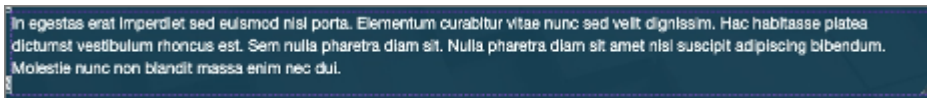

Edit a Multiple Choice Question

Created On: May 3, 2021

Job Aid Edit a Multiple Choice Question

1. You can change the text for the heading, instructions (if any) and the question by editing the element on the Stage.

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



2. Select the Pencil icon.



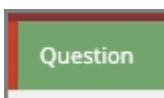
3. Select the question text element and we'll add text for this example.



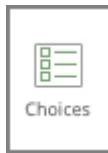
4. Select outside of the element to save the text changes.



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.



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.



9. This choice is currently set as correct, we'll leave that as-is.

Select the check box for **Randomize this choice**.



10. Select **Update**.



11. Select the second Choice to edit it.



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



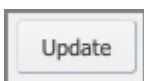
13. Select the check box for **Mark this choice as correct**.



14. Select the check box for **Randomize this choice**.



15. Select **Update**.



Job Aid Edit a Multiple Choice Question

16. Select the next Choice to edit it.

Wrong

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

Wrong

18. Select the check box for **Mark this choice as correct**

19. Select the check box for **Randomize this choice.**

20. Select **Update.**

Update

21. Select the next Choice to edit it.

Wrong

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



A rectangular text edit window with a thin border. The word "Wrong" is written in a simple font in the top-left corner. In the bottom-right corner, there is a small square icon containing a right-pointing arrow, which is a standard copy button symbol.

23. Select the check box for **Mark this choice as correct**.



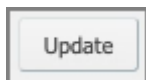
A small, empty square checkbox with a thin border, positioned to the left of the text in the previous step.

24. Select the check box for **Randomize this choice**.



A small, empty square checkbox with a thin border, positioned to the left of the text in the previous step.

25. Select **Update**.



A rectangular button with a thin border and a light gray background. The word "Update" is centered on the button in a simple font.

26. Select the next Choice to edit it.



A small rectangular text edit window with a thin border. The word "Wrong" is written in a simple font inside the window.

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



A rectangular text edit window with a thin border. The word "Wrong" is displayed in the top-left corner. In the bottom-right corner, there is a small square button with a right-pointing arrow inside.

28. Select the check box for **Mark this choice as correct**.



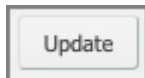
A small, empty square checkbox with a thin border.

29. Select the check box for **Randomize this choice**.



A small, empty square checkbox with a thin border.

30. Select **Update**.



A rectangular button with a thin border and the word "Update" centered inside.

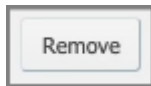
31. We've added all the choices we need for this question, so there's one choice we need to remove.

Select the next choice.



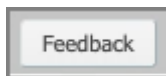
A rectangular text edit window with a thin border. The word "Wrong" is displayed inside.

32. Select **Remove**.



33. You can use the Add button below the Choice editing area to add more choices if needed.

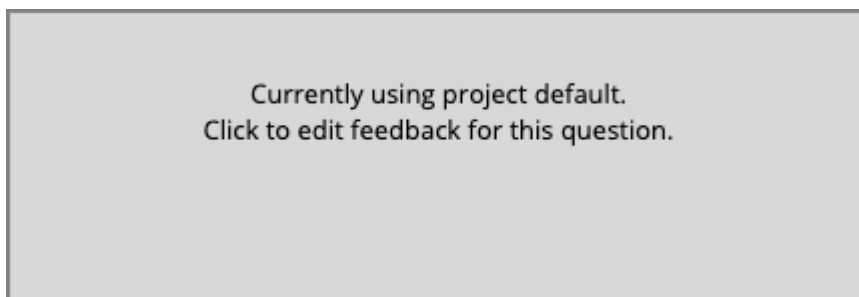
Select **Feedback**.



34. 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.



35. Select the **Incorrect** Feedback option.

Incorrect

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

Currently using project default.
Click to edit feedback for this question.

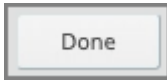
37. Select the **Partially Correct** feedback option.

Partially Correct

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

Currently using project default.
Click to edit feedback for this question.

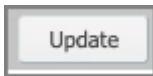
39. Select **Done**.



40. The Feedback panel will close.

To complete your changes, you need to save them.

Click on **Update**



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