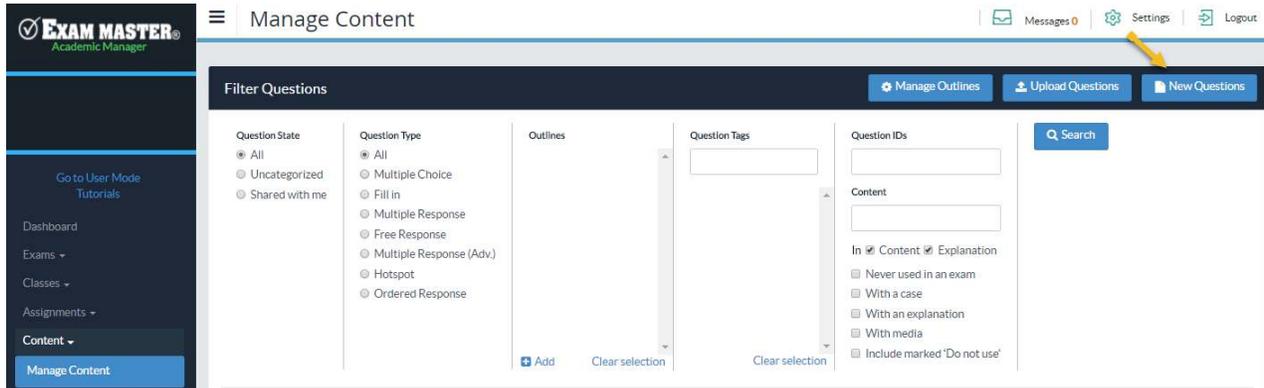


Creating a Hotspot Question

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

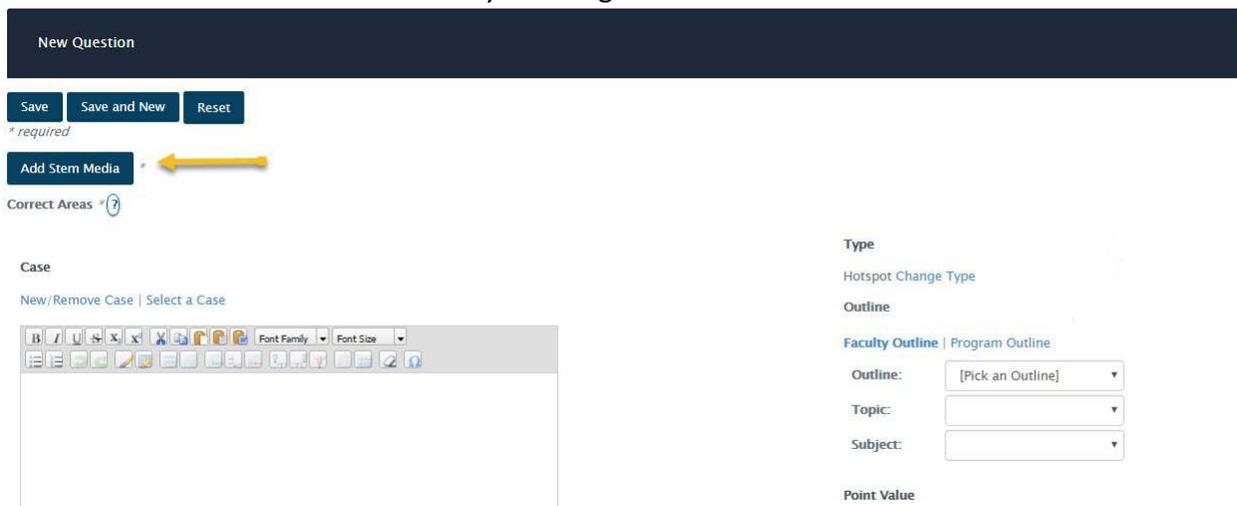


4. Select Question type

Choose the type of question you want to create. ×

- Multiple Choice
- Fill In
- Multiple Response
- Free Response
- Adv. Multiple Response
- Hotspot
- Ordered Response

