

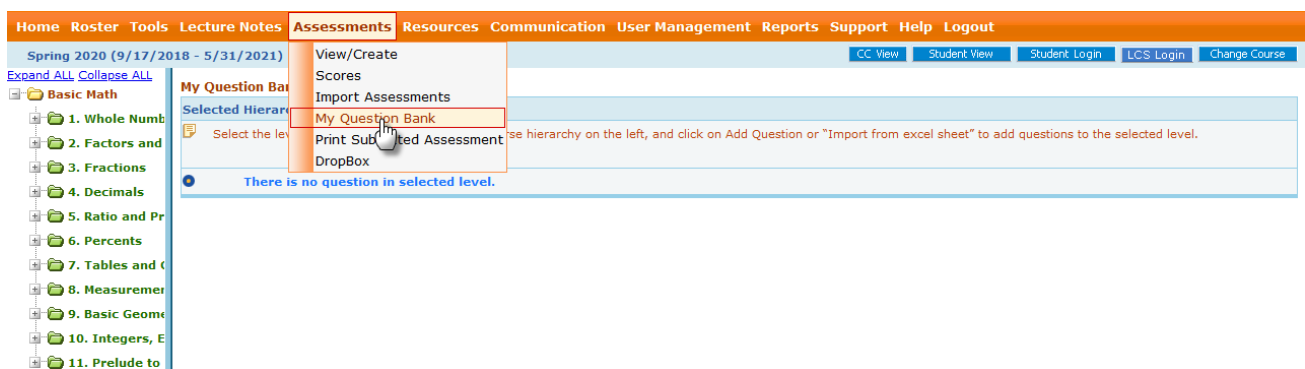
## Adding Multiple Choice Question

### Instructor Login

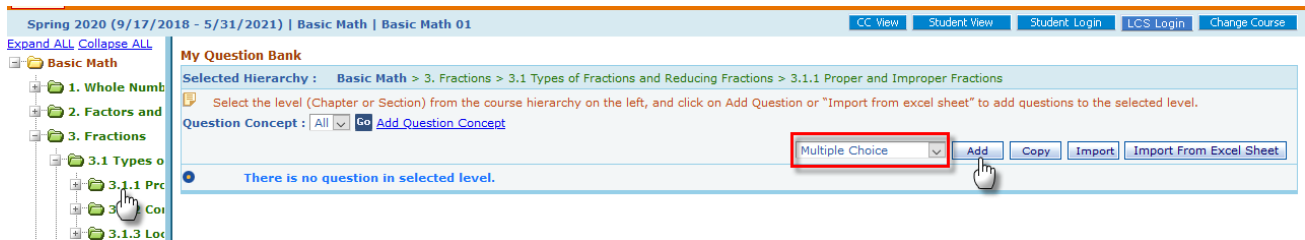
There are two ways instructor can add Multiple Choice Questions i.e. either by adding one question at a time by using “Add” question option OR by importing multiple questions thru the excel sheet.

### Approach 1: Adding Individual Question:

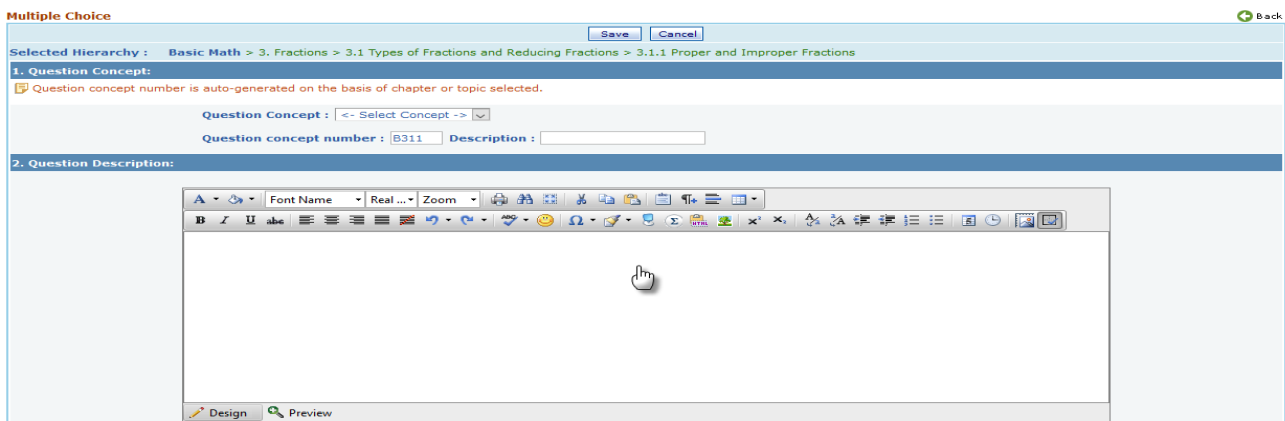
- Login as Instructor and click on Assessments → My Question Bank, My question Bank page will be displayed.



- Select appropriate course level where the questions needs to be added and then select Question type as “Multiple Choice” and then click on Add button.



- On the next screen enter/select Question Concept, Question Description and Answer Options.

