User Guide
Technology-Enhanced Item Templates

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GENERAL FAQS ABOUT TEMPLATES

What fields are included in each template, and how do I complete them?

Each template shares certain key fields that you must complete in order for the item to save and publish. Exactly how you need to complete the fields can vary slightly depending on the question type (template-specific instructions can be found here), but all templates share the following parts:

- Title: You should use this section to title your questions with a unique identifier of your choice. The identifier should help you and others understand what the item is about.

  An example is, "Unit 1 Grammar, Item 1."

- Question: You should include the question you wish to be posed to students to answer and/or instructions you wish them to follow when completing the item in the question field.

  An example is, "Which words match each part of speech? Drag the words to the correct boxes."

  Sometimes interactive elements, such as sentences with drop-downs or fill-in blanks, are also entered in this area.

- Interaction space: This is where you enter answer options, content in draggable boxes, drop-zone titles, or other template-specific interactive elements.

- Solution: You should put the correct answer and/or an explanation of the correct answer in the solution space. The text in this space will appear to the student after either two incorrect attempts or a correct attempt.

- Hint 1 and Hint 2: In these spaces you should include text or images that progressively coach students toward the correct answers without revealing them. Students have access to Hint 1 at all times when answering a question; they have access to Hint 2 after clicking on Hint 1.

- General Feedback: General feedback appears after one incorrect attempt. It should explain, in general terms, why a student might have gotten the question incorrect and/or suggest what they might do to succeed on the second attempt. It should not reveal the correct answer as it will appear after a first incorrect attempt, with one attempt left to go. (Please note that General

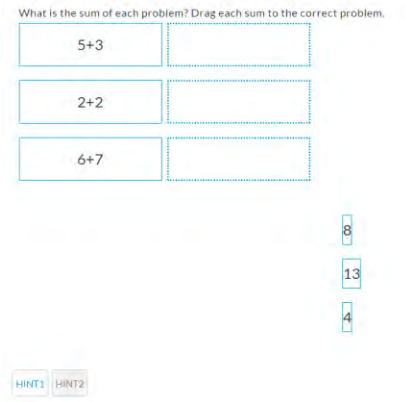
Feedback will appear as default after a first incorrect attempt for any answer combinations not included using the “Add Incorrect Feedback” button.)

- Add Incorrect Feedback: The “Add Incorrect Feedback” button allows you to add formative, customized feedback for specific incorrect answers or answer combinations. This feedback will appear after a student’s first incorrect attempt. This section is optional, and items will still save and publish without this part included.

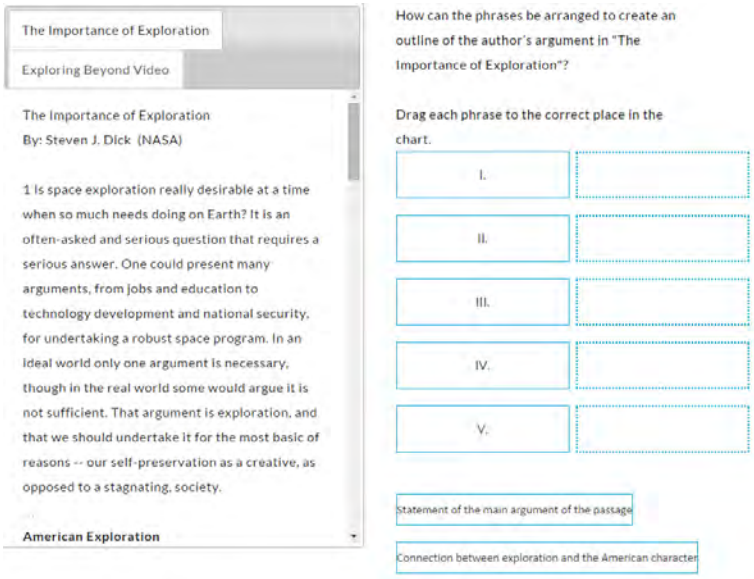
  If students select one of the answers or combinations you have included customized incorrect feedback for, they will receive this customized feedback upon submitting an incorrect answer or answers on their first attempt. Typically this feedback will identify and explain a specific misconception a student likely made when selecting a certain answer or answer combination. If a student does not select one of the answers or combinations you have included customized feedback for, he or she will receive the information in the “General Feedback” field.

  Please note that at this time, it is not possible to designate which parts of an item were completed correctly and which parts incorrectly after a first attempt. In addition, if students select multiple incorrect answers or combinations for which customized incorrect feedback is entered, they will receive all of this feedback after a first incorrect attempt.

How do I decide between a regular template and a “with passage” version of that template?
If you would like your question and any associated stimulus text or images to appear on one wide screen (on which a student will scroll up and down as necessary to see each component), select the regular version of the template.



If you would like your question and any associated stimulus text or images to appear in a scrolling passage panel on the left side of the screen, next to the question and other item components, select the “with passage” version of the template.



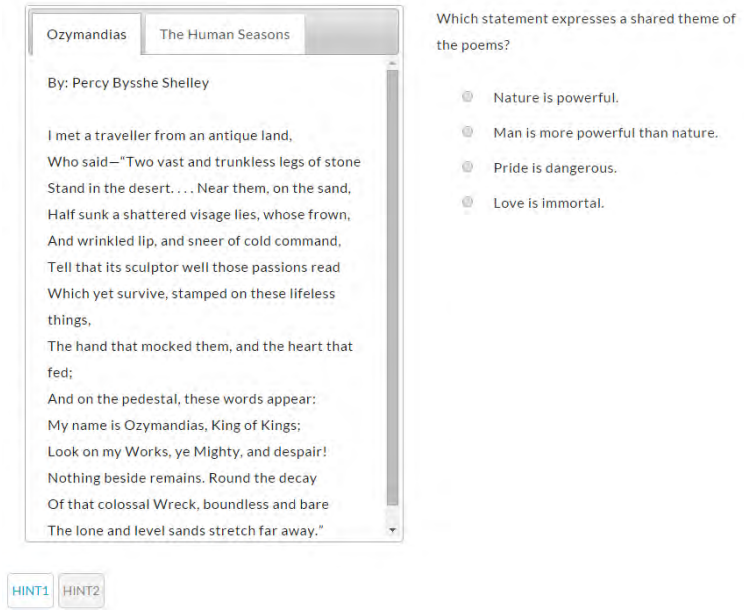
The only difference between the two versions of the template is that one has a space to add passages, and one does not. All other functionality is the same across the two templates.

