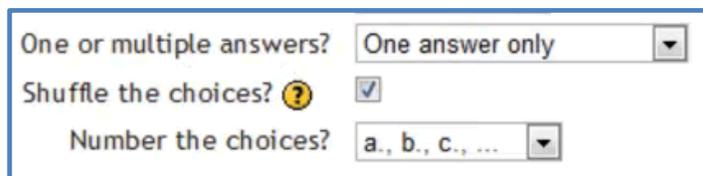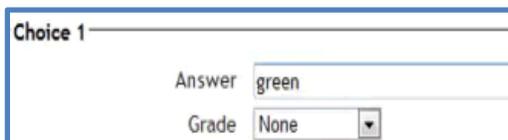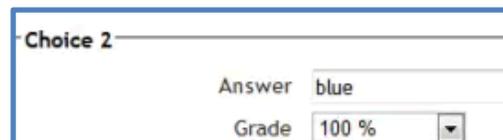## CREATING MULTIPLE CHOICE QUESTIONS

The steps to create a Multiple Choice question in Moodle are as follows:

1. Go to the **Settings** block and under **Course Administration** click the little arrow next to **Question Bank.** Click on **Questions** (*see the image at the right*).

2. At the next screen, select the quiz category from the dropdown box, then click the **Create a new question . . .** button.

3. Select the question type from the pop-up window. In this instance, select the Multiple Choice option, then click **Next.**

4. When the "Adding a Multiple Choice Question" window appears, verify that you are in the correct quiz category (*in the example below, mine is set to Chapter 1*). Enter a brief **Question Name** and also the **Question Text,** which will be the question or statement that the students see when taking the quiz.

5. Under the General Feedback box there are some options specific to Multiple Choice style questions. You must indicate you choice for the options "**One or multiple answers**" and "**Shuffle the choices.**" For the first box, you must indicate if there is only one correct choice or if there are multiple correct answers. In the **Shuffle the Choices?** box, checking the box will create a random order for the "A, B, C, D" options for each student. Leaving it unchecked will show the answers in the order you type them. **NOTE**: If your choices include options such as "All the above" or "Only B and C" then you do NOT want to check this box. Last, you can specify how you want the choices listed (capital A, B, C -- lowercase a, b, c, -- and so on).

6. For each choice you will enter information in the **Answer** box and select the **Grade** students will receive if that choice is selected. In the images below, Choice #1 is an incorrect answer so the grade is **None**. Since Choice #2 is the one and only correct answer, the grade box represents **100%.**

7. There are feedback boxes for each choice as well as a general feedback box. These boxes are optional if you wish to have a comment displayed after a selection is made during the quiz