
Edit a Matching Question

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Job Aid Edit a Matching Question

1. Select the + icon.



2. The Build Your Question modal opens.

Select the **Enter Opening** text field to add an Opening. For this example, we will add the text for you.

3. Select the Question Body text field to enter your question.

For this example, we will add the text for you.

4. By default, there are two text categories. If you require an Image instead of text, you can remove the text from the modal and the image icon becomes available.

For this example, we will use text for the categories.

Select **Category 1** to change the text for your first category.

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5. The text modal window opens.

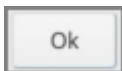
Select the Category 1 text entry field to enter your first category.

For this example, we will add the text for you.



A screenshot of a text modal window. The window has a thin black border and contains the text "Category 1" in the top-left corner. The rest of the window is empty.

6. Select the OK button.



7. Select **Category 2** to change the text for your second category.

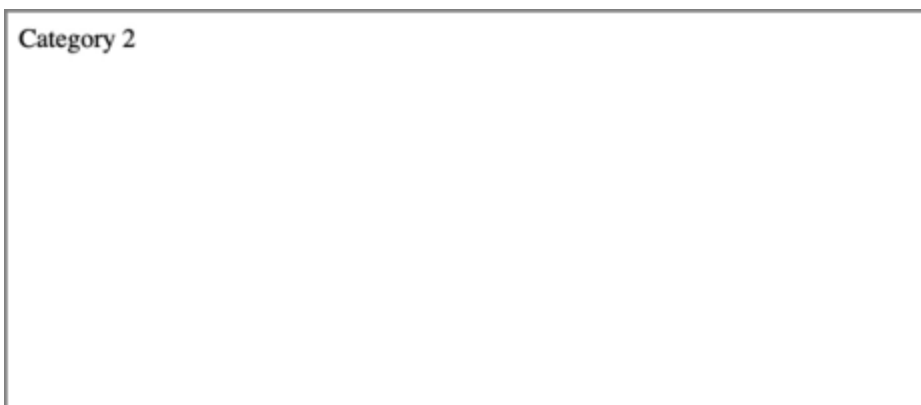


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8. The text modal window opens.

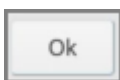
Select the Category 2 text entry field to enter your second category.

For this example, we will add the text for you.



A rectangular text entry field with a thin black border. The text "Category 2" is positioned in the top-left corner of the field.

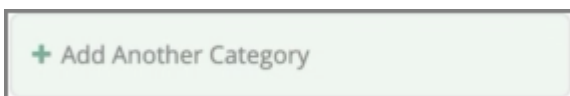
9. Select the OK button.



10. By default, there are two categories. If you need to add another category, select **Add Another Category**. If you need to remove a category, click the X button beside the category.

For this example, we will add another category as a Distractor.

Select **Add Another Category**.



11. Select the text icon Aa to add the Distractor Category.



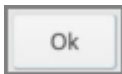
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12. Select the text entry field to enter your Distractor Category.

For this example, we will add the text for you.

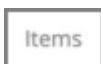


13. Select the OK button.

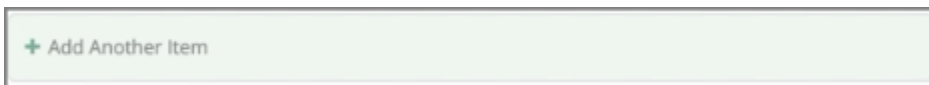


14. Select the check box beside **Distractor**.

15. Select the **Items** tab.



16. Select **Add Another Item** to add your first item.



17. Select the text icon Aa to add the item.



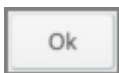
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18. Select the text entry field to enter your Item.

For this example, we will add the text for you.



19. Select the OK button.

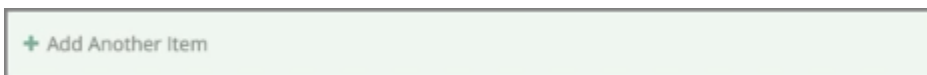


20. Select the check box beside the correct category.

For this example, Marrow is the correct category.



21. Select Add Another Item to add your second item.



22. Select the text icon Aa to add the item.



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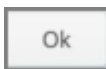
23. The text modal window opens.

Select the text entry field to enter your second item.

For this example, we will add the text for you.



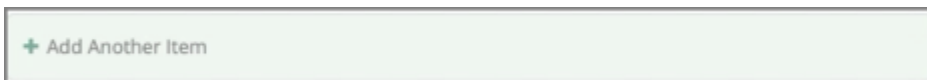
24. Select the OK button.



25. Select the check box beside the correct category.

For this example, Root is the correct category.

26. Select **Add Another Item** to add your third item.



27. Select the text icon Aa to add the item.



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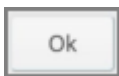
28. The text modal window opens.

Select the text entry field to enter your third item.

For this example, we will add the text for you.



29. Select the OK button.



30. Select the check box beside the correct category.

For this example, Marrow is the correct category.

31. Select the **Feedback** tab.

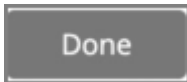


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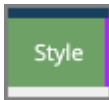
32. If you'd prefer to input custom feedback for your question, deselect Use Project Feedback and input your own text into the Correct and Incorrect fields.

For this example we will use the Project Default Feedback.

Select the **Done** button.



33. Select the green Style tab.



34. From here you can change the color of the question.

For this example, select yellow.



35. Steps complete.
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