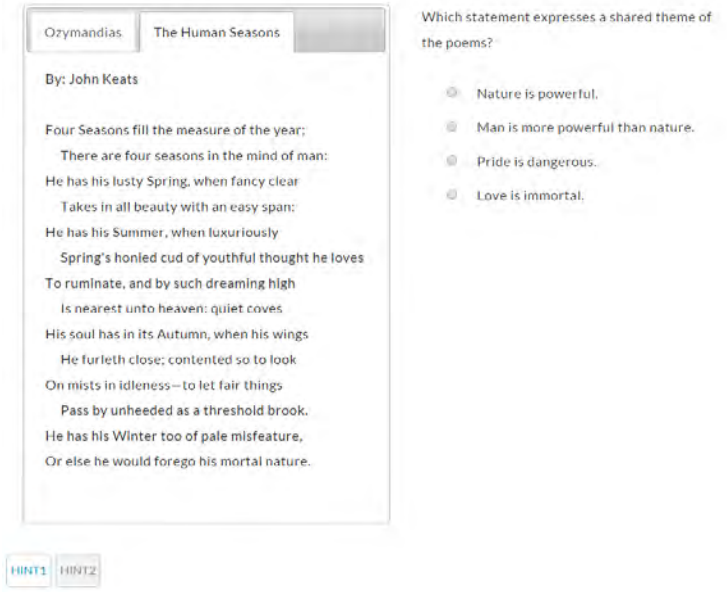
How do I enter a passage?

Type or copy and paste the passage title and passage content into their designated spaces. If you would like to add more than one passage, click “Add Passage” and repeat the process.

To delete a passage you added but no longer want, click the trashcan icon to the right of “Passage Title.”

Multiple passages will appear in tabs that students can click between as needed.



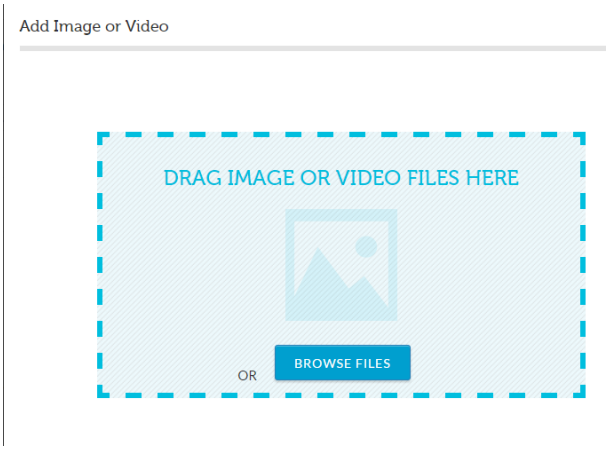


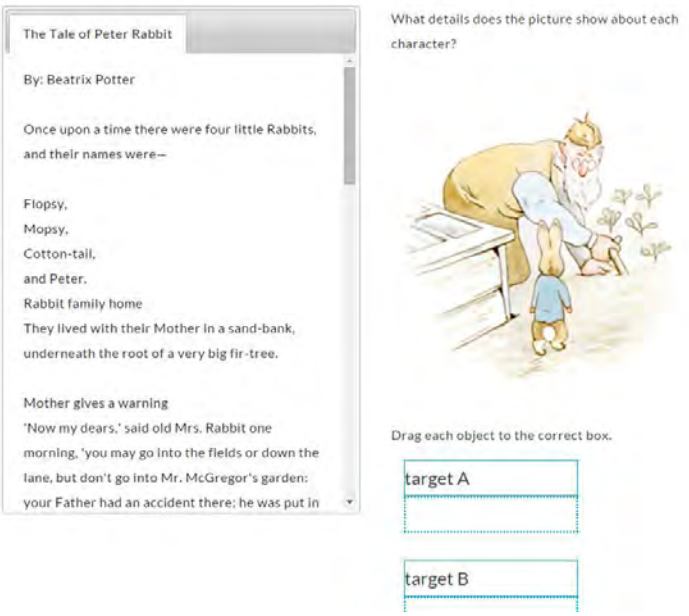
Please note that it is not possible to add a passage to the “without passage” version of the simple drag and drop template, nor is it possible to delete the passage panel from the simple drag and drop with passage version of the template. If you change your mind about which version of the template to use, you will need to re-enter the item in the correct template.

Can I add images, embedded audio files, embedded video files, and special math symbols into items?
Yes. Click on a given field to show the available text editor options.

Click the picture icon to add an image, the orange square root icon to add math symbols using the WIRIS editor, and the film icon to add an embedded audio or video clip. Images, embedded audio files, embedded videos files, and math symbols can be added wherever this text editor appears. Please note that in some fields in some templates, you only have the option to add images and math symbols in the text editor that appears; in others (title fields for drop zones and passages, for example), only text is an option.

How do I add an image?
After clicking the picture icon on the text editor, a blue box appears. You can drag images into the blue space or browse to and open them from a local file to add.

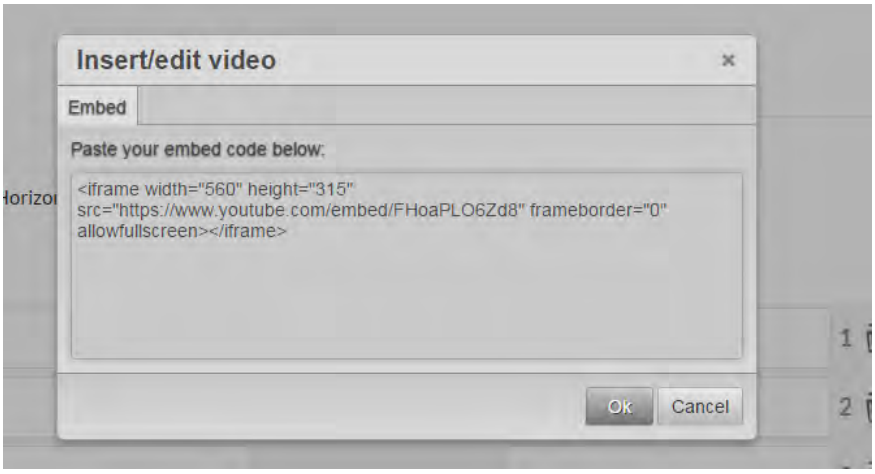


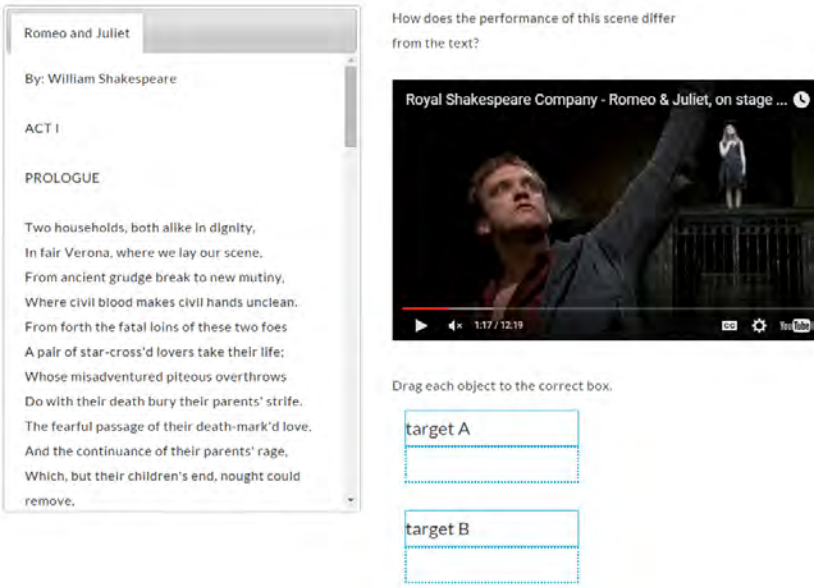


Please note it is not possible to upload video files using this method at this time.

