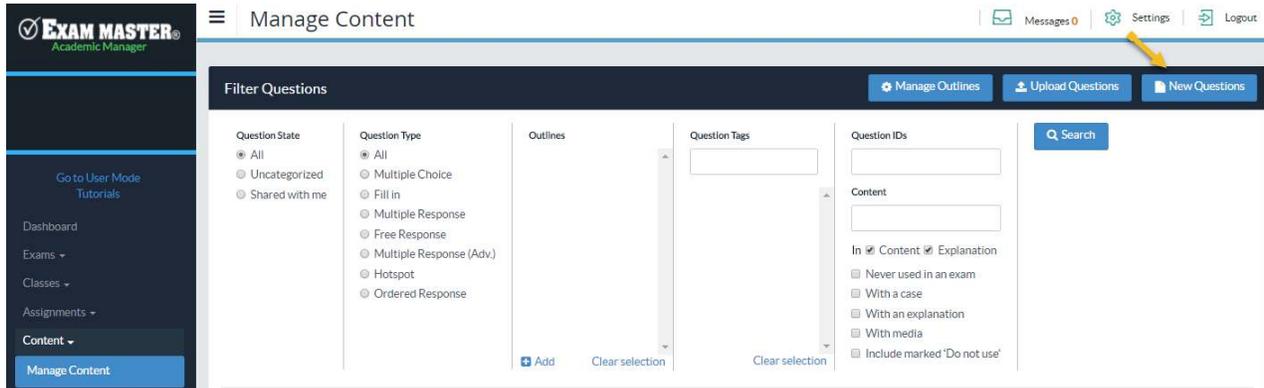


Creating a Fill in the Blank Question

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

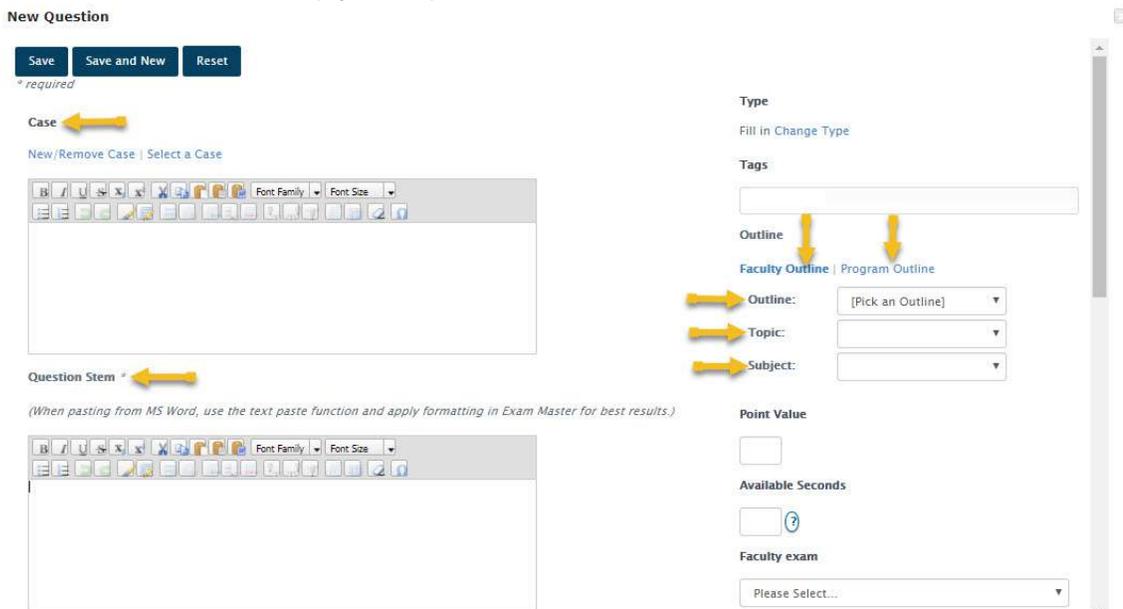


4. Select **Question type**

Choose the type of question you want to create. ×



5. Select the **Outline** to which the question will be associated
6. Add a **Case** (optional) and **Question Stem**



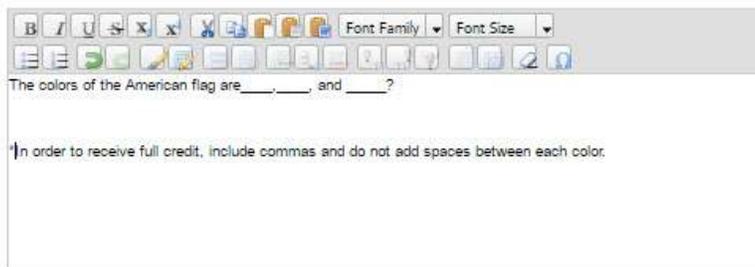
*Fill in answer response items must have all acceptable options written and be comma separated. The grader is not case sensitive but will recognize all spacing. If spacing will be included in the acceptable answer response items, this must be communicated to the examinee (this can be included in the 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.)



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

The screenshot shows a question editor interface with several sections and controls:

- Acceptable Responses**: A label with a help icon (?) and a yellow arrow pointing to it. Below it are two empty text input fields, each with a yellow arrow pointing to a close (X) button on its right side.
- Add Response Item**: A blue text link with a yellow arrow pointing to it.
- Explanation**: A label with a yellow arrow pointing to it. Below it is a rich text editor with a toolbar (including Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo) and a large empty text area.
- References**: A label with a yellow arrow pointing to it. Below it is another rich text editor with the same toolbar and a large empty text area.
- Add Media**: A blue button with a yellow arrow pointing to it.
- Save**, **Save and New**, and **Reset**: Three blue buttons at the bottom, each with a yellow arrow pointing to it.