EDUCOSOFT USER GUIDES

Adding Multiple Choice Question

Adding Multiple Choice Question

Instructors can add multiple-choice questions in two ways: adding one question at a time using the "Add" option or importing multiple questions through an Excel sheet.

Approach 1: Adding Individual Questions

1. Navigate to **Assessments > My Question Bank**. The My Question Bank page will display.
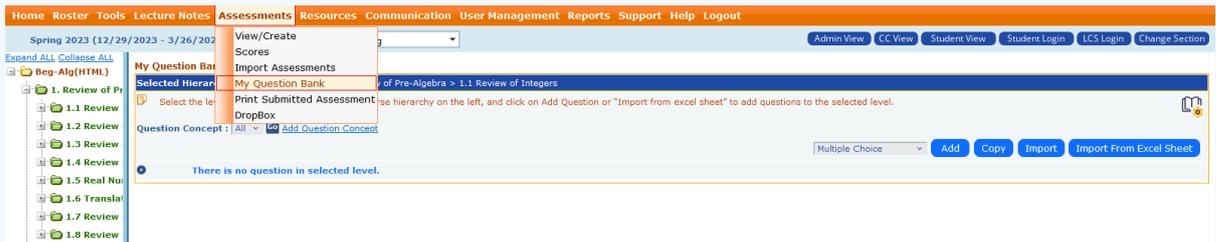
2. **Select Course and Question Type**: Choose the appropriate course level where you want to add the questions, then select **Multiple Choice** as the question type, and click the **Add** button.
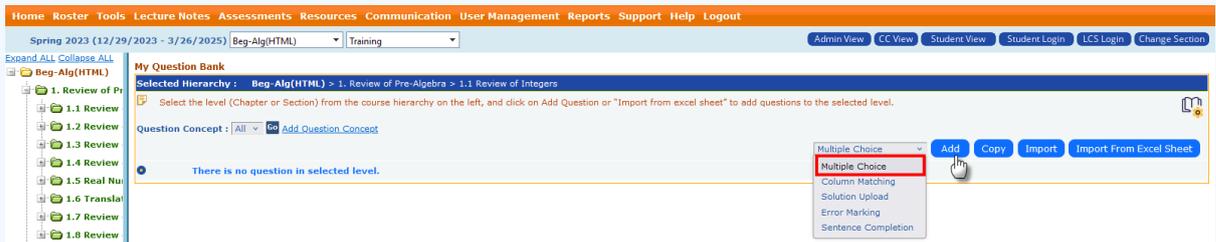
3. **Enter Question Details**: On the next screen, enter or select the **Question Concept**, **Question Description**, and **Answer Options**.
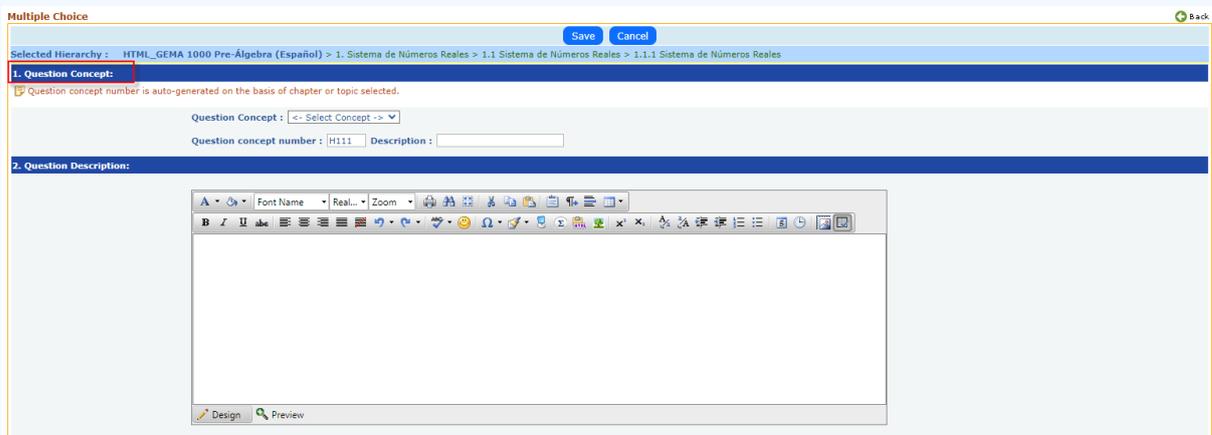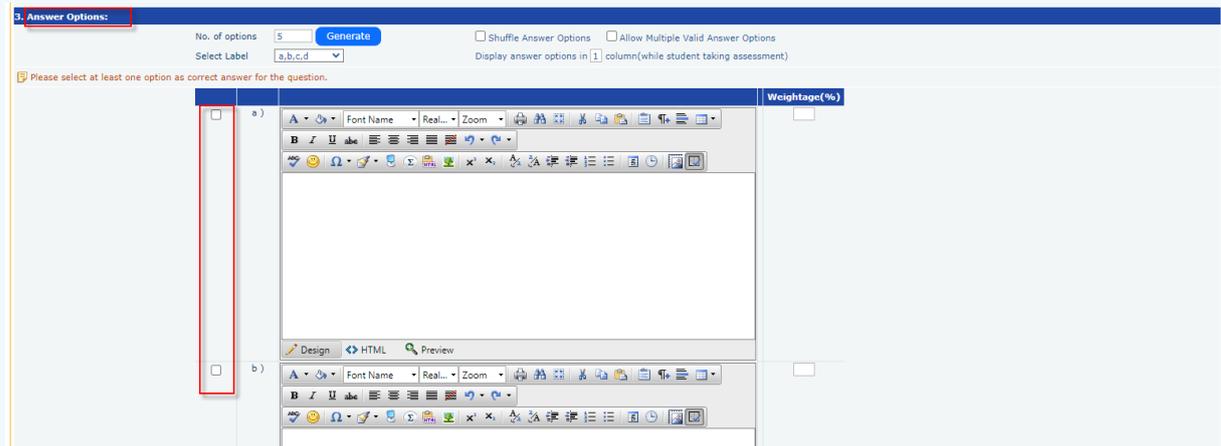
4. **Save the Question**: Click the **Save** button to store the question data. The saved question(s) will be listed, and you can use the links in the last column to view, edit, or delete them.
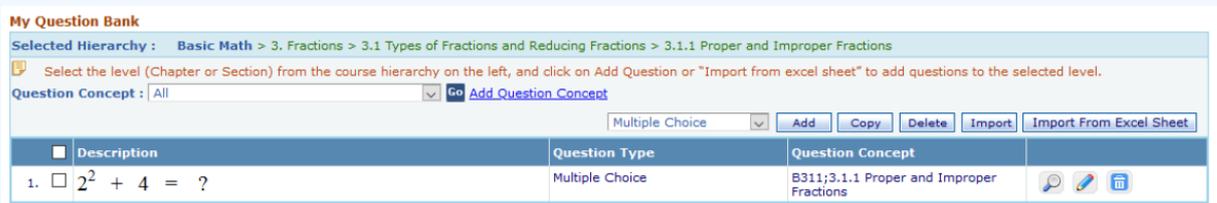
Approach 2: Importing Multiple Questions from an Excel Sheet