How do I embed a video or audio file?

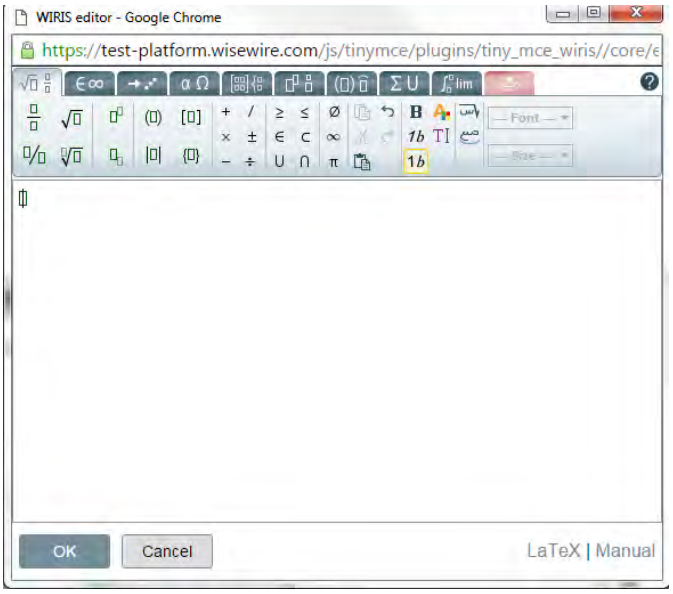
After clicking the film icon, a box appears that allows you to enter the embed code of the video or audio asset. (This often can be found by clicking the “Share” or “Embed” button on a given website with the video you’d like to include.) You can add embedded audio or video files by copying and pasting the embed code into the box:



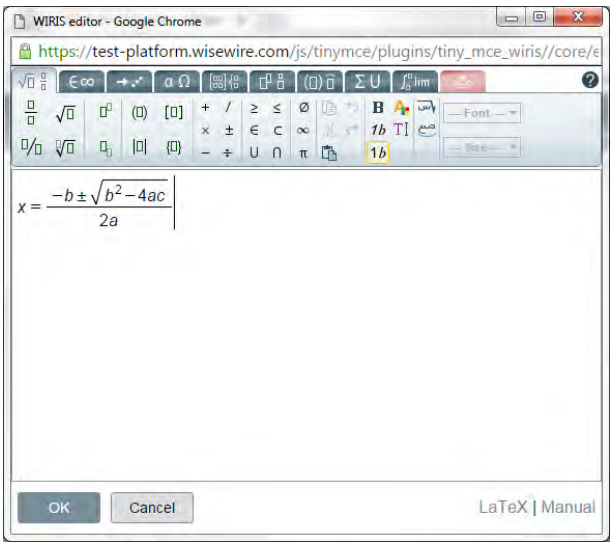


How do I add math symbols?

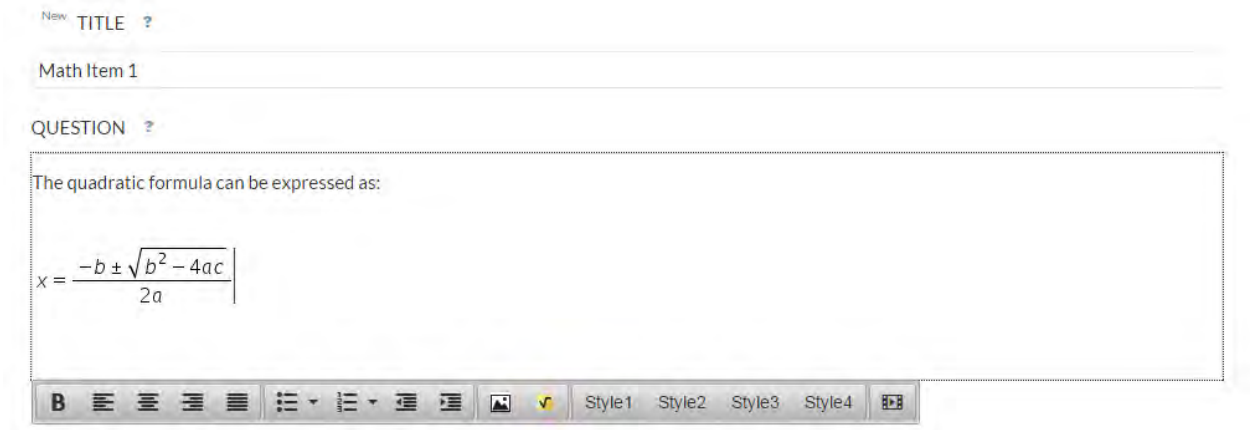
After clicking the orange square root icon, the WIRIS editor appears:



Use the various tabs to construct the equation or series of symbols you would like to include. Click the "Manual" link in the lower right corner for help in using the WIRIS editor for math symbols.



Click “OK” for the text entered in the WIRIS editor to appear in the question field.

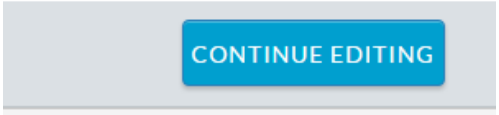


How do I save a draft of an item I’m not ready to publish yet?
Click “Save Draft” in the lower left corner of the screen.

How do I save a draft and preview an item I’m working on?
Click “Save Draft” and “Preview” in the lower left of the screen.

The preview function allows you to view the question, interaction space, hints, and item functionality; it will not allow you to view feedback at this time.

Hit the “Continue Editing” button in the lower right corner to return to the authoring screen.

