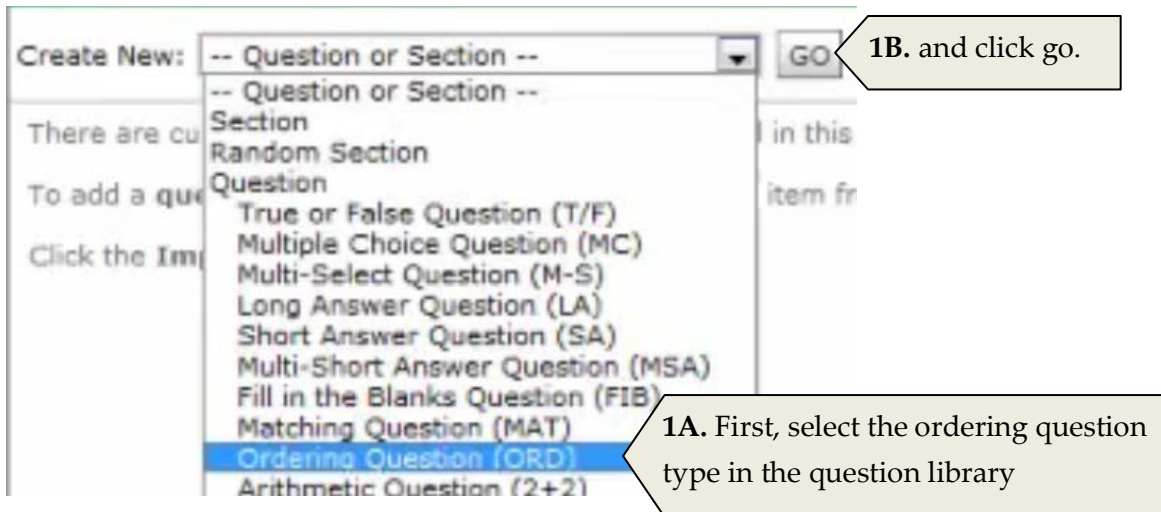


# Ordering Questions

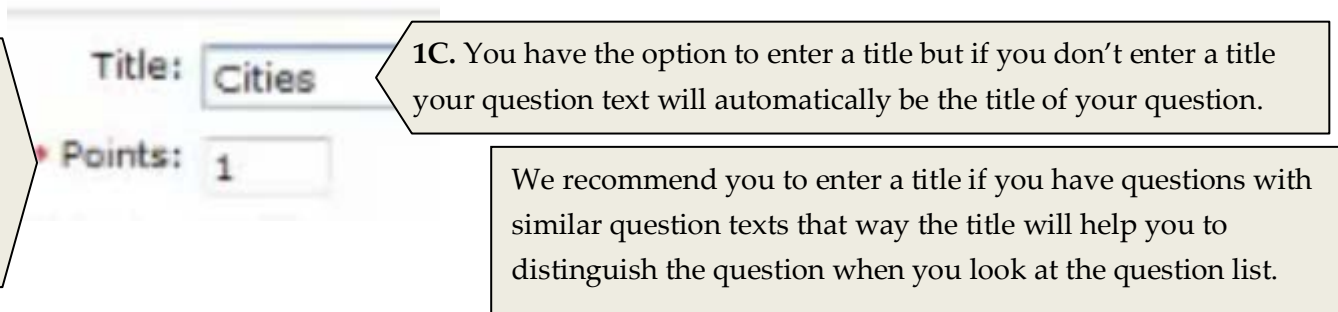
In this tutorial we will learn how to create an ordering question.

## Step 1. General Setup



1B. and click go.