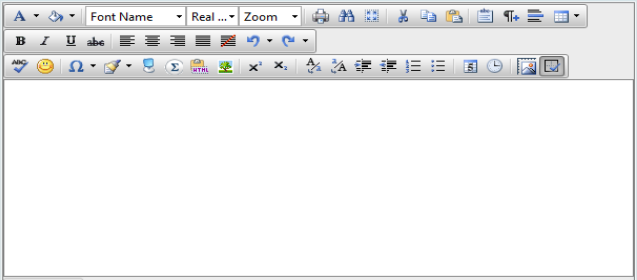


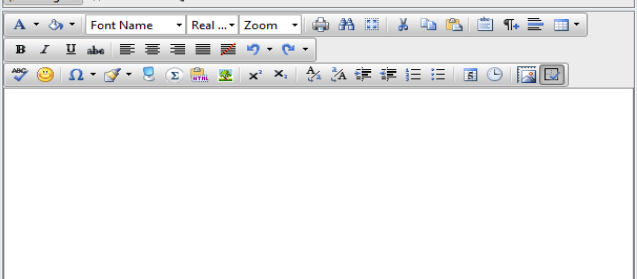
**3. Answer Options:**

No. of options:    Shuffle Answer Options  Allow Multiple Valid Answer Options

Select Label:   Display answer options in  column(while student taking assessment)

Please select at least one option as correct answer for the question.

a)  

b)  

Weightage(%)

- Click on save button to save the question data. Saved question(s) will be listed as shown below. Use the links in the last column for viewing or editing or deleting the question.

**My Question Bank**

**Selected Hierarchy :** Basic Math > 3. Fractions > 3.1 Types of Fractions and Reducing Fractions > 3.1.1 Proper and Improper Fractions

Select the level (Chapter or Section) from the course hierarchy on the left, and click on Add Question or "Import from excel sheet" to add questions to the selected level.

Question Concept :   [Add Question Concept](#)

Multiple Choice

Description	Question Type	Question Concept	
1. <input type="checkbox"/> $2^2 + 4 = ?$	Multiple Choice	B311;3.1.1 Proper and Improper Fractions	

**Approach 2: Import Multiple Questions from Excel Sheet:**

- Click on "Import from Excel Sheet" button as shown below.

**My Question Bank**

**Selected Hierarchy :** Basic Math > 3. Fractions > 3.1 Types of Fractions and Reducing Fractions > 3.1.1 Proper and Improper Fractions

Select the level (Chapter or Section) from the course hierarchy on the left, and click on Add Question or "Import from excel sheet" to add questions to the selected level.

Question Concept :   [Add Question Concept](#)

Multiple Choice

Description	Question Type	Question Concept	
1. <input type="checkbox"/> $2^2 + 4 = ?$	Multiple Choice	B311;3.1.1 Proper and Improper Fractions	

- Import question page appears, click on view format to download format excel sheet.

**Import Questions**

**Import Questions**

**Selected Hierarchy :** Basic Math > 3. Fractions > 3.1 Types of Fractions and Reducing Fractions > 3.1.1 Proper and Improper Fractions

1. Click on "View Format" to download the excel file to your PC.  
 2. Enter the Question description, Answer description, Answer option and the Correct Answer.  
 3. Correct Answer must be prefixed with Star (\*).  
 4. Save the file on your PC.  
 5. Click on "Browse" to select the file and then click on "Import".

Select excel file :  No file selected.

Question concept number is auto-generated on the basis of chapter/topic selected.

Question Concept :   Question concept number :  Description :

- The sample Multiple Choice Question format in excel sheet looks like as shown below.

	A	B	C	D	E	F	G	H	I
1	QuestionConcept	QuestionDescription	Option1	Option2	Option3	Option4	Option5	Solution	
2	Concept1	Description1_Ins	opt11	opt12	*opt13	*opt14	opt15	solution1	
3	Concept1	Description2_Ins	opt21	opt22	opt23	*opt24	opt25	solution2	
4	Concept2	Description3_Ins	opt 31	opt 32	*opt33	opt34	opt35	solution3	

- By referring the above sample Question format, enter the information related to the question in the respective columns.
- While uploading the format, you should make sure that the format should match with above sample question format.
- Click on Import from excel to upload the questions thru excel sheet as shown below.

**Import Questions** Back

Selected Hierarchy : Basic Math > 3. Fractions > 3.1 Types of Fractions and Reducing Fractions > 3.1.1 Proper and Improper Fractions

1. Click on "View Format" to download the excel file to your PC.
2. Enter the Question description, Answer description, Answer option and the Correct Answer.
3. Correct Answer must be prefixed with Star (\*).
4. Save the file on your PC.
5. Click on "Browse" to select the file and then click on "Import".

Select excel file :  No file selected.

Question concept number is auto-generated on the basis of chapter/topic selected.

Question Concept :  Question concept number :  Description :

<input type="checkbox"/>	Concept Description	* Question Description	* Answer Option 1	* Answer Option 2	Answer Option 3	Answer Option 4	Answer Option 5	Solution	<input checked="" type="checkbox"/> Shuffle	Status
1. <input type="checkbox"/>	Concept1	Description1_Ins	opt11	opt12	*opt13	*opt14	opt15	solution1	<input checked="" type="checkbox"/>	
2. <input type="checkbox"/>	Concept1	Description2_Ins	opt21	opt22	opt23	*opt24	opt25	solution2	<input checked="" type="checkbox"/>	
3. <input type="checkbox"/>	Concept2	Description3_Ins	opt 31	opt 32	*opt33	opt34	opt35	solution3	<input checked="" type="checkbox"/>	

- Verify the questions and corresponding information that is imported from the excel sheet. You can also edit questions details at this stage, once done select questions and click on save button.
- Saved Questions will be listed under selected level and can be used/included while creating the assessments.