

## Topic: Overview of Edit Menu

The **Edit** menu allows questions to be added to the currently open file.

### Question Types

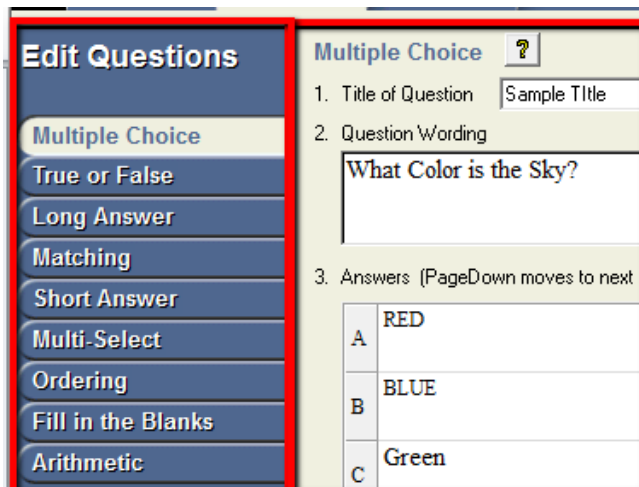
There are eight types of questions:

- Multiple Choice
- True or False
- Long Answer
- Matching
- Short Answer
- Multi-Select
- Ordering
- Fill in the Blanks

**To create a new question:**

Select the desired question type on the left side of the screen.

The entry template on the right side of the screen will change depending on the question type.



The screenshot shows the 'Edit Questions' interface. On the left, a vertical menu lists question types: Multiple Choice, True or False, Long Answer, Matching, Short Answer, Multi-Select, Ordering, Fill in the Blanks, and Arithmetic. 'Multiple Choice' is highlighted. On the right, the 'Multiple Choice' question type is selected, showing a question template. The template includes a title field with 'Sample Title', a question wording field with 'What Color is the Sky?', and an answers table with three rows: A RED, B BLUE, and C Green.

Multiple Choice ?	
1. Title of Question	Sample Title
2. Question Wording	What Color is the Sky?
3. Answers (PageDown moves to next)	
A	RED
B	BLUE
C	Green

## Common Features among All Question Types

- All question types require you to enter a **Title**. The title can be up to 64 characters. If you do not enter a title, Respondus will use the first 20 characters from the **Question Wording** for it.
- All question types have a **Question Wording** section. This is where the main body of the question is entered.
- All question types allow the entry of **feedback**. If feedback is enabled for an exam, students will see the feedback for the answers they selected after they submit their answers. To enter feedback for a question, select the **Enable Feedback** option on the left side of the screen. The form will then display fields, directly below each answer choice, where feedback can be entered. **General Feedback** can also be entered by clicking the **General Feedback** button and entering the desired information. (Note: If you deselect the **Enable Feedback** checkbox on the side of the screen, all feedback remains stored with the question. It simply does not display the feedback on the **Edit** screen until the option is reselected.)
- **Four buttons** appear at the bottom of all edit forms.
  1. The **Add to End of List** button adds the current question to the end of the **Question List** (located at the bottom of the screen).
  2. The **Insert Into List** button lets you insert the current question into the Question List at a specified location.
  3. The **Clear Form** button will erase all data that currently shows in the form.
  4. Finally, the **Preview** button opens a browser-like window that lets you view how the question will appear in the final exam. Feedback and scoring info is also shown in this window. The Preview button can be selected at any stage in the editing process.
- The **Question List** displays the title, question type, and question wording for each question in the file. By clicking on the **Title** of a question, a window containing the **properties** for the question is displayed. It is here that you can modify, delete, or move questions. These features are discussed in the section **Modifying, Rearranging, and Deleting Questions**.

3. Answers (PageDown moves to next answer)   Feedback

A	
<i>f</i>	
B	
<i>f</i>	

4. Select Correct Answer  5. Point Value

6.

## For More Information

Please contact the Office of Online & Extended Learning at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.