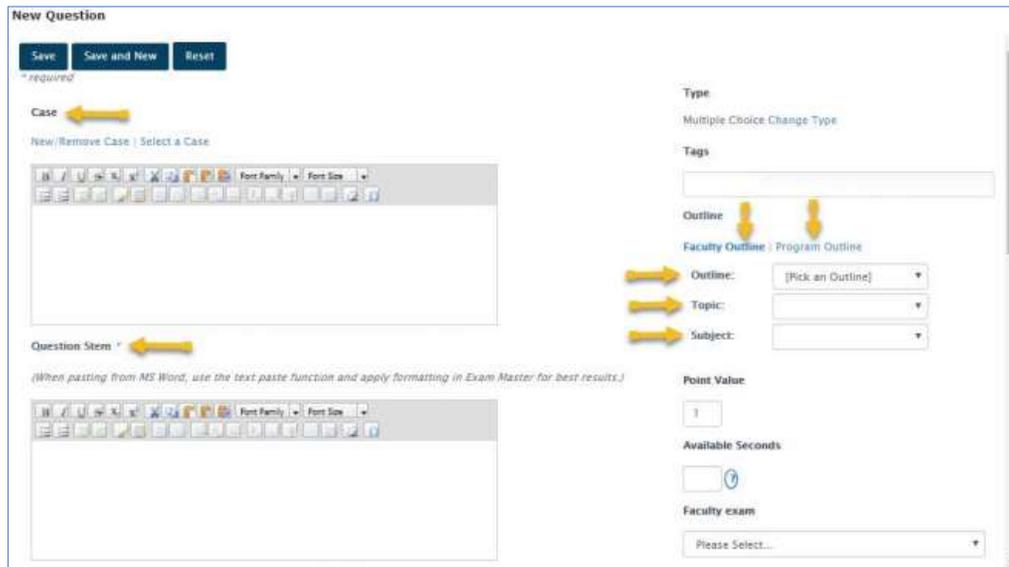# Creating a Multiple Choice Question

1. Click **Content**

2. Select **Manage Content**

3. Click **New Question**

4. Select **Question Type – Multiple Choice**

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

6. Add a **Case** (optional) and a **Question Stem**

    a. <u>Important</u>: If pasting, remove formatting first by pasting text into a format stripper like Notepad

7. Type or paste answer choices in each text window

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    b. Indicate correct answers by checking the **Correct** box to the left of the answer choice

8. Reduce the number of answer choices by selecting **Remove** next to a text window

9. Increase the number of answer choices by selecting **Add Answer**

10. Add an **Explanation** and **References** (both features 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 (Outline choices and question type will remain the same unless changed)

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