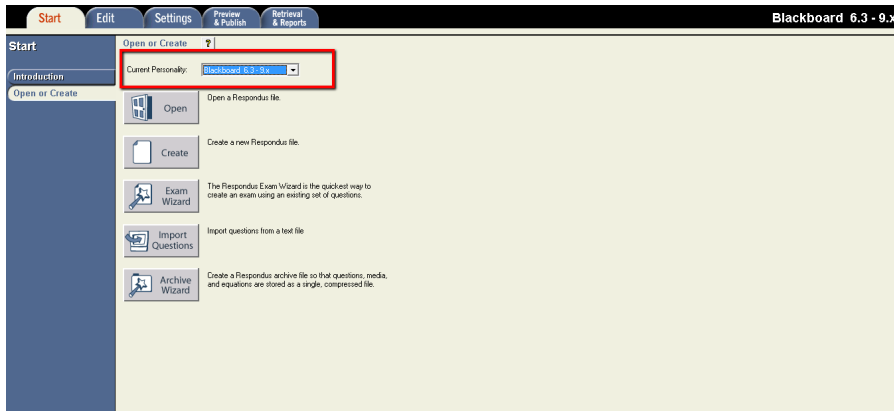
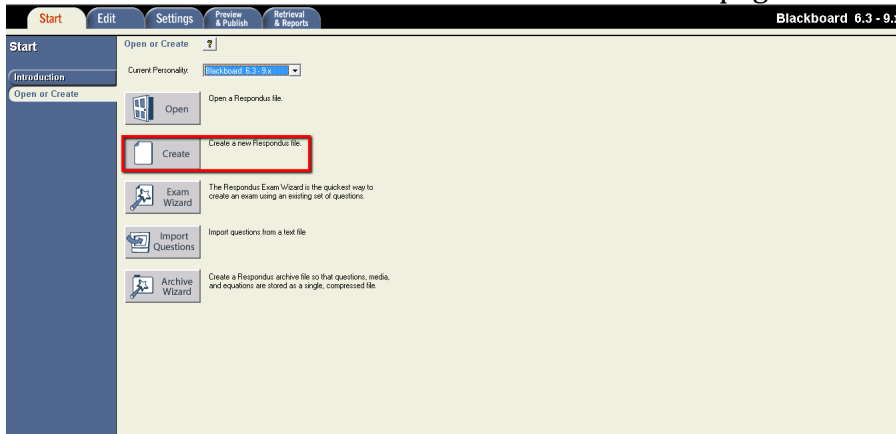


1. Before creating or formatting questions, be sure to select Blackboard 6.3 – 9.x from the 'Current Personality' dropdown menu

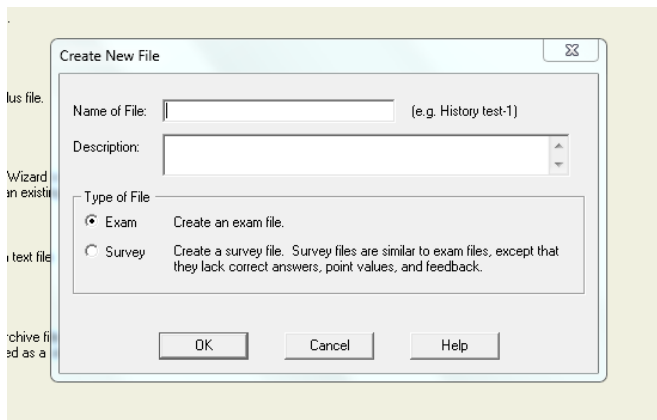


2. Then select the 'Create' icon in the center of the page



3. A pop-up will appear that will ask for you to name the file and a brief description. You will also need to select whether the new file will be an Exam or a Survey.

**\*\*Exam is the default response for this. \*\***



4. Along the left side of the screen are the different types of questions you can create. Each question has its own unique inputs, depending on the question type. There are additional question types; those can be viewed by clicking on the 'More' arrow.

*This example will walk you through the 'Multiple Choice' question type.*

The screenshot shows the 'Edit Questions' interface. At the top, there are navigation buttons: 'Start', 'Edit' (highlighted in red), 'Settings', 'Preview & Publish', and 'Retrieval & Reports'. Below these is a sidebar with question types: 'Multiple Choice' (selected), 'True and False', 'Essay / Short Answer', 'Matching', 'Ordering', 'Fill in the Blank', 'Multiple Answers', and 'Calculated'. A 'More >' button is at the bottom of the sidebar. A 'Copy from Another File' button is also present. The main area contains form fields: '1. Title of Question' (text input), '2. Question Wording' (text input with a 'Rich Text' checkbox), '3. Answers' (a table with columns 'Q' and 'R', and rows 'S' and 'T'), '4. Select Correct Answer' (dropdown menu with 'H' selected), '5. Point Value' (input field with '1.00'), and '6.' (a row of buttons: 'Add to End of List', 'Insert into List', and 'Clear Form').