1. **Click on Import**: Select the **Import from Excel Sheet** button.
2. **Download Format**: The import question page will appear. Click on **View Format** to download the template for the Excel sheet.
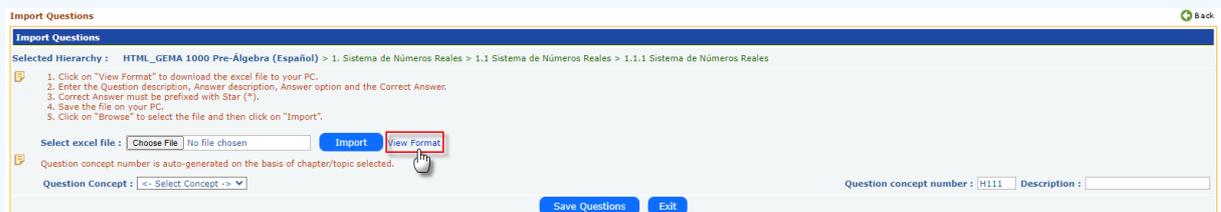
3. **Fill in the Template**: Refer to the sample Multiple Choice Question format in the downloaded Excel sheet and enter the relevant information in the appropriate columns.
4. **Ensure Format Matches**: Make sure the format of your completed Excel sheet matches the provided sample format.

5. **Upload the Excel File**: Click on **Import from Excel** to upload the questions.

6. **Verify Imported Questions**: Review the imported questions and their details. You can edit them at this stage if necessary. Once you're finished, select the questions and click the **Save** button.

7. **Access Saved Questions**: The saved questions will be listed under the selected level and can be used when creating assessments.