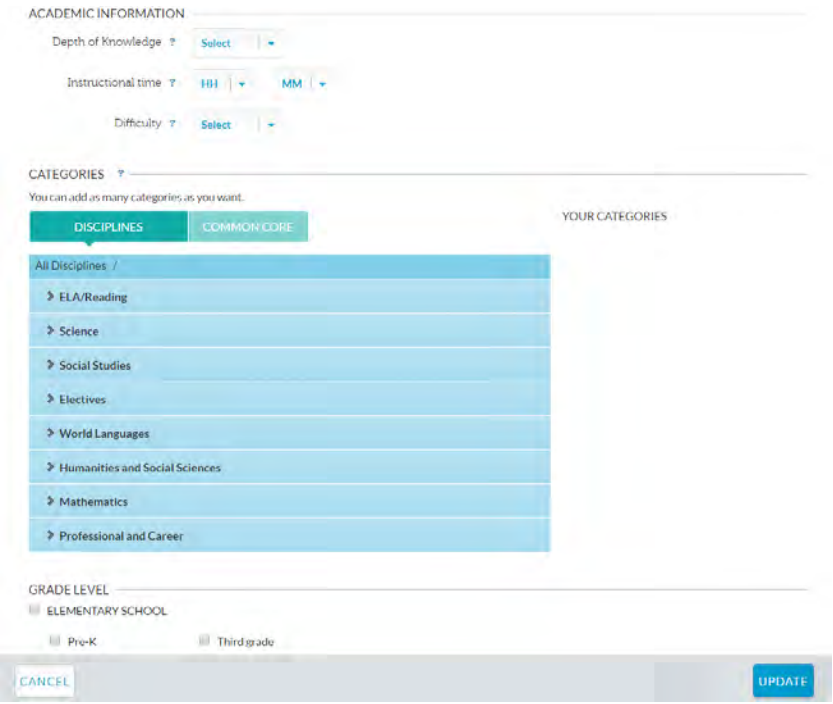


My item won’t save or preview. What do I do?
Make sure you’ve completed all required fields. Required fields are Title, Question, Interaction Space (with the correct answers designated; see template-specific instructions for information on how to do this for each template), Solution, Hint 1, Hint 2, and General Feedback. Look for red outlining and/or prompts identifying any content that you still need to add if the item doesn’t save.

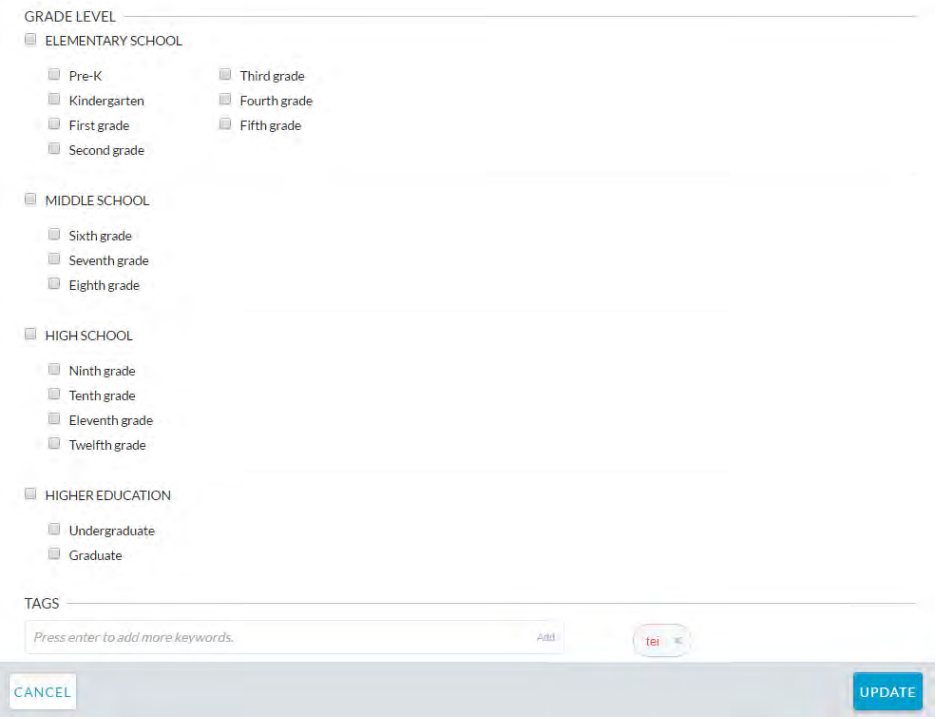
In the example below, the question field has been left blank and a red outline and prompt appears.

My item is complete. What do I do?
Hit the “Publish” button in the lower right corner to make the item available to others.

How do I enter metadata about the item?
After you have completed the item and hit “Publish,” a metadata screen will appear. Here you can enter information about the item, such as its depth of knowledge, instructional time, difficulty, disciplines, Common Core standard alignments, grade level, and custom tags that you can type in. Simply select from the drop-down menus in the “Academic Information” section or click on the appropriate category from the “Disciplines” and/or “Common Core” tabs in the “Categories” section to assign the necessary metadata to your item.



Check off the appropriate grade level category and grade(s), and type any keywords with which you wish to associate your item.



Please note that the tag “tei,” which means technology-enhanced items, automatically appears. It is recommended that you retain that tag as it allows the item to be correctly classified in our system.

When you have entered all desired metadata, click “Update” in the lower right corner of the screen.

How do I view and test the final item I published or drafts I saved but didn’t publish?
Go to your Dashboard by clicking “Dashboard” at the top left of the screen. Beneath “Your Activity” on the left side of the screen, select “Created by You.” Select Assessments or Questions, and Published or Drafts, as needed.

Click on the item. You can now test items that have been published in full, including viewing what happens after submitting a given incorrect answer on the first attempt and what happens when both attempts have been made.

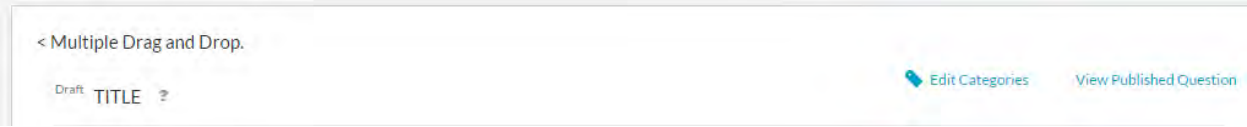
You can preview drafts, but they must be published in order to test the full response cycle.

I’ve tested the item once, and now I can’t test it again because it says I’ve already completed it. What do I do to continue testing it?
You can create and add an item to an assessment in order to test it multiple times with multiple different incorrect or correct answers without the item saving your responses. You also can “reset” an item by making an edit to it and re-publishing it.

How do I edit an item?
Click the “Edit” link at the top left of the opened item. The authoring tool will open.

Save changes by clicking “Publish” in the lower right corner again. If you need to update metadata, enter those as well and click “Update.” If not, leave as is, and simply click “Update.” The edited item will automatically replace the previous version of the item. You can continue this as many times as necessary.

How do I navigate directly to the metadata screen for an item?
Open the item by clicking “Edit,” and then click “Edit Categories” in the upper right corner to view and edit in the metadata screen immediately.



How do I edit an item in an assessment I’ve already saved as a draft or published?
The version of the items you saved or published in a given assessment is frozen. If you discover an error in an item or wish to edit one or more, edit the item first. Then, re-construct the assessment and save the draft or publish the assessment so that it contains the most recent version of items.

How do I delete items or assessments?
You cannot currently delete items or assessments. We recommend you edit items and re-publish. If there is an item that you do not want to edit but do want to discard, change the title (such as add an

"old—do not use" to the filename) so that it's easy to identify. This same method can be used for assessments, which can't be edited once they're drafted or published.

