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# Quizzes and multiple-choice questions (MCQs) in NOW

A [quick-start video of this guide](#) is also available.

Multiple-choice (M/C) questions present a statement or question with a list of possible answers, in which learners must choose the best possible answer. Multiple-choice questions differ from multi-select questions in that learners select one answer for each multiple-choice question.

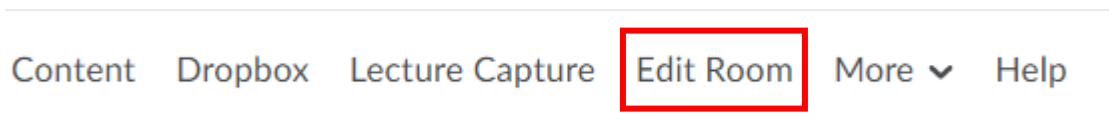
If you create a multiple-choice question that has more than one possible solution, you may weight the answer according to the correctness of each possible answer.

For example, if two answer choices out of five options are accepted as correct, both can be weighted 100% and the other three options can be weighted at 0%. If all five answer choices are accepted as correct but some are more correct than others, each can be weighted in ascending order with the most correct answers weighted more than the least correct answers.

## Create a multiple-choice quiz

To create your multiple-choice quiz:

1. Create an assessment by clicking the **Edit Room** menu option inside your Learning Room.

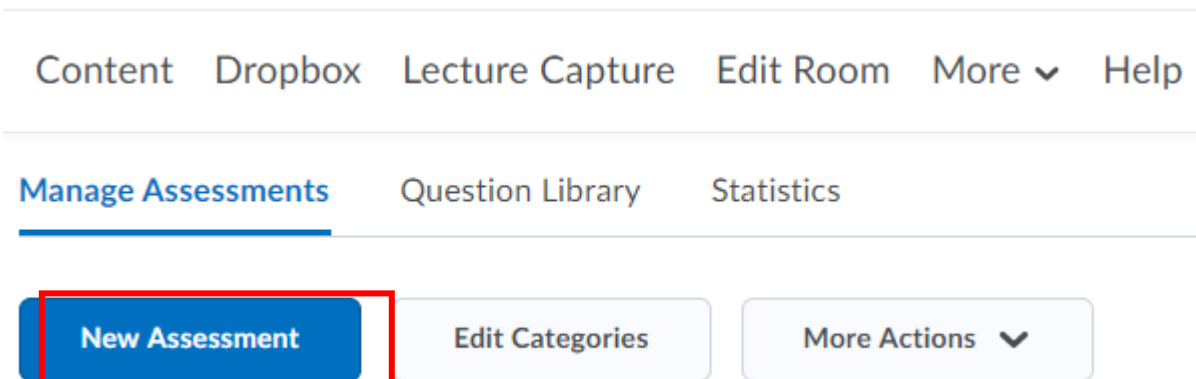


- This will take you to the Edit room page. From here, scroll down to the **Assessment** section and click the **Assessments** link to progress to the next page.

