Creating a Fill in the Blank Question

1. Click **Content**
2. Select **Manage Content**
3. Click **New Question**
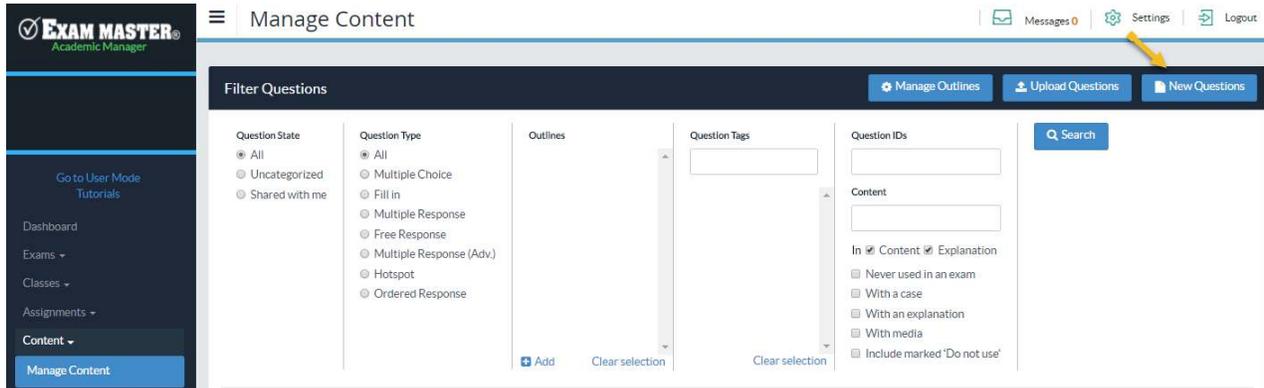
4. Select **Question type**

5. Select the **Outline** to which the question will be associated
6. Add a **Case** (optional) and **Question Stem**
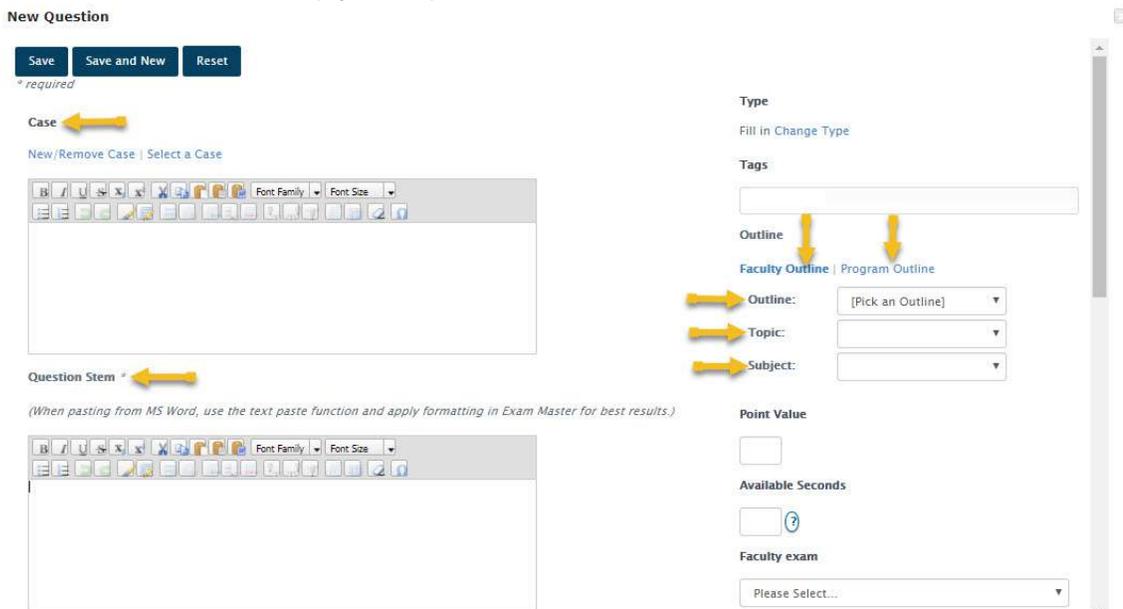
*Fill in answer response items must have all acceptable options written and be comma separated. The grader is not case sensitive but will recognize all spacing. If spacing will be included in the acceptable answer response items, this must be communicated to the examinee (this can be included in the question or added to the case).

*The **question hovers** provide additional assistance.

7. Reduce the number of answer choices by selecting the ⊗ next to a text window
8. Increase the number of answer choices by selecting **Add Response Item**

Question Stem *

(When pasting from MS Word, use the text paste function and apply formatting in Exam Master for best results.)

B I U S X X X G F F F Font Family ▾ Font Size ▾
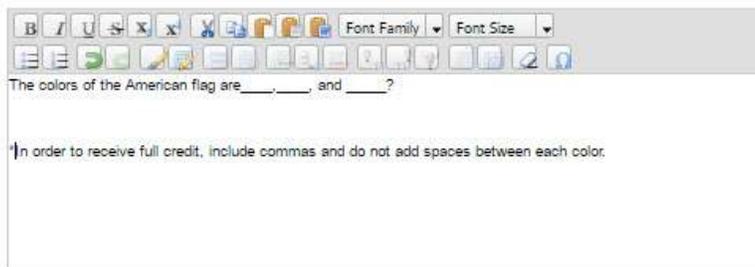
The colors of the American flag are____,____, and ____?

*In order to receive full credit, include commas and do not add spaces between each color.

Acceptable Responses *(?) ⬅

Red,white,blue ⬅   ⊗

white,blue,red   ⊗

white,red,blue   ⊗

red,blue,white   ⊗

blue,white,red   ⊗

blue,red,white   ⊗

Add Response Item ⬅

9. Add an **Explanation** and **References** (both features are optional)
10. Click **Save** to save the question and remain on the page

11. Click **Save and New** to save the question and add another (outline choices and question type will remain the same unless changed)

*__Reset__ clears all fields

Acceptable Responses *?

Add Response Item

Explanation

References

Add Media

Save   Save and New   Reset