Creating Multiple Choice Questions

Creating multiple choice answers for tests allows faculty to set up to 20 different options for the correct answer.

Before choosing specific question types, you’ll want to review the Testing Overview handout. It includes basic test setup and design.

1. Hover your mouse over the Create Question tab. Move to the Multiple Choice option and click on it.

2. The Create Multiple Choice Question screen opens. Enter the Question Text in step one. (Entering a Question Title is optional)

3. Set the Numbering Format. The default format is standard Arabic Numerals.
4. Set the Answer Orientation.

5. Check the box if you will allow partial credit.

6. Check the box if you want answers shown in Random Order (recommended). By setting this box to "yes" you can always enter the correct answer in the first answer area, but it will show up in a randomized order for each student.

7. Choose the Number of Answers a student has as options.

8. Enter the text for each answer in the separate answer text boxes. (One answer per text box.)

9. There are also other options available, like providing feedback, adding categories and keywords to the test, and adding instructor notes.

10. Once you have set options as desired, click Submit.

11. You will be returned to the Test Canvas where you can create additional test questions.