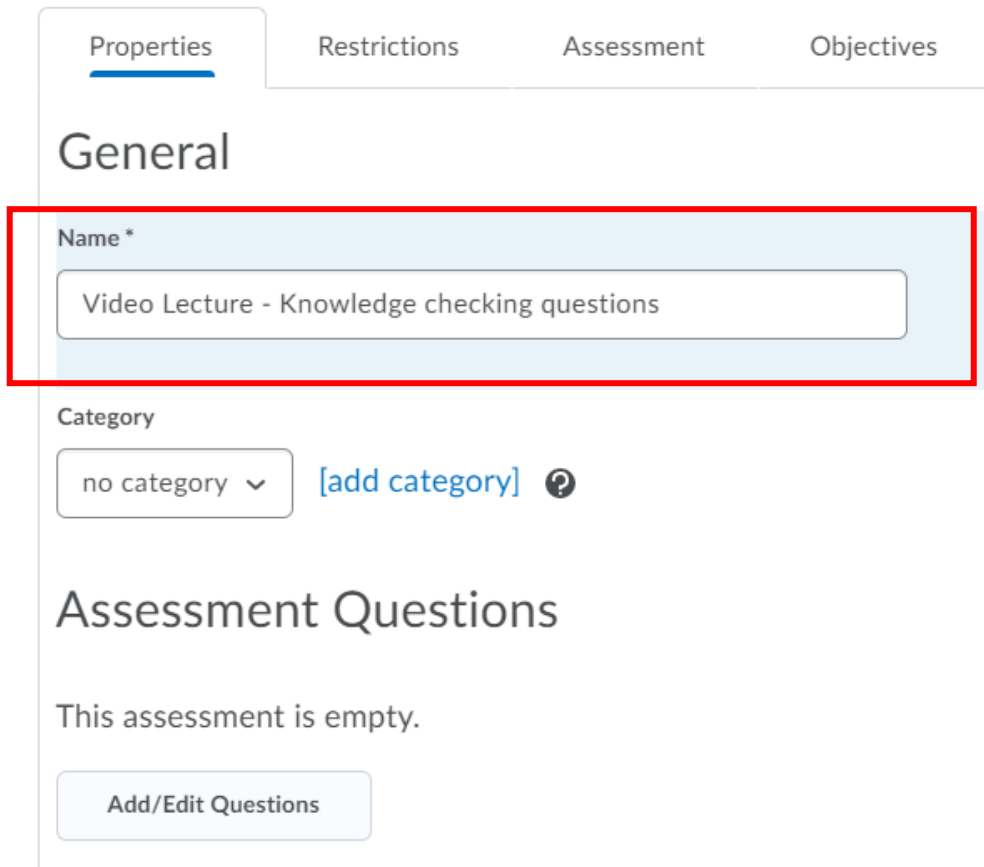
## Assessment



- You will now be presented with a new interface giving you some options. If you have already created your Assessment or have an existing Question Library, you may wish to proceed to that section; if you have not, select **New Assessment** to create one now.



4. Give your new assessment a **Name** – ‘something to identify what it is and what it relates to so we and the students know what the assessment or quiz is about’.



The screenshot shows a web interface for creating an assessment. At the top, there are four tabs: 'Properties' (selected), 'Restrictions', 'Assessment', and 'Objectives'. Below the tabs is the 'General' section. The 'Name \*' field is highlighted with a red box and contains the text 'Video Lecture - Knowledge checking questions'. Below the name field is the 'Category' section, which includes a dropdown menu currently set to 'no category', a link '[add category]', and a help icon. Below the category section is the 'Assessment Questions' section, which contains the text 'This assessment is empty.' and a button labeled 'Add/Edit Questions'.

5. Then add it to a **category**. This helps with organisation and keeping things generally tidy. If you find that by moving to online learning you use a lot of quiz-based assessment content to reinforce learning and assimilation of knowledge, you may wish to put those in the same category.

Do this by selecting a pre-existing category from the drop-down box. Or if no category exists, simply click **add category**.

Properties Restrictions Assessment Objectives

## General

Name \*

Video Lecture - Knowledge checking questions

Category

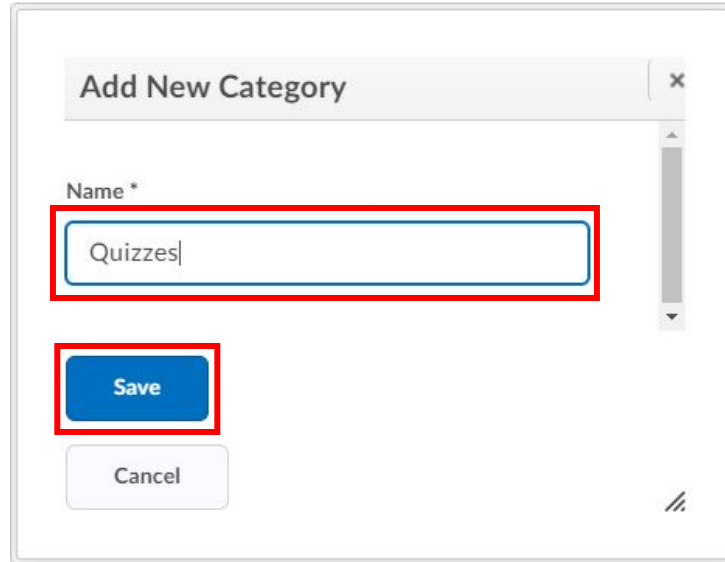
no category ▾ [\[add category\]](#) ⓘ

## Assessment Questions

This assessment is empty.

Add/Edit Questions

Clicking this link will provide you with a pop-up window where you can name your category. In this case we chose to name ours 'Quizzes'. Once you have named your category, simply click **Save** to confirm your choice.



The image shows a dialog box titled "Add New Category". It has a close button (X) in the top right corner. Below the title bar, there is a label "Name\*" followed by a text input field containing the word "Quizzes". This input field is highlighted with a red rectangular border. Below the input field, there is a blue "Save" button, also highlighted with a red rectangular border. Below the "Save" button is a grey "Cancel" button. In the bottom right corner of the dialog box, there is a small icon consisting of three diagonal lines.

6. A **description** and **introduction** can also be provided to give content and relevant information to the students taking your quizzes. These can be accessed by clicking the arrow.

