

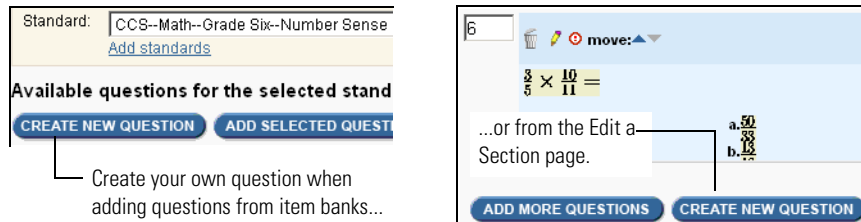
Writing your own question

If there are specific questions you want to add to an assessment, or if there are no available items in the item banks for the standards you've selected, you can write your own questions using the Edusoft WYSIWYG (What You See Is What You Get) question editor.

Any items you create automatically become available to other teachers and administrators in your district when they create assessments.

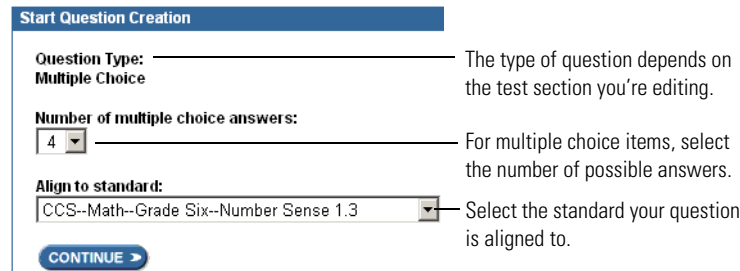
To write your own question:

- 1 While creating a test in Edusoft and adding questions from item banks, or from the Edit a Section page, click **Create New Question**.



- 2 For multiple choice questions, select the number of answer choices. Select the standard this question is aligned to, and click **Continue**.

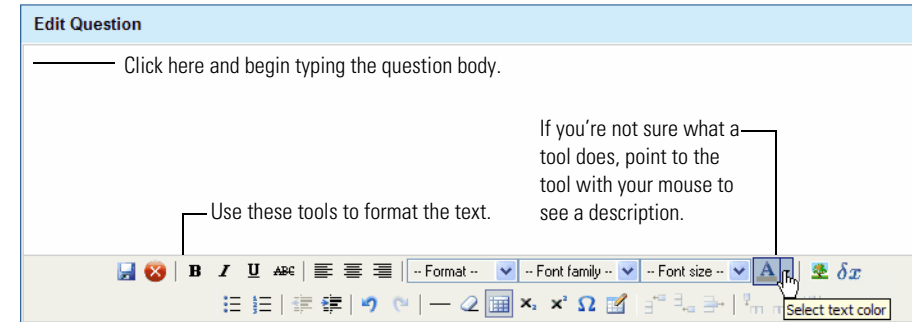
If you're creating a question while selecting others for a standard from the item banks, the standard is pre-filled.



The Edit Question Content page appears.

- 3 Click anywhere in the Question Body area.
The Edit Question text editor appears.

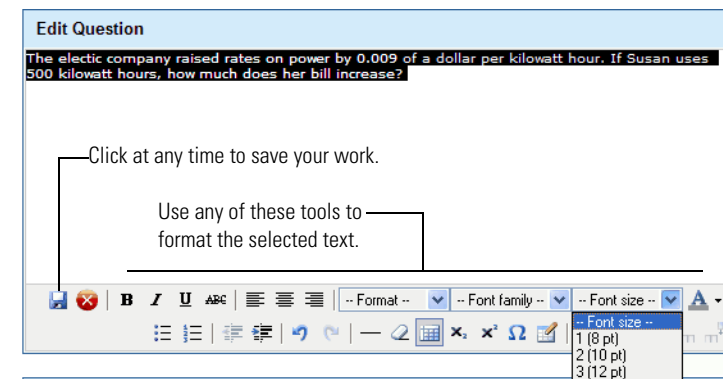
In addition to entering the question text, you can format the text by selecting a format, font family, and font size. You can also select a text color, and add bullets or numbers.



