

EDUCOSOFT USER GUIDES

Adding Multiple Choice Question

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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.

Home Roster Tools	Lecture Notes	Assessments Resources C	ommunication User Management	Reports Support Help	p Logout				
Spring 2023 (12/29/2023 - 3/26/202 View/Create		View/Create	•			Admin View CC Vi	ew Student View	Student Login	LCS Login Change Section
Expand ALL Collapse ALL	My Quartian Bay	Scores							
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🖃 🛅 1. Review of Pr	Select the los	Print Submitted Assessment	rea bigrarshy on the left, and click on Add	Question or "Import from over	al sheet" to add questions to i	the celected level			m
🗄 🛅 1.1 Review	Select the let	DropBox	se merarchy on the left, and chok on Add	Question of Import from exce	er sneet to add questions to	the selected level.			L' <mark>é</mark>
🗄 🛅 1.2 Review	Question Concep	t : All - Mar Add Question Concep	\$						
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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.

Home Roster	r Tools	Lecture Notes Assessments Resources Communication User Management Reports Support Help Logout		
Spring 2023	3 (12/29/	/2023 - 3/26/2025) Beg-Alg(HTML) Training	Admin View CC View	Student View Student Login LCS Login Change Section
Expand ALL Collap	ITML)	My Question Bank		
📄 🛅 1. Revie	ew of Pr	Selected Hierarchy: Beg-Alg(HTML) > 1. Review of Pre-Algebra > 1.1 Review of Integers		
.1.1	Review	Select the level (Chapter or Section) from the course hierarchy on the left, and click on Add Question or "Import from excel sheet" to add questions to	the selected level.	L. C.
1.2	Review	Question Concept : All - Go Add Question Concept		
1.3 🖨 ն	Review		Multiple Choice v	Add Copy Import Import From Excel Sheet
1.4	Review	There is no question in selected level	Multiple Choice	վել
1.5	Real Nu	There is no question in selection reach	Column Matching	
1.6	Translat		Solution Upload	
1.7	Review		Error Marking	
1.8 🖨 🗄	Review		Sentence Completion	J

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

Multiple Choice
Save Cancel
Selected Hierarchy: HTML_GEMA 1000 Pre-Álgebra (Español) > 1. Sistema de Números Reales > 1.1 Sistema de Números Reales > 1.1 Sistema de Números Reales >
1. Question Concept:
Cuestion concept number is auto-generated on the basis of chapter or topic selected.
Question Concept : <- Select Concept -> V
Question concept number : H111 Description :
2. Question Description:
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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.

My Question Bank									
Selected Hierarchy: Basic Math > 3. Fractions > 3.1 Types of Fractions and Reducing Fractions > 3.1.1 Proper and Improper Fractions									
Select the level (Chapter or Section) from the course hierarchy on the left, and click on Add Question or "Import from excel sheet" to add questions to the selected level. Question Concept : All Image: Add Question Concept									
Multiple Choice V Add Copy Delete Import From Excel Sheet									
Description	Question Type	Question Concept							
1. $\Box 2^2 + 4 = ?$	Multiple Choice	B311;3.1.1 Proper and Improper Fractions	P 🖉 🛅						

Approach 2: Importing Multiple Questions from an Excel Sheet

- 1. Click on Import: Select the Import from Excel Sheet button.
- 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.

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	Home Insert	Page Layout Formu	ulas Da	ta Revie	w View	Add-Ins			0 -	🖻 X
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	A	В	С	D	E	F	G	Н		
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										
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 : Browse No file selected. Import iew Format Question concept number is auto-generated on the basis of chap." point selected. Question Concept : <- Select Concept -> Question concept number : [8311] Description : 										
Save Questions Exit										
Concept Description Question Answer Option 1 Answer Option 2 Answer Option 3 Answer Option 4 Answer Option 5 Solution Status										
1. Concept1 Description1_Ins	opt11	opt12	* opt13	* opt14	opt15	solution1 [\checkmark			
2. Concept1 Description2_Ins	opt21	opt22	opt23	* opt24	opt25	solution2				
3. Concept2 Description3_Ins	opt 31	opt 32	* opt33	opt34	opt35	solution3	\checkmark			

- 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.