## Description / Introduction



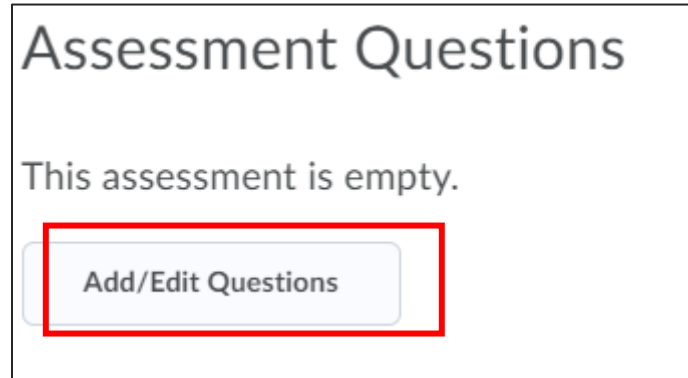
This will show an expanded interface allowing you to enter your details. The basic rule here is that the **description** is shown before assessment availability and should speak to the purpose of the assessment and its content.

The **introduction** is shown at assessment commencement and should provide further context for the assessment itself. Both can be turned on and off as you please.

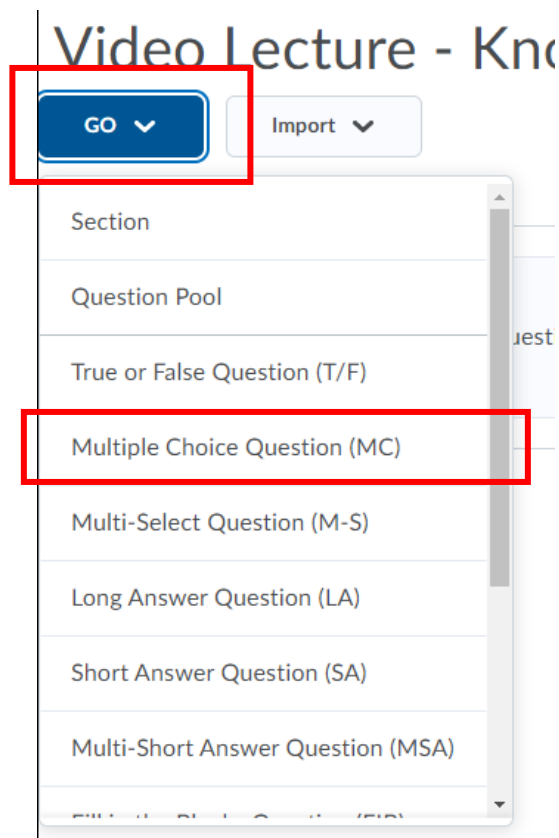
# Add multiple-choice questions

To add questions to your quiz:

1. Click the **Add/Edit Questions** button.



2. Click the blue **Go** button which will show a drop-down menu list of question types to choose from. Choose **Multiple Choice (MC)** for multiple choice question.



- This will take you to the question set-up page where you can enter your question text and answers, and choose which questions are correct. The circles allow the user to put a tick inside to reflect which answer is correct.

Multiple Choice ▼ Options ▼

Question Text \*

How many days in a working week?

Answers \*

<input type="checkbox"/>	7	×
<input type="checkbox"/>	6	×
<input checked="" type="checkbox"/>	5	×
<input type="checkbox"/>	3	×

[Add Answer](#)

Randomize answers for each student

Points \*

1

Save ▼ Cancel

There is also a check box that allows for the answers to be displayed in a random order for each student.

- Once you're happy with the question setup, you can save the question. You may notice that instead of the standard Save button, there is a drop-down indicator to show further options.

Randomize answers for each student

Points \*

1

Save and New

Save and Copy

Save

Cancel

The drop-down options on this button give you the choice to save the question and copy it to use as a base for a new question or save the question and create a new question. If you have more questions to create for your quiz, choose **Save and New**. Otherwise, click the blue **Save** button to save the question and go back to the main Question Library.

- From the Question Library, you may change the order of your questions, edit questions and review all your questions etc.

Once you're happy that you have completed the question set for your quiz, click the **Done Editing Questions** button at the top right.

Settings Help


Done Editing Questions



6. Here you'll see some additional options:

## Assessment Questions

Place   

Paging:  Prevent moving backwards through pages 

Shuffle questions at the assessment level  
Also shuffles sections at the assessment level. Does not cascade to sub-sections.

The **Place** option allows us to define how many questions will be shown on a page at any one time. For instance, if you don't want students to become overwhelmed, you might want only one question to show at a time. Or you might like to ensure students do not have to click through several pages to complete the quiz, so setting three to five questions per page might be better (depending on the length of questions).

7. Once your quiz is configured to your liking, simply click the blue **Save and Close** button and your quiz is complete.