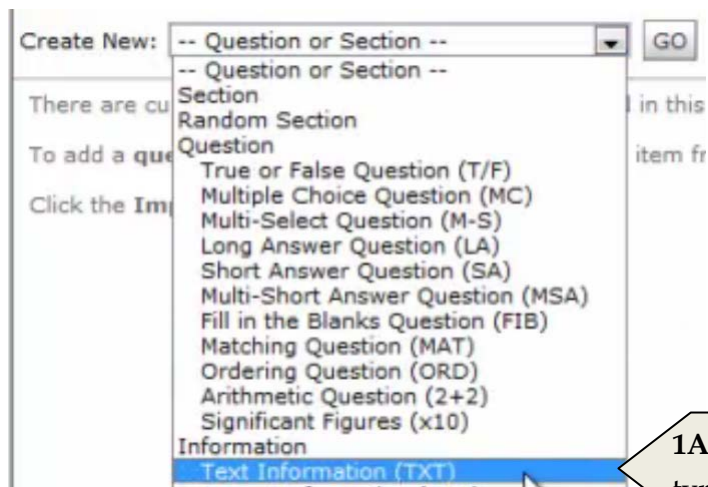


# Textual Information for Multiple Questions

In this tutorial we will learn how to create textual information for multiple questions. This type of text is used as a reference for other questions throughout the quiz. Please use caution when you are using textual information with random questions.

## Step 1. General Setup



Create New: -- Question or Section -- GO

There are currently 0 items in this section.

To add a question to this section, click the image icon.

Question Library

- Question or Section --
- Section
- Random Section
- Question
- True or False Question (T/F)
- Multiple Choice Question (MC)
- Multi-Select Question (M-S)
- Long Answer Question (LA)
- Short Answer Question (SA)
- Multi-Short Answer Question (MSA)
- Fill in the Blanks Question (FIB)
- Matching Question (MAT)
- Ordering Question (ORD)
- Arithmetic Question (2+2)
- Significant Figures (x10)
- Information
- Text Information (TXT)**

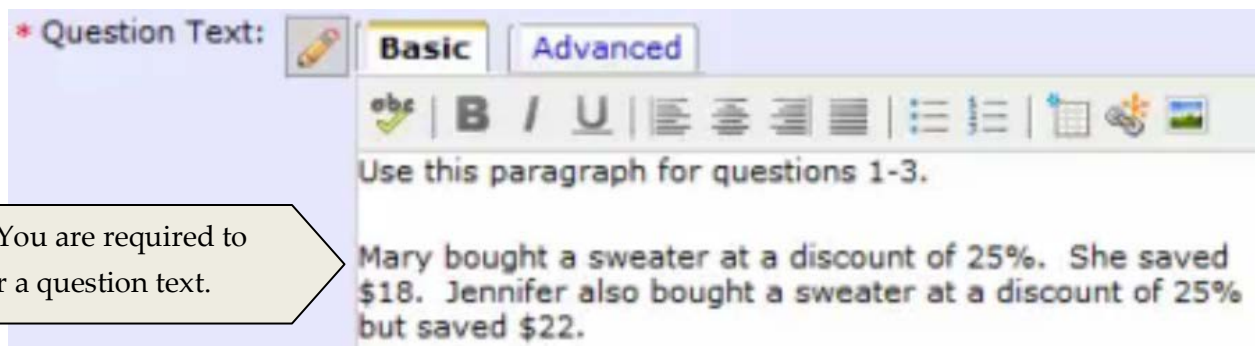
1B. and click go.


1A. First, select the text information type in the question library

Title:

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 the text passage.

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



\* Question Text:  **Basic** **Advanced**

Use this paragraph for questions 1-3.

Mary bought a sweater at a discount of 25%. She saved \$18. Jennifer also bought a sweater at a discount of 25% but saved \$22.

1D. You are required to enter a question text.

## Step 2. Ways to Save and Preview Work

---

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 bold, sans-serif font.

**2A.** 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 bold, sans-serif font.

**2B.** If you are planning to create a different type of question or question text after this one, click the save button.

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

**2C.** If you would like to create another textual information question with a similar question text click the save and copy

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

**2D.** If you would like to create a new textual information question with different information click the save and new button.

In this tutorial we learned how to create textual information for multiple questions.