

EDUCOSOFT USER GUIDES

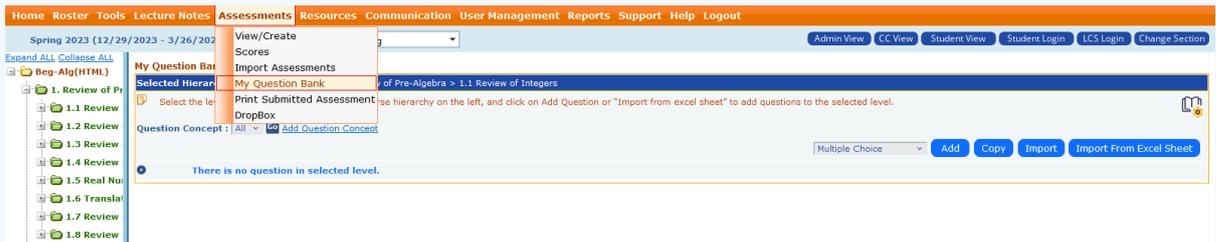
Adding Multiple Choice Question

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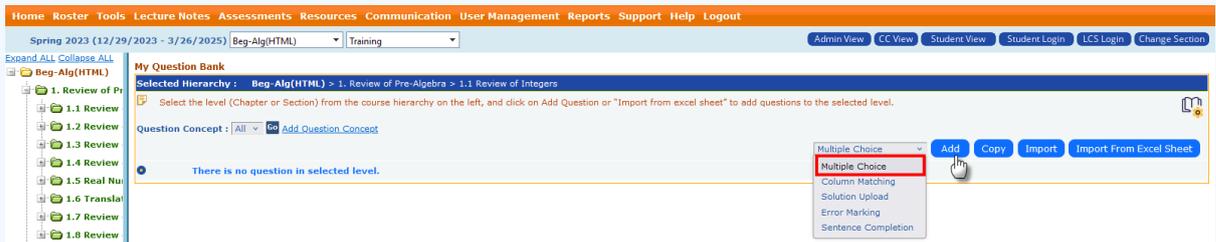
Instructors can add multiple-choice questions in two ways: adding one question at a time using the “Add” option or importing multiple questions through an Excel sheet.

Approach 1: Adding Individual Questions

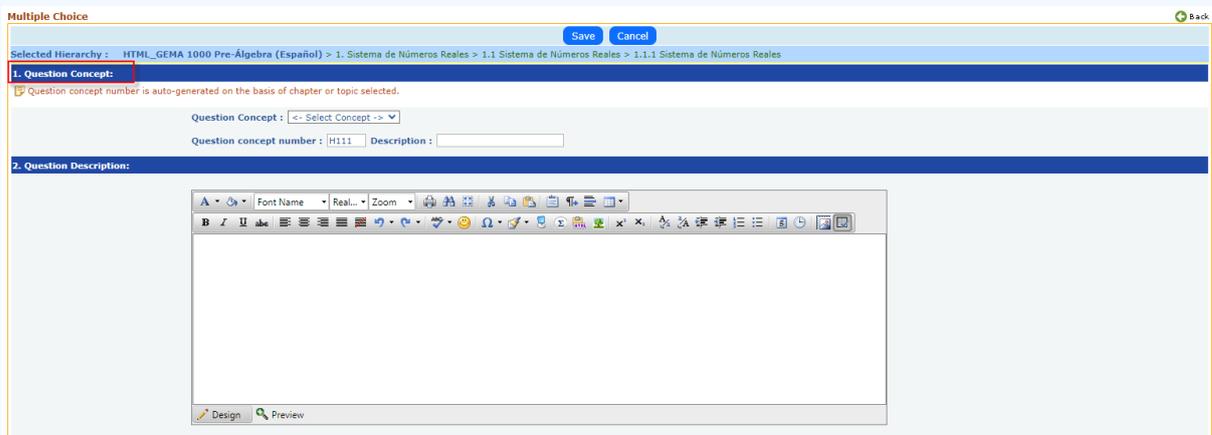
1. Navigate to **Assessments > My Question Bank**. The My Question Bank page will display.

