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# Editing a Fill In The Blanks Question

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Created On: January 17, 2023

## Job Aid Editing a Fill In The Blanks Question

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1. You can change the text for the heading, instructions (if any) and the question by editing the element on the Stage. For this activity we'll only change the question text.

Select the **question text element**.

a) \_\_\_\_\_, two, three, b) \_\_\_\_\_, four, five, c) \_\_\_\_\_, seven, eight, nine, ten.

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2. Select the **Edit (pencil) icon**.



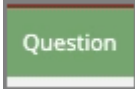
3. Select the **question text element** and we'll add text for this example.

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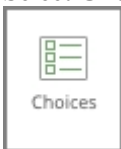
4. Select **outside of the element** to save the text changes.



5. To make changes to the other settings for the question, select the **Question tab**.



6. Select **Choices**.



7. The Edit Question Properties panel will open.

Select the **first Choice option** to edit it.

a)	One
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8. The Choice text will be shown in the text editing window.  
**Click in the editing window** and we'll change the text for this example.

A rectangular text editing window with a thin grey border. Inside, the word "One" is written in a blue, sans-serif font at the top left corner. The rest of the window is empty.

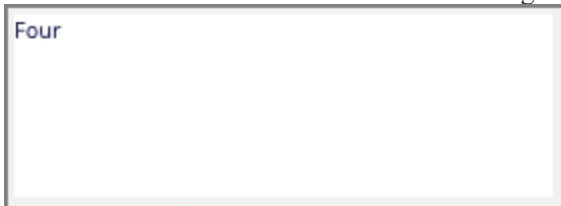
9. Select **Update**.

A rectangular button with a thin grey border and a light grey background. The word "Update" is centered in a small, dark grey, sans-serif font.

10. Select the second **Choice** to edit it.

A rectangular box with a thin grey border. It contains the text "b) Four" in a dark grey, sans-serif font. The box is divided into two sections by a vertical line, with "b)" on the left and "Four" on the right.

11. Click on the text edit window and we'll change the text for this example.

A rectangular text editing window with a thin grey border. Inside, the word "Four" is written in a blue, sans-serif font at the top left corner. The rest of the window is empty.

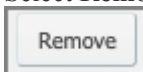
12. Select **Update**.

A rectangular button with a thin grey border and a light grey background. The word "Update" is centered in a small, dark grey, sans-serif font.

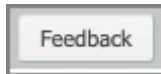
13. We've added all the choices we need for this question, so there are two choices we need to remove.  
**Select the next choice.**

A rectangular box with a thin grey border. It contains the text "c) Six" in a dark grey, sans-serif font. The box is divided into two sections by a vertical line, with "c)" on the left and "Six" on the right.

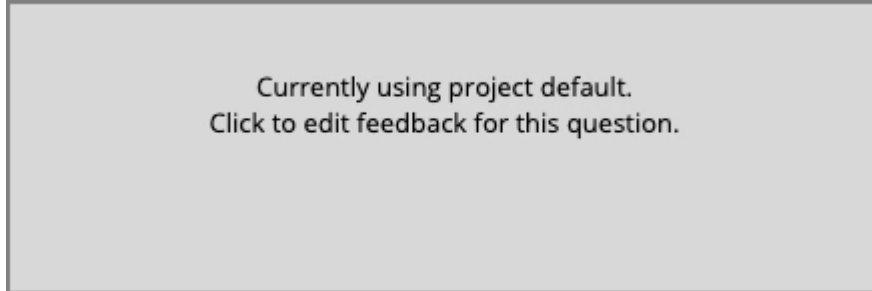
14. Select **Remove**.

A rectangular button with a thin grey border and a light grey background. The word "Remove" is centered in a small, dark grey, sans-serif font.

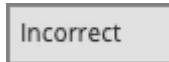
15. You can use the Add button below the Choice editing area to add more choices if needed. Select **Feedback**.



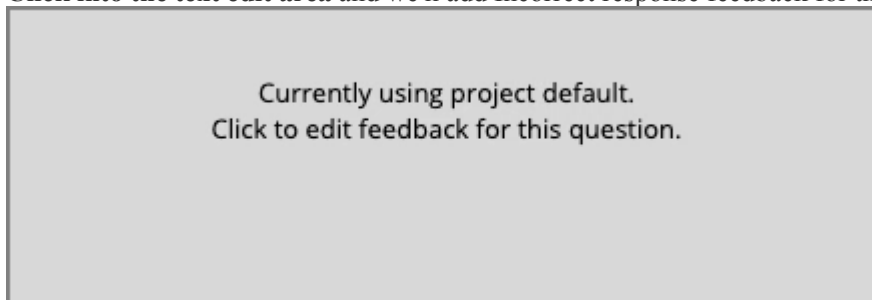
16. The Question Feedback panel opens. When you add a question, it is set to use the default feedback for the Project.  
**Click into the text edit area** and we'll add Correct response feedback for this question.



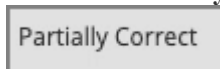
17. Select the **Incorrect Feedback** option



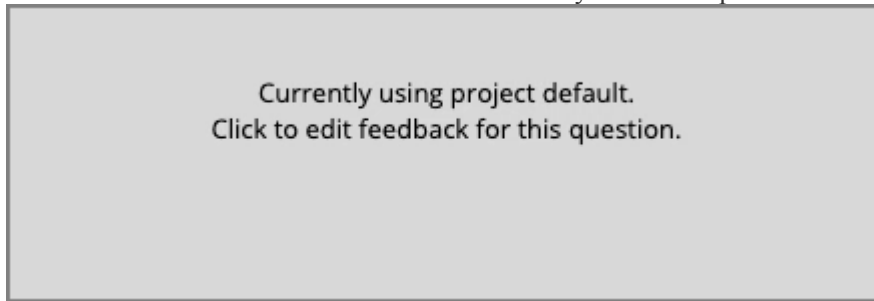
18. **Click into the text edit area** and we'll add Incorrect response feedback for this question.



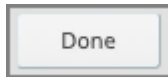
19. Select the **Partially Correct** feedback option.



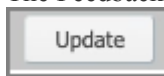
20. Click into the text edit area and we'll add Partially Correct response feedback for this question.



21. Select **Done**.



22. The Feedback panel will close. To complete your changes, you need to save them. Select **Update**.



23. The changes will be saved and the Properties panel will close.
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