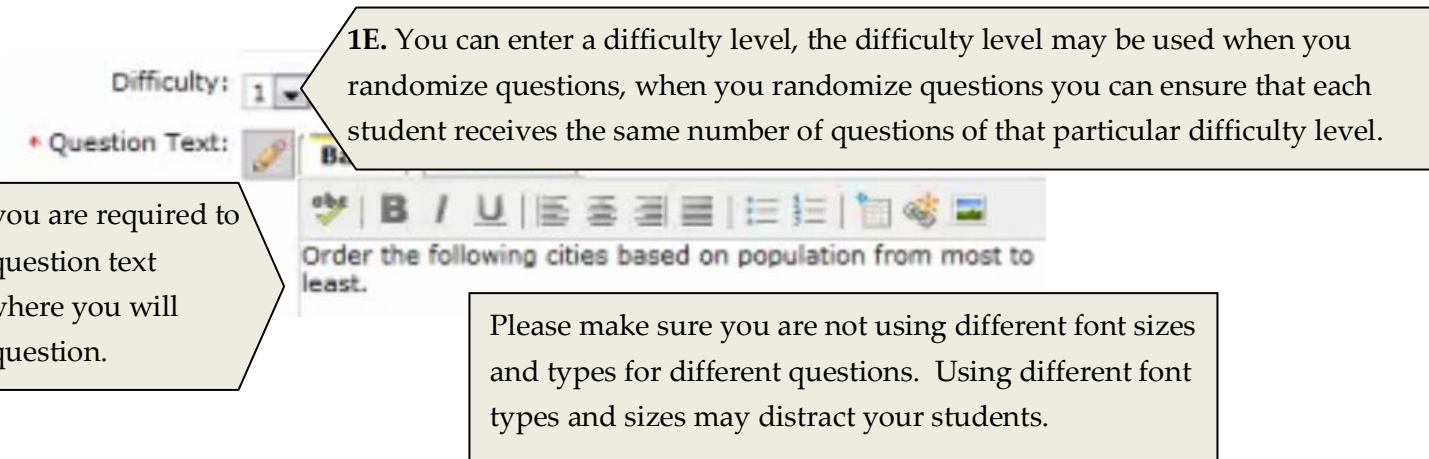
1A. First, select the ordering question type in the question library



1D. You are required to specify the number of points.

1C. You have the option to enter a title but if you don't enter a title your question text will automatically be the title of your question.

We recommend you to enter a title if you have questions with similar question texts that way the title will help you to distinguish the question when you look at the question list.



1E. You can enter a difficulty level, the difficulty level may be used when you randomize questions, when you randomize questions you can ensure that each student receives the same number of questions of that particular difficulty level.

1F. Next, you are required to enter the question text which is where you will enter the question.

Please make sure you are not using different font sizes and types for different questions. Using different font types and sizes may distract your students.

Acceptable file formats for images are jpeg, gif, bmp, and png.

Image:

Description:

**1G.** The description box will allow the instructor to enter a description for the image. This way those who have a visual impairment will be able to get information about the image using screen reader software.

Associated Objectives:

**1H.** Associated learning objectives will be covered in another tutorial.

## Step 2. Setting up Options

Grading:  Equally weighted  All or nothing  Right minus wrong

**2A.** You have three options to grade the question, these options are equally weighted, all or nothing, or right minus wrong.

1

**2B.** You can add an item by clicking the add item button. This will add another choice that needs to be ordered.

#	Value	Correct Order
1	<p>Basic Advanced</p> <p>Shanghai</p>	1

**2C.** Enter the answers to the question text.

**2D.** Then specify the correct order.

Note that the items are randomized when taking the question but this does not change the correct order you entered.

[Expand question hint](#)

**2E.** You can add a question hint by clicking on the expansion arrow. You can use hints to guide your students during the exam. To make the hints visible you need to set it up in the properties tab of the quiz.

[Expand question feedback](#)

**2F.** You can also add a question feedback by clicking on its expansion arrow. Feedback will not be visible to students unless you choose to show question answers in the submission view tab.

# Step 3. Ways to Save and Preview Work

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At the top and bottom of your page you can click the preview, save, save and copy, or save and new button.

A rectangular button with the word "Preview" in a sans-serif font.

**3A.** The preview button can be used to see the question from the student and instructor's perspective for grading purposes.

A rectangular button with the word "Save" in a sans-serif font.

**3B.** If you are planning to create a different type of question after this one, click the save button.

A rectangular button with the words "Save and Copy" in a sans-serif font.

**3C.** If you would like to create another ordering question with a similar question text click the save and copy button.

A rectangular button with the words "Save and New" in a sans-serif font.

**3D.** If you would like to create a new ordering question with different information click the save and new button.

In this tutorial we learned how to create ordering questions.