## **Creating a Multiple Choice Question**

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

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4. Select Question Type – Multiple Choice

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- 5. Select the **Outline** to which the question will be associated
- 6. Add a Case (optional) and a Question Stem
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- 7. Type or paste answer choices in each text window
  - a. Important: If pasting, remove formatting first by pasting text into a format stripper like Notepad
  - 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

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- 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

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