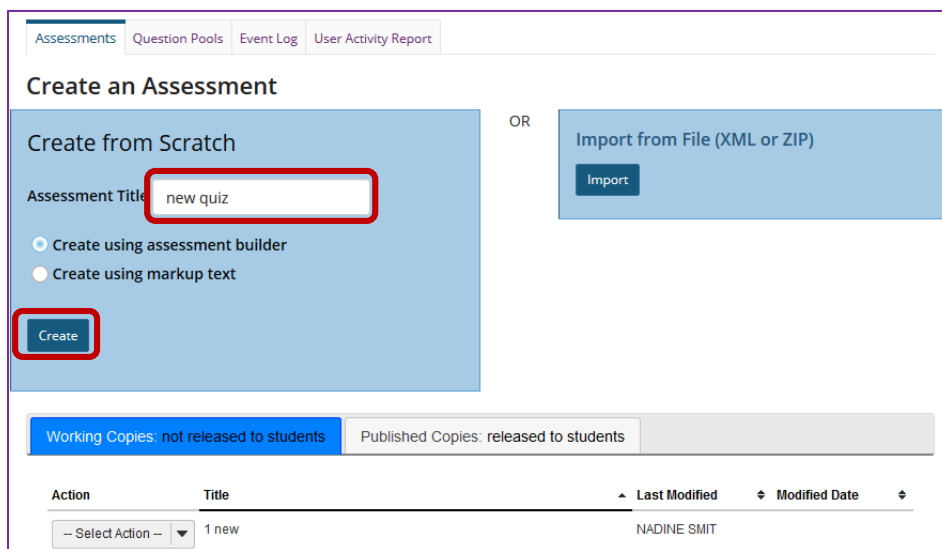
Step 1: Go to Tests & Quizzes

Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Step 2: Select an assessment

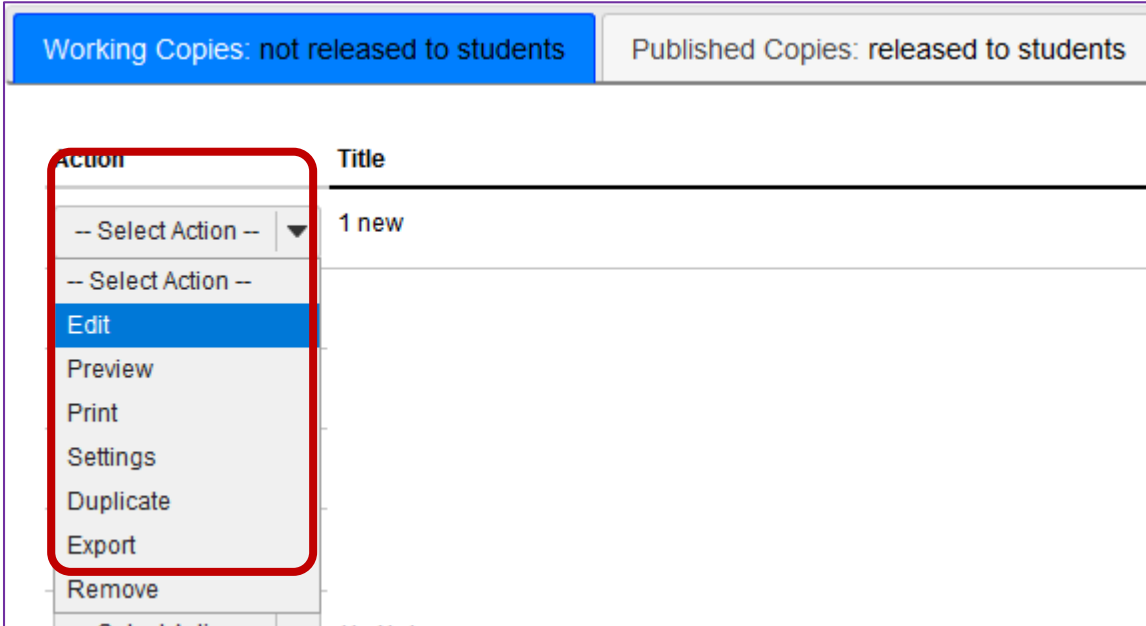
Questions may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment



For more information on creating new assessments, see [How do I create an assessment?](#)