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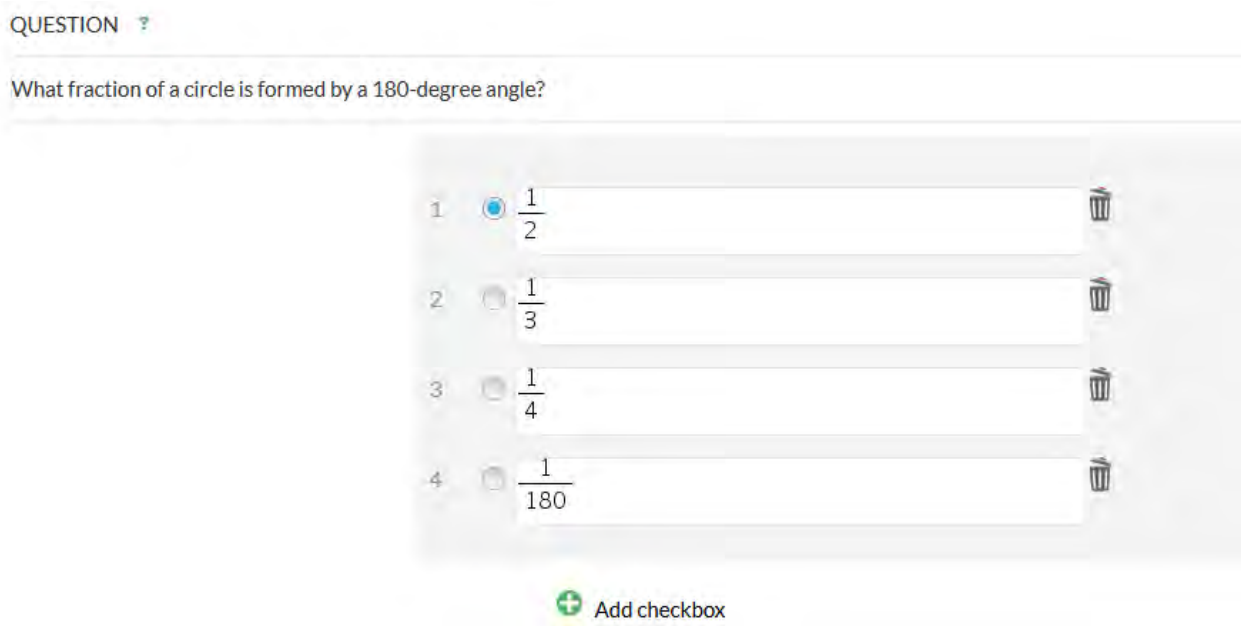
TEMPLATE-SPECIFIC FAQS

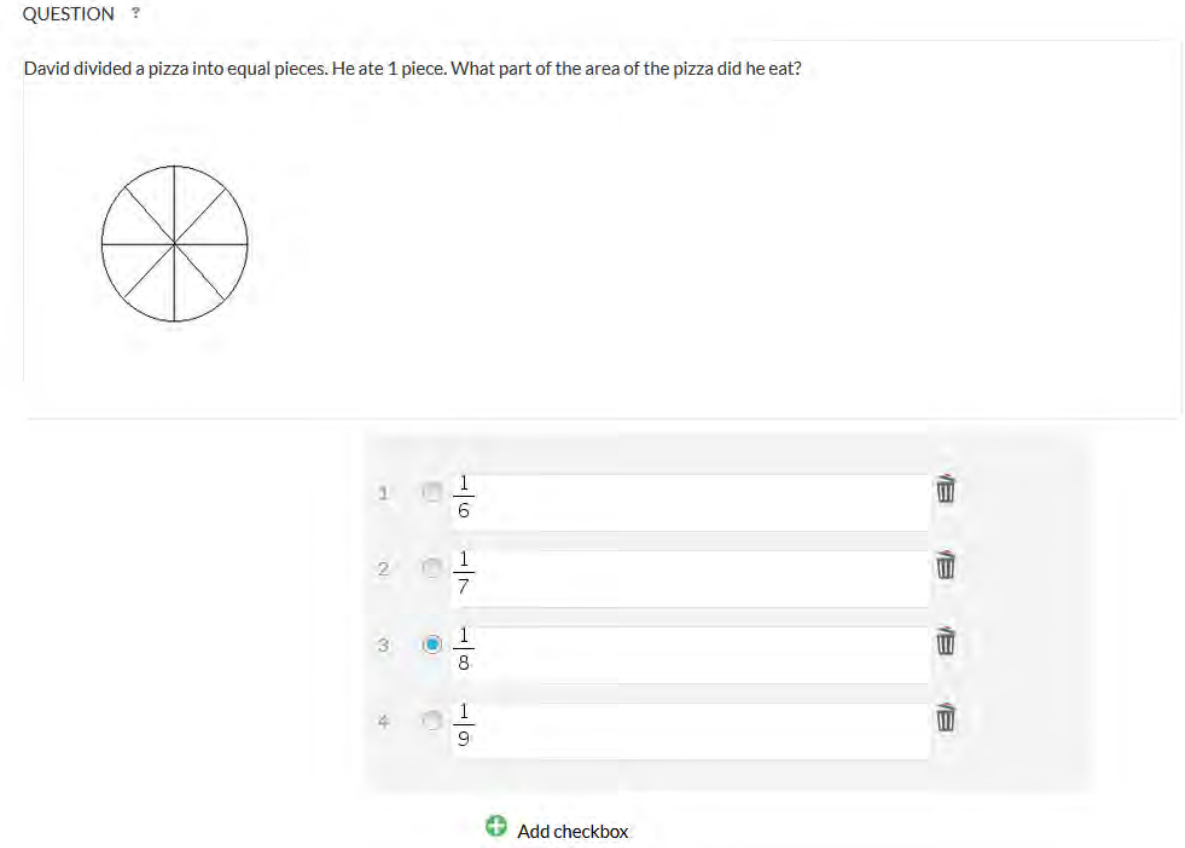
Multiple Choice

What is a multiple choice item?
A multiple choice item asks students to select one correct answer from three or more options.

What does the interaction space for a multiple choice item look like?
The interaction space for a multiple choice item is the space below the question field. This is where you enter the options from which students choose the correct answer.



Note that any stimuli art should be included in the question field.



How do I complete the interaction space for a multiple choice item?
In each box labeled with a number (1, 2, 3), add the text or images that you wish to serve as the answer options.

If you would like to add options, click “Add Checkbox.”

If you would like to delete options, click the trashcan icon to the right of the given box.

How many options can I have in a multiple choice item?
A minimum of three options is required. You can have a maximum of 10 options.

How do I indicate the correct answer in the interaction space of a multiple choice item?
Denote the correct answer by clicking in the bubble to the right of the number of the correct option.