- 4 Click in the text editor area and type the question body. Use the formatting tools to change the text style, font, or color, add a table, format a table, add an equation, or upload an illustration.



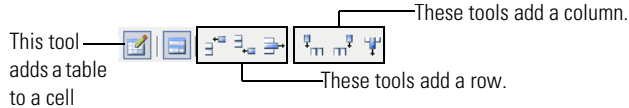




To Do this




- | | |
|-------------|--|
| Format text | <ol style="list-style-type: none"> 1 Select the text that you want to format. 2 Use the formatting tools to change the font size, color, indenting, alignment, or other characteristics of the text. |
|-------------|--|




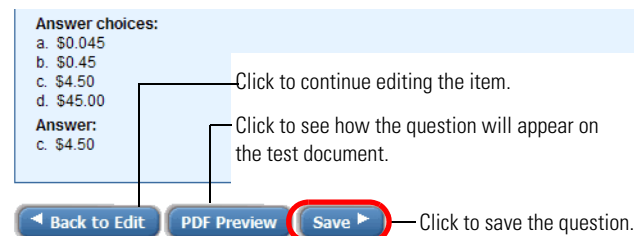
You can change any aspect of the text's appearance.

Note: You can drag and drop text from one location to another, just as you would in any text editor.

To	Do this
Insert a special character	<ol style="list-style-type: none"> 1 Place the pointer where you want to add the special character. 2 Click the special character tool . 3 In the Select custom character window, click the character you want to add. You can format the special character the same way you would a letter or number you typed.
Add a table	<ol style="list-style-type: none"> 1 Place the pointer where you want the table to appear. 2 Click the Table tool . 3 In the table window, specify the number of columns and rows, the cell padding (margins within a cell) and cell spacing (space around cells), alignment (right, left, or center), and cell border width. 4 Click Insert.
Add text to a table	<ul style="list-style-type: none"> ■ Click in the cell and type the text.
Format a table	<p>Click table formatting tools to:</p> <ul style="list-style-type: none"> ■ Add rows or columns ■ Add a new table inside an existing table cell.  <p>Note: To hide or show table borders, click the hide/show guidelines tool .</p>
Add a formula	<ol style="list-style-type: none"> 1 Place the pointer where you want the equation to appear. 2 Click the equation editor tool . 3 Type the equation in the Equation window. If you need help click the Math Equation Guide link. 4 Click Add to add the equation to the question body. <p>Note: You must write equations using the LaTeX mark-up language. However, you can add a simple subscript or superscript using these tools   in the main editor.</p>

To	Do this
Upload an image	<ol style="list-style-type: none"> 1 Place the pointer where you want the image to appear. 2 Click the upload image tool . <p>Note: Uploaded images must be no larger than 500 x 600 pixels. Files must be no larger than 10 MB.</p> <ol style="list-style-type: none"> 3 Click Browse to locate the image you want to add. 4 Click Add.
Add a horizontal rule	<ol style="list-style-type: none"> 1 Place the pointer where you want the rule to appear. 2 Click the horizontal rule tool .
Remove formatting	<ul style="list-style-type: none"> ■ Click the erase formatting tool .

- 5 When you've finished writing and formatting the question body, click anywhere in the answer choices area to enter the answer or answers choices.
 - For multiple choice questions indicate which is the correct answer.
 - For rubric questions, enter the grading criteria for each rubric score.
- 6 Click the save tool  to save both the question and answer choices. Edusoft closes the editor and displays the question and answer choices.
- 7 Click **Preview** to see the question and answer choices together. To change the question, click **Back to Edit**.



The screenshot shows a light blue box containing the following text:

Answer choices:
 a. \$0.045
 b. \$0.45
 c. \$4.50
 d. \$45.00
 Answer:
 c. \$4.50

Annotations with arrows point to:

- The text area: "Click to continue editing the item."
- The "Answer:" section: "Click to see how the question will appear on the test document."
- The "Save" button (circled in red): "Click to save the question."

- 8 To see how the question will appear in the test document, click **PDF Preview**. To change the question, click **Back to Edit**. Otherwise, click **Save**.
- 9 Click **Save** to save your changes and continue adding or editing questions. Click **Save & Finish** to save the assessment.