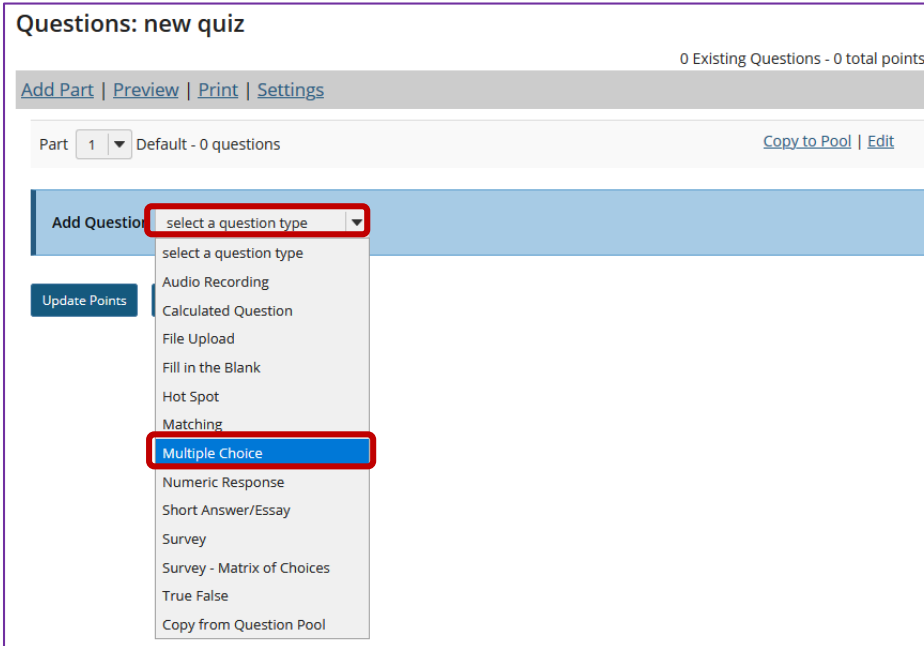
Or edit an existing assessment



Working Copies: not released to students | Published Copies: released to students

Action	Title
-- Select Action --	1 new
-- Select Action --	
Edit	
Preview	
Print	
Settings	
Duplicate	
Export	
Remove	

Step 3: From the Insert New Question drop-down menu, select Multiple Choice



Questions: new quiz | 0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 | Default - 0 questions | [Copy to Pool](#) | [Edit](#)

Add Question | select a question type

- select a question type
- Audio Recording
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice**
- Numeric Response
- Short Answer/Essay
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

[Update Points](#)

Step 4: Enter a point value

Answer Point Value

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Step 5: Display points?

Display Point Value while student is taking the exam	<input checked="" type="radio"/> Yes
	<input type="radio"/> No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Step 6: Choose the answer configuration

Answer (What's This?)
<input checked="" type="radio"/> Single Correct
Negative point value for incorrect answer selection
<input type="text" value="0.0"/>
<input type="radio"/> Multiple Correct, Single Selection
<input type="radio"/> Multiple Correct, Multiple Selection

Single correct

<input checked="" type="radio"/> Single Correct
Negative point value for incorrect answer selection
<input type="text" value="0.0"/>

A single correct answer grants all of the points to that selection. Selecting that configuration reveals a field for optional designation of negative points, incurred for any single incorrect selection.

Multiple Correct, Single Selection

Multiple Correct, Single Selection

Negative point value for incorrect answer selection

Question 1 Multiple Correct, Single Selection - 1.0 point [Remove](#) | [Edit](#)

Who wrote "The Mill on the Floss"

A. George Eliot

B. George Henry Lewes

C. Mary Ann Evans

D. Mary Shelley

Answer Key:A,C

A multiple correct, single selection answer grants all of the points to more than one single selection.

If more than one of the answer selections is correct, then each can be checked, and a student who checks either of those selections (via radio buttons) earns all of the points. An example is shown above.

Multiple Correct, Multiple Selection

Multiple Correct, Multiple Selection

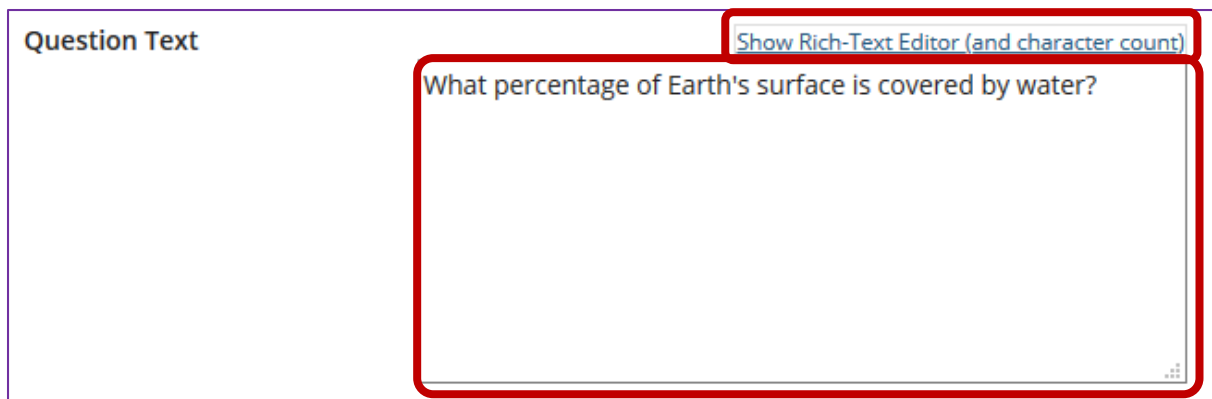
Right Less Wrong

All or Nothing

A multiple correct, multiple selection answer requires several selections and allows different policies for granting the points.