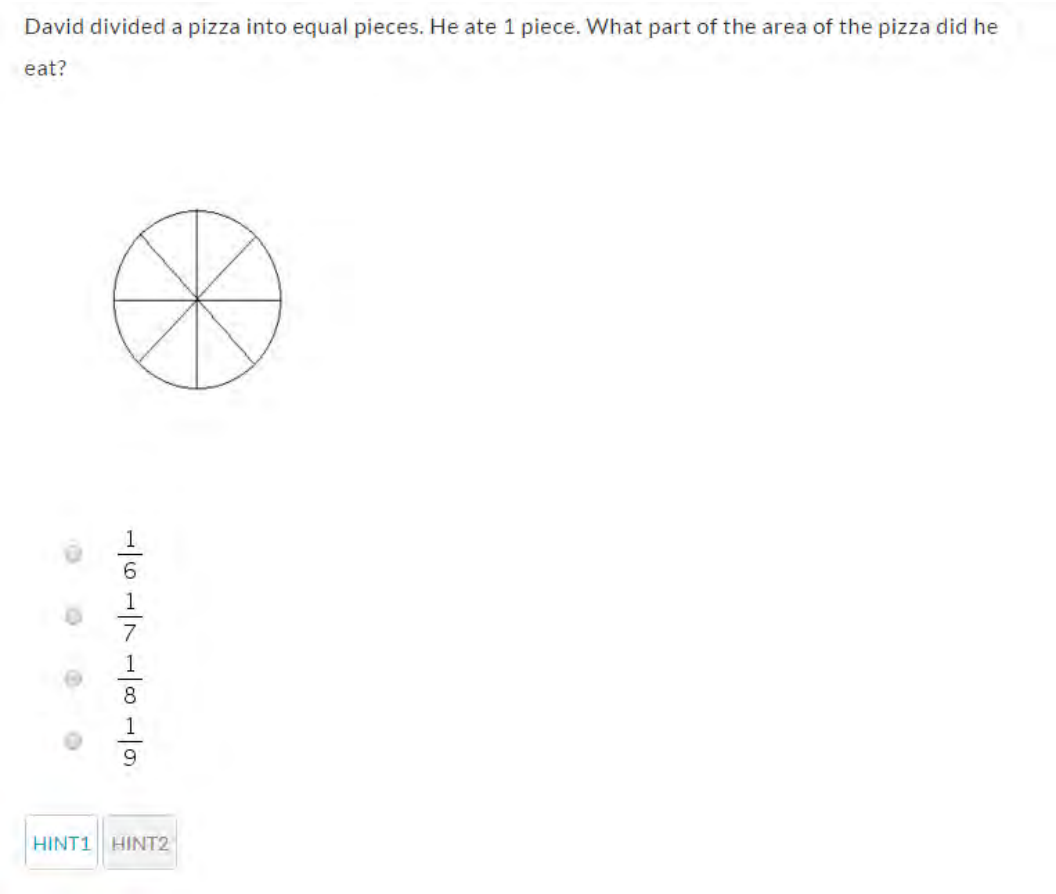
How do I enter customized feedback for multiple choice items?
Click the “Add Incorrect Feedback” button. Then select the number of the incorrect option you wish to yield this customized feedback from the drop-down menu to the right of “Item.” Then enter the text of the feedback you would like to appear when this answer is submitted in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student selects option 2 instead of the correct option 1, you might enter the following:

Continue to hit "Add Incorrect Feedback" for each individual incorrect answer you wish to yield customized feedback. Any incorrect answers not specified here will yield general feedback.

What does a finished multiple choice item look like?

A completed item looks something like the example below. Keep in mind you can create this item type with a passage panel if needed.



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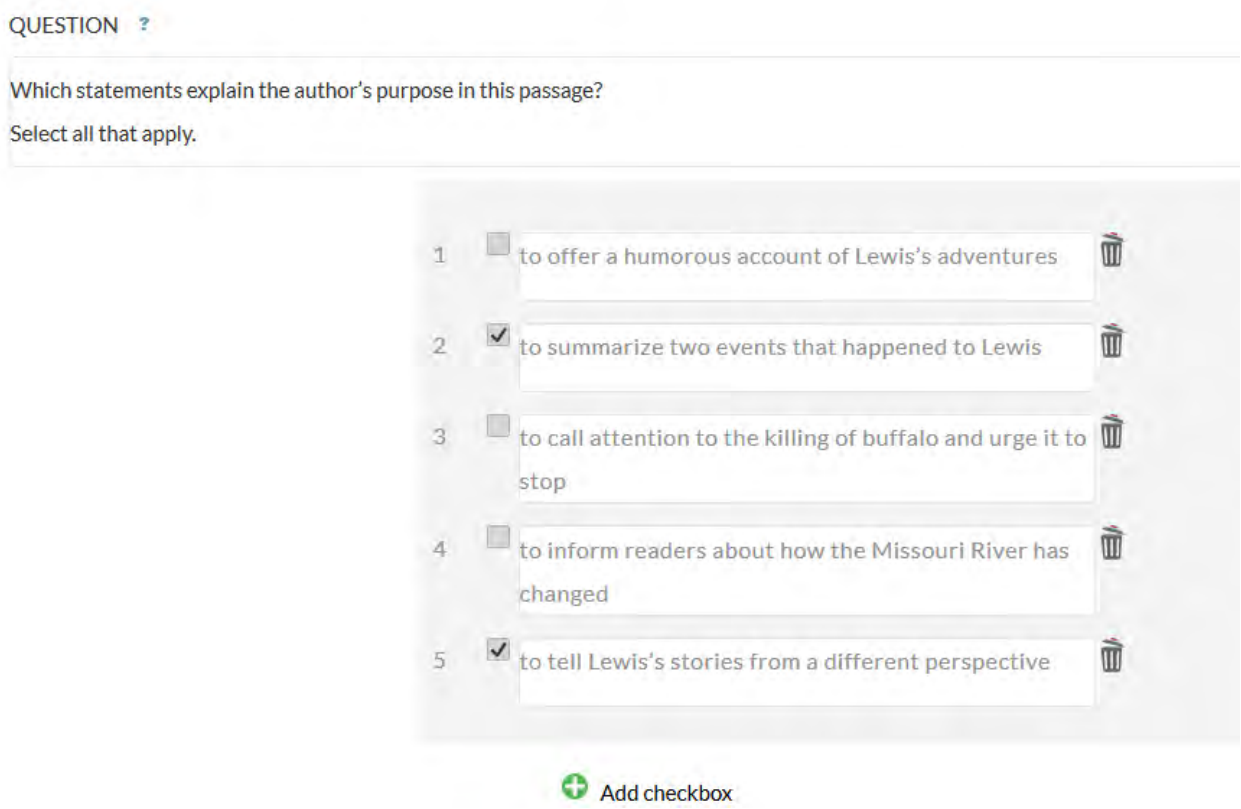
Multiple Select

What is a multiple select item?
A multiple select item asks students to select two or more correct answers from three or more options.

What does the interaction space for a multiple select item look like?
The interaction space for a multiple select item is the space below the question field. This is where you enter the options from which students choose the correct answer.



How do I complete the interaction space for a multiple select item?
In each box labeled with a number (1, 2, 3), add the text or images that you wish to serve as the answer options.

If you would like to add options, click "Add Checkbox."

