

Question Types & Formatting

Last updated: January 3, 2023

? Multiple Choice

- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of the correct choice.

Example

1. Which of the following is a prime number?
a) 4
*b) 5
c) 6

Alternative Method

MC
Which of the following is a prime number?
4
*5
6

? Multiple Answer

- The same as multiple choice, only with multiple answers marked correct.
- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of all correct choices.

Example

1. Which of the following is a prime number?
*a) 2
*b) 3
c) 4
*d) 5

Alternative Method

MA
Which of the following is a prime number?
*2
*3
4
*5

? Essay/Written Response

- This is a written response question, with no correct answer (it will need to be graded manually).

Example

1. Tell me your life story.

Alternative Method

? Short Answer

- Begin your question with the keyword: **blank**.
- Leave a blank somewhere in the question.
- List all the possible correct answers.

Example

blank 1. Christmas falls on December ____.

- a. 25th.
- b. 25th
- c. 25

Alternative Method

BL
Christmas falls on December ____.

- 25th.
- 25th
- 25

? Matching

- Begin your question with the keyword: **match**.
- Question on the same line.
- Separate each matching pair with a “/”.

Example

match 1. Match the following French and English words:

- a. hello / bonjour
- b. yes / oui
- c. hot / chaud
- d. coffee / café

? Ordering Questions

- Begin your question with the keyword: **order**.
- Question on the same line.
- Start the answer list below the question with the first item in your sequence.
- Continue the order of the sequence for all the items.
- Example: if you ask for the shortest to greatest, start the list with the shortest value and continue with the 2nd shortest, etc.

Example

order 1. Order the following numbers from least to greatest:

- 251
- 252
- 253
- 254
- 255

General Formatting Tips

❓ How do I generate a question that has a comma in it?

To include one or multiple commas either in the question or the answer(s), you must enclose the field in double quotes.

Example:

10. Determining a client's current asset allocation, risk tolerance, liquidity/emergency fund needs would be completed during which step of the financial planning process?

- a. Letter of Engagement
- *b. Clarifying present status, identifying problems, identifying opportunities
- c. Establishing objectives and gathering data

The above would generate the question successfully in the Test/Quiz Question Generator (green field) but would import this way in Brightspace:

10. Determining a client's current asset allocation

- a. Letter of Engagement
- b. Clarifying present status
- c. Establishing objectives and gathering data

To keep the complete question and answer including the parts after commas you must enclose the fields in double quotes, like this:

10. "Determining a client's current asset allocation, risk tolerance, liquidity/emergency fund needs would be completed during which step of the financial planning process?"

- a. Letter of Engagement
- *b. "Clarifying present status, identifying problems, identifying opportunities"
- c. Establishing objectives and gathering data

This ensures that the .csv file generated doesn't create extra columns for the fields that include commas.