- The option **Right Less Wrong** means that the points possible will be reduced by each box checked wrongly, either affirmed for a selection that should not be included, or left empty for a selection that should be included in the correct answers.
- The option **All or Nothing** means that all points are granted for a fully correct answer only; any other combination of affirmed and empty check boxes earns no points.

Step 7: Add Question Text



Question Text

Show Rich-Text Editor (and character count)

What percentage of Earth's surface is covered by water?

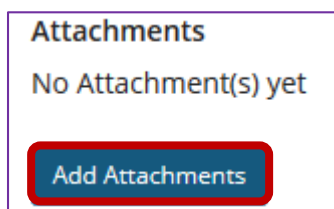
Type the question into the text box provided.

Note: You may also use the Rich Text Editor by clicking on the **Show All Rich-Text Editors** link.

For training in the use of the [Rich Text Editor](#) click on this link, or go to the eFundi Staff Training site on eFundi to access it there.

Step 8: Add attachment. (Optional)

Click **Add Attachments** to browse for and select a file attachment if desired.



Attachments

No Attachment(s) yet

Add Attachments

Most multiple choice questions do not contain file attachments; however, in some cases you may want to provide students with a file in order to answer the question. For example, you could attach an audio file, a reference document, or other resource.

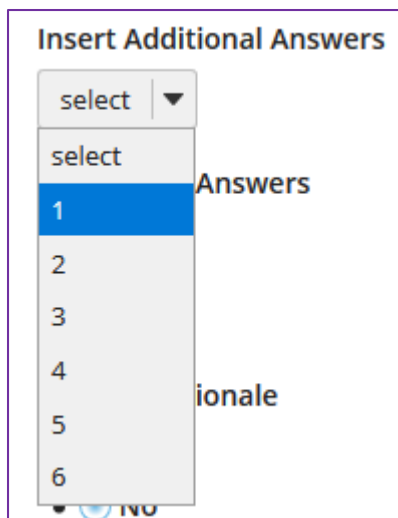
Step 9: Enter the question answers

1. Type the answers in the text boxes provided.
2. Indicate the correct answer by selecting the appropriate letter in the **Correct Answer** column.
3. **Tip:** To expand or shrink the text boxes, drag the corners

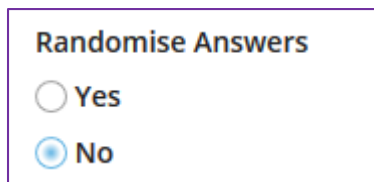
<p>1</p> <p>Correct Answer</p> <p><input checked="" type="checkbox"/> A</p> <p>Remove</p>	<p>2</p> <p>George Eliot</p> <p>3</p>
<p>Correct Answer</p> <p><input type="checkbox"/> B</p> <p>Remove</p>	<p>George Henry Lewes</p>
<p>Correct Answer</p> <p><input checked="" type="checkbox"/> C</p> <p>Remove</p>	<p>Mary Ann Evans</p>
<p>Correct Answer</p> <p><input type="checkbox"/> D</p> <p>Remove</p>	<p>Mary Shelley</p>
<p>Correct Answer</p> <p><input type="checkbox"/> E</p> <p>Remove</p>	<p>None of the above</p>

Insert Additional Answers

If the amount of possibilities automatically given (four) is not enough, add more by clicking the drop-down at **Insert Additional Answers**.



Step 10: Choose whether or not to randomize answers (for multiple choice)

A screenshot of a form element titled "Randomise Answers". It contains two radio button options: "Yes" and "No". The "No" option is selected, indicated by a blue dot inside the radio button.

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Step 11: Choose whether or not to require rationale

A screenshot of a form element titled "Require Rationale". It contains two radio button options: "Yes" and "No". The "No" option is selected, indicated by a blue dot inside the radio button.

The default setting is **No** for requiring rationale.

If you want students to write an explanation for why they chose a particular response, select **Yes**.

Step 12: Assign to part. (Optional)

Assign to Part	Part 1 - Default ▼
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If you have multiple parts in your assessment, you may assign the question to a different part.

Step 13: Assign to pool. (Optional)

Assign to Question Pool	Select a pool name (optional) ▼
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If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Note: You may also [add a question directly to a question pool](#).

To know what a question pool is visit the tutorial on [What is a Question Pool](#).

Step 14: Add answer feedback. (Optional)

Correct Answer (optional)	<div style="border: 1px solid #ccc; height: 150px;"></div>
Incorrect Answer (optional)	<div style="border: 1px solid #ccc; height: 150px;"></div>

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Step 15: Click Save



Once you have entered all of your question information, click **Save** to return to the edit assessment screen.