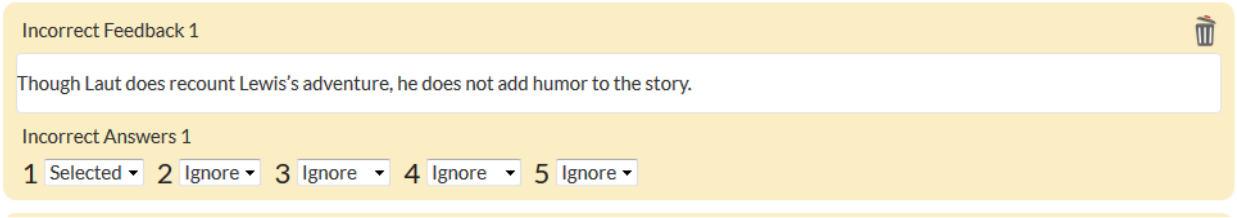
If you would like to delete options, click the trashcan icon to the right of the given box.

How many options can I have in a multiple select item?
A minimum of three options is required. You can have a maximum of 10 options.

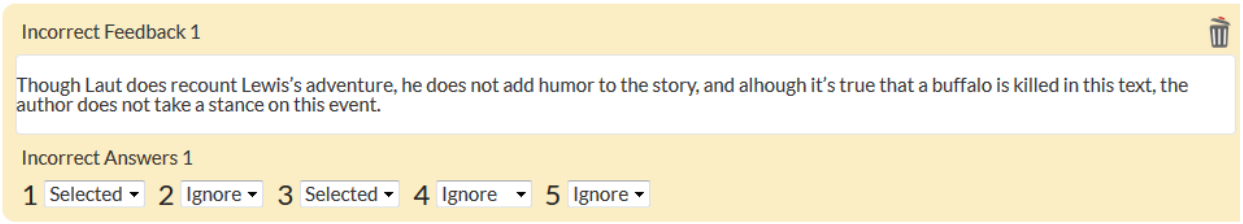
How do I indicate the correct answer in the interaction space of a multiple select item?
Denote the correct answer by clicking in the check boxes to the right of the numbers of the correct options.

How do I enter customized feedback for multiple select items?
Click the “Add Incorrect Feedback” button. Then choose “Selected” from the drop-down menu next to the number of the option you wish to yield this customized feedback if chosen by the student. You may attach this feedback to individual answer selections (select “Ignore” for all others if this is the case), or in combinations (choose “Selected” for the combination of answers and “Ignore” for any that do not apply.) Then enter the text of the feedback you would like to appear when this answer or answer combination is submitted in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student selects option 1 as part of their answer when only 2 and 5 are correct, you might enter the following:



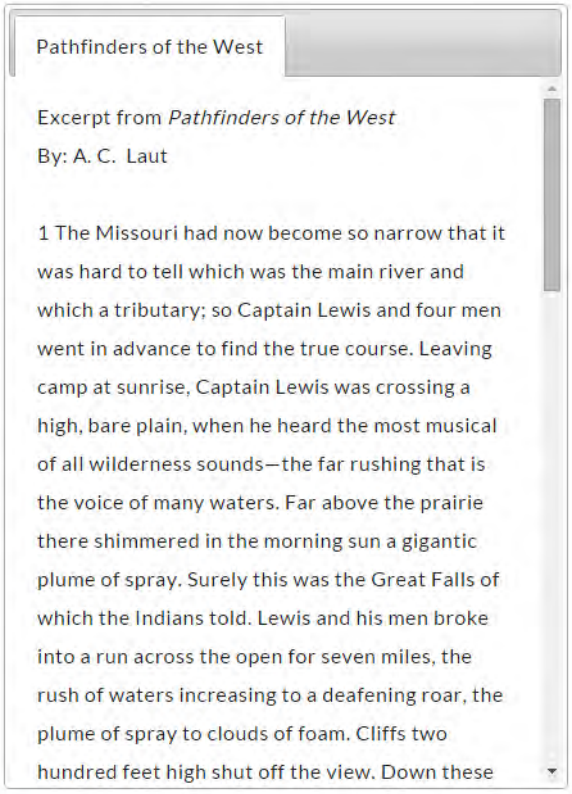
If you would like to enter customized feedback for a case in which a student selects options 1 and 3 when 2 and 5 are correct, you might enter the following:



Continue to hit “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any incorrect answers not specified here will yield general feedback.

Please note that at this time for this item type, it is not possible to designate a customized feedback combination that includes an answer combination containing a correct answer.

What does a finished multiple select item look like?
A completed item looks something like the example below. Keep in mind you can create this item type without a passage panel if needed.



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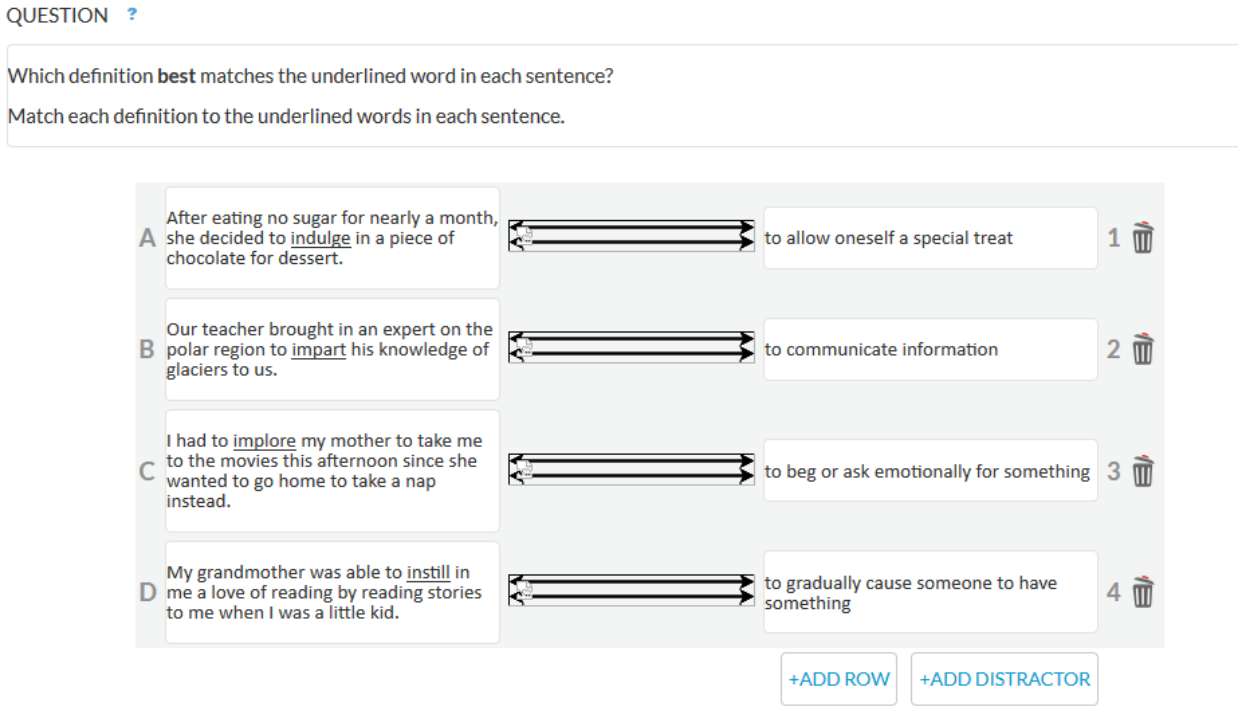
Matching Columns

What is a matching columns item?
A matching columns item asks students to match objects across two columns.