5. Click on the 'Multiple Choice' option, if it isn't already selected.

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Multiple Choice' option in the left sidebar. The rest of the interface, including the navigation buttons, form fields, and question type options, remains the same.

6. Enter a title for the question you would like to create.

The screenshot shows the 'Edit Questions' interface. At the top, there are navigation buttons: 'Start', 'Edit' (highlighted in red), 'Settings', 'Preview & Publish', and 'Retrieval & Reports'. On the left side, there is a sidebar with question type options: 'Multiple Choice', 'True and False', 'Essay / Short Answer', 'Matching', 'Ordering', 'Fill in the Blank', 'Multiple Answers', and 'Calculated'. Below these is a 'More >' button and a 'Copy from Another File' button. The main content area is divided into sections: '1. Title of Question' (a text input field highlighted with a red box), '2. Question Wording' (a large text area), '3. Answers (PageDown moves to next answer)' (a section with a 'General Feedback' checkbox and a table with columns 'Q', 'R', 'S', and 'T'), '4. Select Correct Answer' (a dropdown menu with 'H' selected), '5. Point Value' (a text input field with '1.00'), and '6.' (a row of buttons: 'Add to End of List', 'Insert into List', and 'Clear Form').

7. Enter in the wording for the question that you would like to create.

The screenshot shows the 'Edit Questions' interface, similar to the previous one. The 'Question Wording' field is now highlighted with a red box. The 'Title of Question' field is empty. The 'Randomize answers' checkbox is checked. The 'Select Correct Answer' dropdown is still set to 'H'. The 'Point Value' is still '1.00'. The 'Add to End of List', 'Insert into List', and 'Clear Form' buttons are present. A 'Preview' button with a magnifying glass icon is now visible in the bottom right corner.

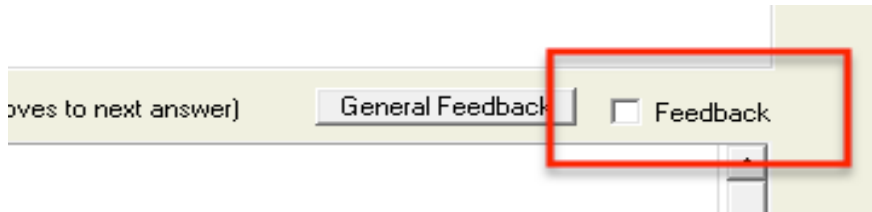
8. At this point you can also decide if you would like to answers to the question to be randomized each time the question is accessed. Respondus will simply move the answers around to ensure that answers.

The screenshot shows the 'Edit Questions' interface. At the top, there are navigation tabs: 'Start', 'Edit' (highlighted), 'Settings', 'Preview & Publish', and 'Retrieval & Reports'. On the left side, there is a sidebar with question type options: 'Multiple Choice' (selected), 'True and False', 'Essay / Short Answer', 'Matching', 'Ordering', 'Fill in the Blank', 'Multiple Answers', and 'Calculated'. Below these is a 'More >' button and a 'Copy from Another File' button. The main area contains the following fields:  
1. Title of Question: [Text input field]  
2. Question Wording: [Text input field] with a checkbox for 'Randomize answers' highlighted in red.  
3. Answers (PageDown moves to next answer): [List of answer input fields labeled Q, R, S, T] with 'General Feedback' and 'Feedback' checkboxes.  
4. Select Correct Answer: [Dropdown menu]  
5. Point Value: [Text input field with value 1.00]  
6. Action buttons: 'Add to End of List', 'Insert into List', 'Clear Form', and 'Preview'.

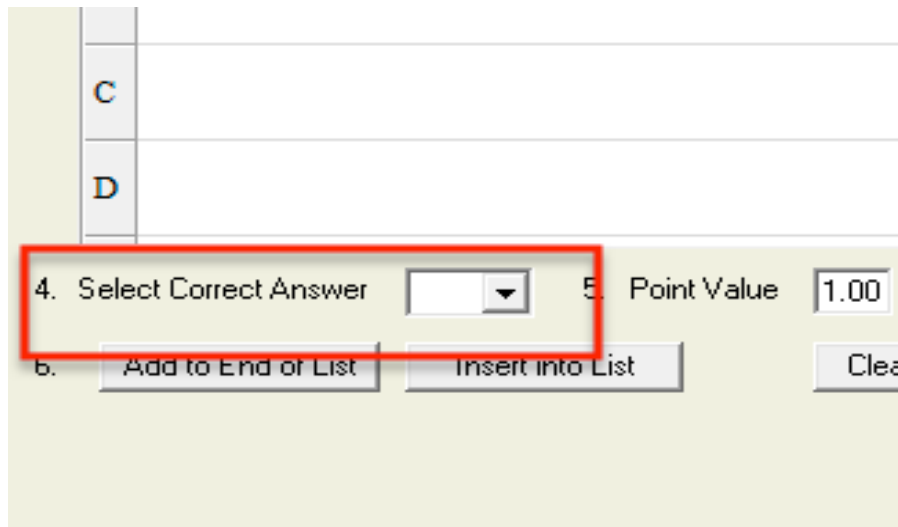
9. Enter in the Answers you would like to be available to the students. More than four responses are available.

