## HOW TO GIVE SHORT ANSWER EXPLANATIONS FOR MULTIPLE CHOICE QUESTIONS

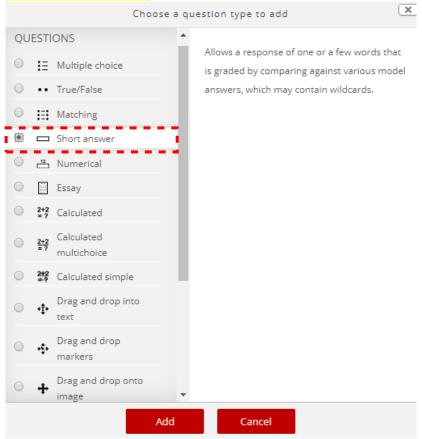
Dear Teachers,

We can now allow our students to explain why they chose a certain answer in the multiple choice section.

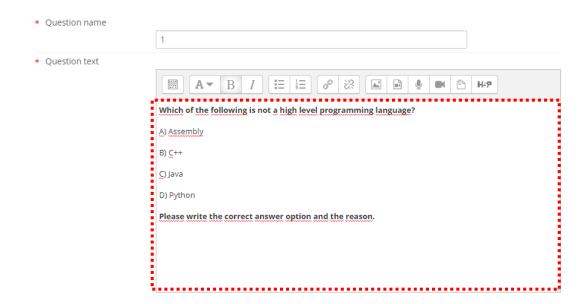
This can be found under the "Editing Exam" option.



By clicking on "New Question tab;"



Choose "Short Answer" question type.



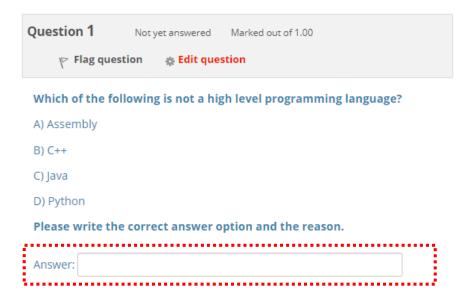
You should write your multiple choice question completely in the "Text Section".

Case sensitivity	
	No, case is unimportant ▼
Correct answers	
	You must provide at least one possible answer. Answers left blank will not be used. '*' can be used as a
	wildcard to match any characters. The first matching answer will be used to determine the score and
	feedback.

You can edit "Case Sensitivity" options in the answer method given to the question.



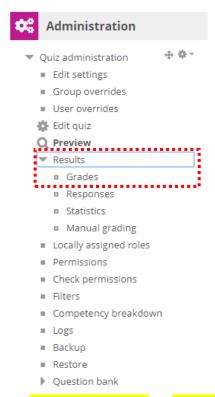
Enter the answer to your question in the "Answer Key" section and mark it out of "100%".



Students can explain which option they chose and why.

**IMPORTANT:** The multiple choice questions and short answers have been combined. Due to this, scoring is done manually. This is because they've entered the answer in the necessary section. Therefore they can get marks. For this reason, you can now close the scoring status. <u>You can do scoring manually.</u>

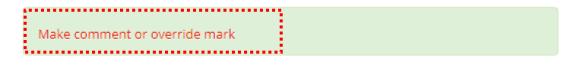
## To score manually in the system:

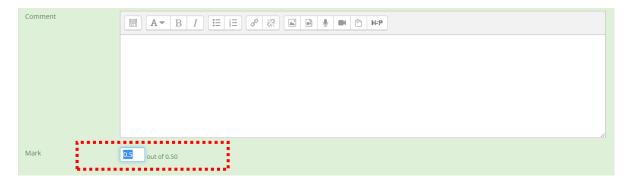


Click on the "Grades Tab" in the "Results Section" on "The Examine Applications" option from your student's tab.



To do manual scoring, you can click on the "Comment" or "Change the Grade" option in the given section.





You can give your feedback to the wrong answers from the "Comment" section and you can score from the "Grade" section.