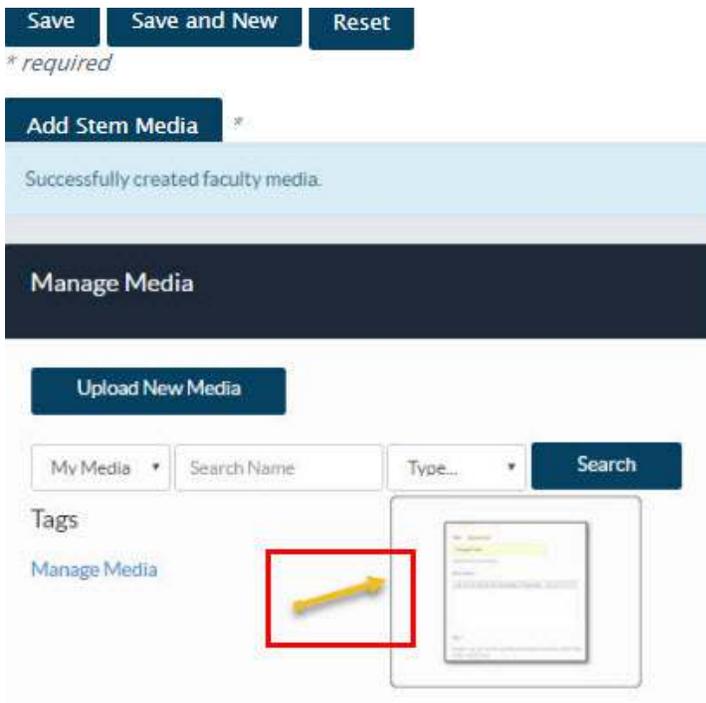
5. Click **Add Media Stem** to add your image



6. Select an Image



7. Click the “x” in the top right of the new window to show the previous screen



Correct Areas * (?)

168, 267
265, 331
Remove

8. Drag your cursor over the part(s) of the image you want labeled as the correct answer
*the first area will have a red box around it with the dimensions listed below. Remove the highlighted area by clicking **Remove**. Additional areas will be depicted by different colors.

9. Select the **Outline** to which the question will be associated

New Question

Case ←

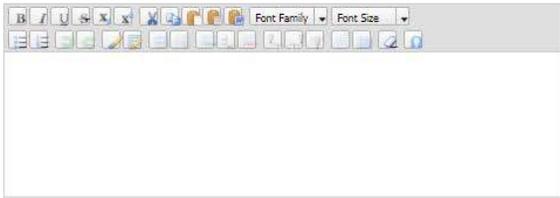
New/Remove Case | Select a Case



A rich text editor interface for the 'Case' field, featuring a toolbar with various text formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, undo, redo) and a large text area below it.

Question Stem ←

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



A rich text editor interface for the 'Question Stem' field, identical in structure to the 'Case' field, with a toolbar and a large text area.

Type

Hotspot Change Type

Tags

Outline ↓

Faculty Outline | Program Outline

Outline: [Pick an Outline] ↓

Topic: ↓

Subject: ↓

Point Value

1

Available Seconds

?

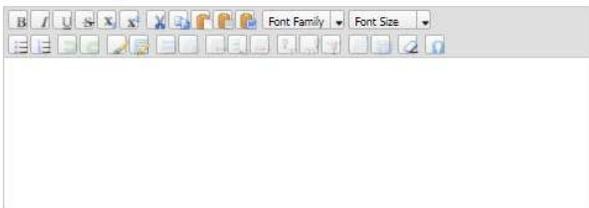
Faculty exam

Please Select... ↓

10. Add a **Case**, **Question Stem**, **Explanation**, and **References** (only Case, Explanation, and References are optional)
11. Click **Save** to save the question and remain on the page
12. Click **Save and New** to save the question and add another

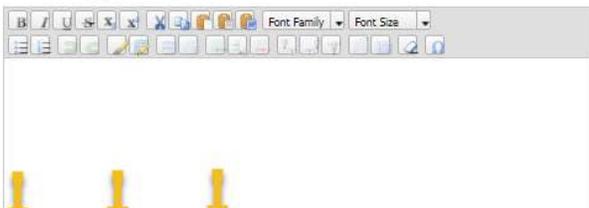
*Clicking **Reset** will clear all fields.

Explanation ←



A rich text editor interface for the 'Explanation' field, with a toolbar and a large text area.

References ←



A rich text editor interface for the 'References' field, with a toolbar and a large text area.

↓

↓

↓

Save

Save and New

Reset

Meta-Data (Not visible to examinee)

Notes



A large text area for entering notes, with a small icon in the bottom right corner.

Course Name



A single-line text input field for the course name.

Key Words



A single-line text input field for key words.

Discipline



A single-line text input field for the discipline.

Author (meta)



A single-line text input field for the author (meta).