This screenshot is identical to the one above, showing the 'Edit Questions' interface. The 'Randomize answers' checkbox is still highlighted in red. In this view, the entire 'Answers' section, including the input fields for Q, R, S, and T, is highlighted with a red border. The rest of the interface, including the navigation tabs, sidebar, and other form fields, remains the same.

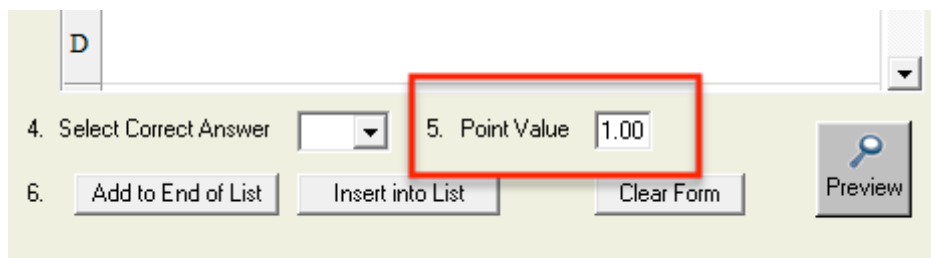
10. You can also set-up feedback to students' responses. You can do this by clicking the 'Feedback' check box and entering the feedback you would like to leave for each response.



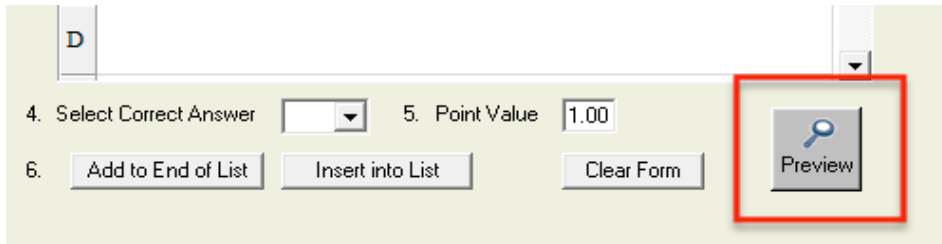
11. Select the correct corresponding answer from above.



12. Enter in the 'Point Value' you would like to assign for question.

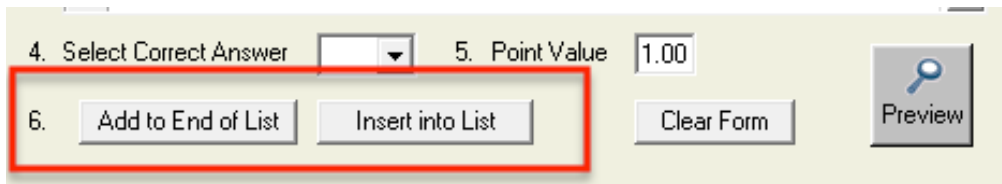


13. Select 'Preview' to see what the question would look like to a student.



A screenshot of a question editor interface. At the top left, there is a dropdown menu with the letter 'D' selected. Below this, there are two fields: '4. Select Correct Answer' with a dropdown arrow, and '5. Point Value' with the value '1.00'. At the bottom, there are three buttons: 'Add to End of List', 'Insert into List', and 'Clear Form'. To the right of these buttons is a 'Preview' button, which is highlighted with a red rectangular box.

14. Select where in the 'Question List' you would like to place the question, you can select from 'Add to End of List' or 'Insert into List'.



A screenshot of a question editor interface, similar to the one above. It shows the '4. Select Correct Answer' dropdown and '5. Point Value' field with '1.00'. The '6.' section contains three buttons: 'Add to End of List', 'Insert into List', and 'Clear Form'. The 'Add to End of List' and 'Insert into List' buttons are highlighted with a red rectangular box. The 'Preview' button is visible to the right.



Having trouble following the instructions in this PDF? Contact the IT Service Center via [Live Chat](#) or by phone at 859-572-6911.