Creating and Formatting Questions

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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.

5. Click on the ‘Multiple Choice’ option, if it isn’t already selected.
6. Enter a title for the question you would like to create.

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

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

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’.

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