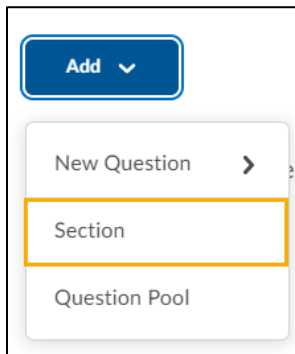


Creating Sections Using the Add/Edit Questions Function

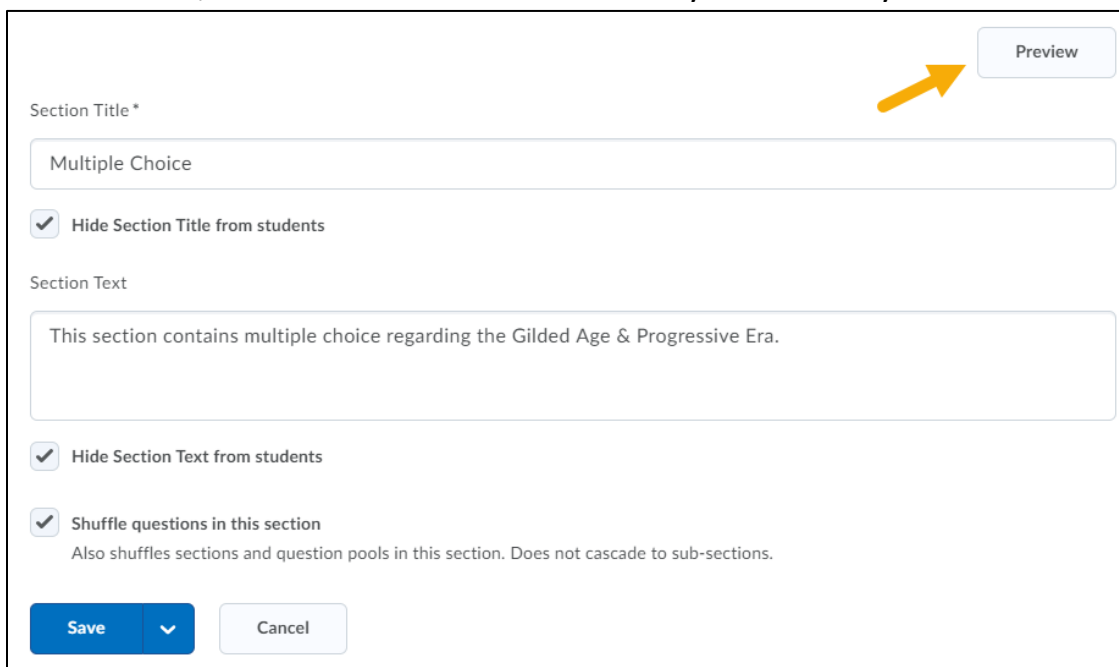
1. From the **Quizzes** tab, find the quiz you would like to add sections to or create a new quiz. Click on the name of the quiz, and it will open to the Edit quiz page. Under the "Properties" tab, scroll down until you see the **Add/Edit Questions** button. Next, choose the white **Add/Edit Questions** button.



2. Use the blue **Add** button to select **Section**.



3. Give your section a **title**. You can choose to **hide the title from students**, type instructions or a description for the section, **hide the section text from students** (if you, for example, wanted to create notes for yourself), and **shuffle questions in this section** (this would be ideal if you wanted to group certain questions together but still shuffle/randomize their order). Click the white **Preview** button to preview your section title and text, or click the blue **Save** button if you are ready to move on.

A form for configuring a section. It includes a "Section Title *" field with "Multiple Choice" entered. Below it are three checked checkboxes: "Hide Section Title from students", "Hide Section Text from students", and "Shuffle questions in this section". The "Section Text" field contains "This section contains multiple choice regarding the Gilded Age & Progressive Era." At the bottom are "Save" and "Cancel" buttons. A yellow arrow points to a "Preview" button in the top right corner.

Section Title *

Multiple Choice

Hide Section Title from students

Section Text

This section contains multiple choice regarding the Gilded Age & Progressive Era.

Hide Section Text from students

Shuffle questions in this section
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

Save

Cancel

Preview

4. You should see a bit of text that is much larger than the questions you previously created. It will be located at the bottom of your questions.

Back to Settings for Exam on Gilded Age & Progressive Era

Exam on Gilded Age & Progressive Era

Add Import Total Points 6

Shuffling is off at the quiz level

- 1 The Gilded Age/Progressive Era refers to which period of years? 1 point
Multiple Choice
- 2 Who was the first to utilize the assembly line in a factory setting? 1 point
Multiple Choice
- 3 Chester Arthur 1 point
Multiple Choice
- 4 Social Gospel refers to 1 point
Multiple Choice
- 5 This era is defined by 1 point
Multiple Choice
- 6 Write a short (2 - 3 paragraph) response on the part of this era you found most intere... 1 point
Written Response

Multiple Choice
Section • Shuffling is on

5. Now, let's assign the questions to your new section. (I typically drag my new section to the top of the page to make things easier, but this step is optional.)

Multiple Choice
Section • Shuffling is on

To assign a question to a section, simply drag a question under the section until it indents. To pick up your question, hover your cursor over the six dots to the left of the question.

1 The Gilded Age/Progressive Era refers to which period of years? 1 point
Multiple Choice

6. Now, drag the question to the right. You should see a faint blue line behind the question.

Multiple Choice
Section • Shuffling is on

1 The Gilded Age/Progressive Era refers to which period of years? 1 point
Multiple Choice

1 The Gilded Age/Progressive Era refers to which period of years? 1 point
Multiple Choice

7. Your question should now appear indented and under the new section text.









Multiple Choice
Section • Shuffling is on

1 The Gilded Age/Progressive Era refers to which period of years? 1 point
Multiple Choice

2 Who was the first to utilize the assembly line in a factory setting? 1 point
Multiple Choice

Now, repeat this step for every question you have. You can create as many sections as you would like!

8. When you return to the **Quiz Properties** page/**Edit Quiz home page**, you should be able to see your sections and questions. The folder next to the text indicates the **section title**.

Page Name	Type	Points	Diff	Bonus	Mandatory
1  Multiple Choice	-	-	-	-	-
1  Q1. The Gilded Age/Progressive Era refers to which perio...	MC	1			1
1  Q2. Who was the first to utilize the assembly line in a ...	MC	1			1
1  Q3. Chester Arthur	MC	1			1
1  Q4. Social Gospel refers to	MC	1			1
1  Q5. This era is defined by	MC	1			1
1  Free Response	-	-	-	-	-
1  Q6. Write a short (2 - 3 paragraph) response on the part...	WR	1			1
Total		6			

9. Make sure the **Shuffle at Quiz Level** option is unchecked if you want your sections to stay in a specific order. Then, click the blue **Save and Close** button when you are finished editing!