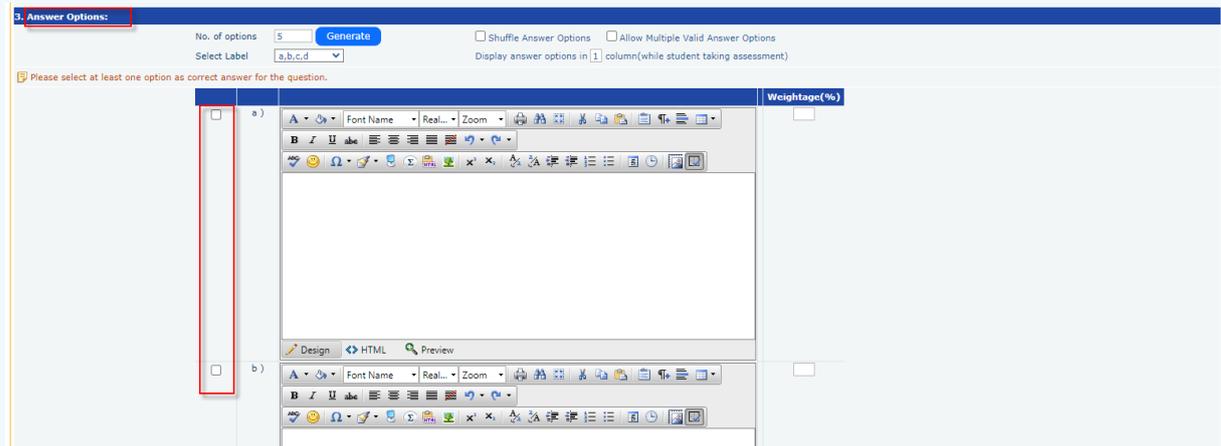


2. **Select Course and Question Type:** Choose the appropriate course level where you want to add the questions, then select **Multiple Choice** as the question type, and click the **Add** button.

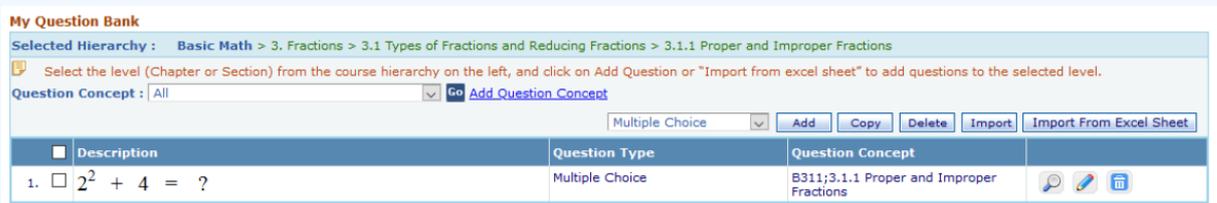


3. **Enter Question Details:** On the next screen, enter or select the **Question Concept**, **Question Description**, and **Answer Options**.



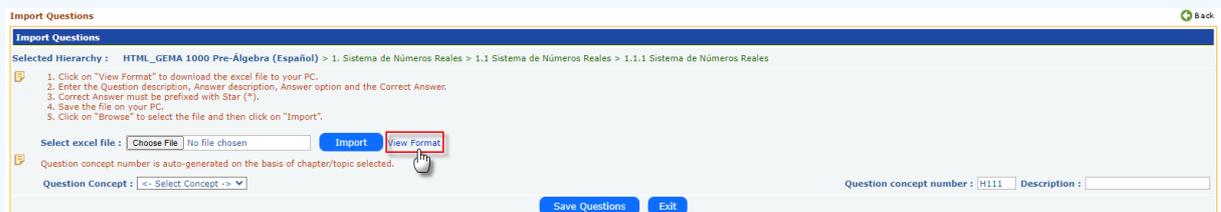


4. **Save the Question:** Click the **Save** button to store the question data. The saved question(s) will be listed, and you can use the links in the last column to view, edit, or delete them.



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.

	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	

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

<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"/>	

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.