What does the interaction space for a matching columns item look like?
The interaction space for a matching columns item is the space below the question field. This is where you enter the information to be matched in each column.



How do I complete the interaction space for a matching columns item?
In each box in the left column labeled with a letter (A, B, C, D, etc.), add the text or images that you wish to be matched to corresponding information in the box labeled with a number (1, 2, 3, 4, etc.) in the right column.

If you would like to add options, click “Add Checkbox.” Decoys, or options that have no match, are possible in the right column.

If you would like to delete options, click the trashcan icon to the right of the given box.

Please note that options in the right column will be automatically randomized for students so as not to appear across from their matches in the left column.

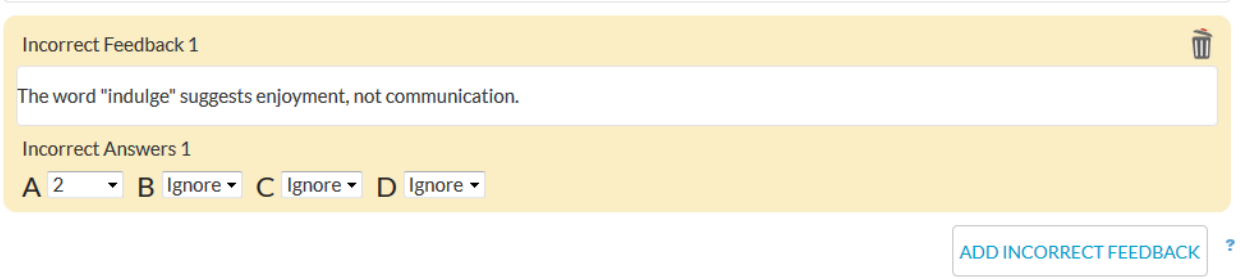
How many options can I have in a matching columns item?
A minimum of three pairs is required. You can have a maximum of 10 pairs and 10 decoys.

How do I indicate the correct answer in the interaction space of a matching columns item?
By entering objects to be matched across from one another in the same row (or having no corresponding object, in the case of decoys), you are indicating the correct answers.

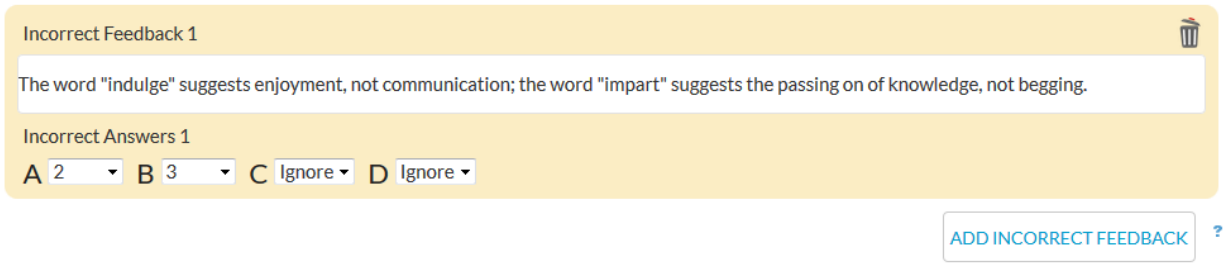
How do I enter customized feedback for a matching columns item?
Click the “Add Incorrect Feedback” button. Then choose the number of the incorrect answer from the drop-down menu to the right of a given lettered option that you wish to yield this customized feedback

if chosen by the student. You may attach this feedback to individual answer selections (select “Ignore” for all others if this is the case) or in combinations (choose a number for multiple lettered boxes.) Then enter the text of the feedback you would like to appear when this answer or answer combination is submitted in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student matches box A to box 2 (instead of the correct box 1), you might enter the following:



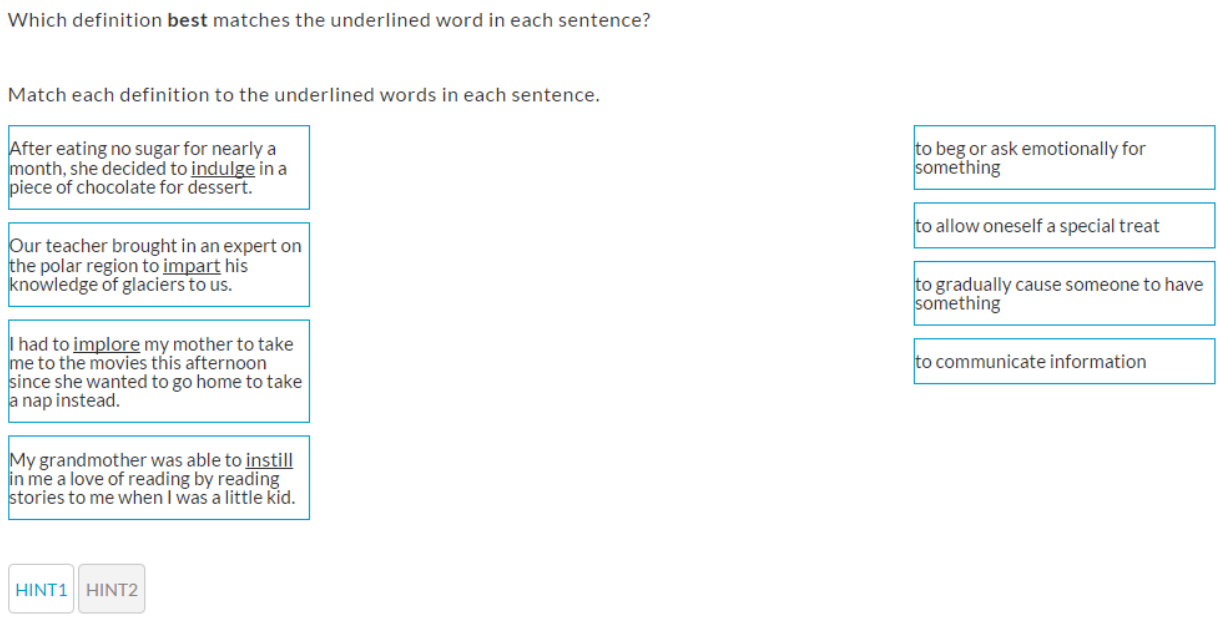
If you would like to enter customized feedback for a case in which a student matches box A to box 2 (instead of the correct box 1) and matches box b to box 3 (instead of the correct box 2), you might enter the following:



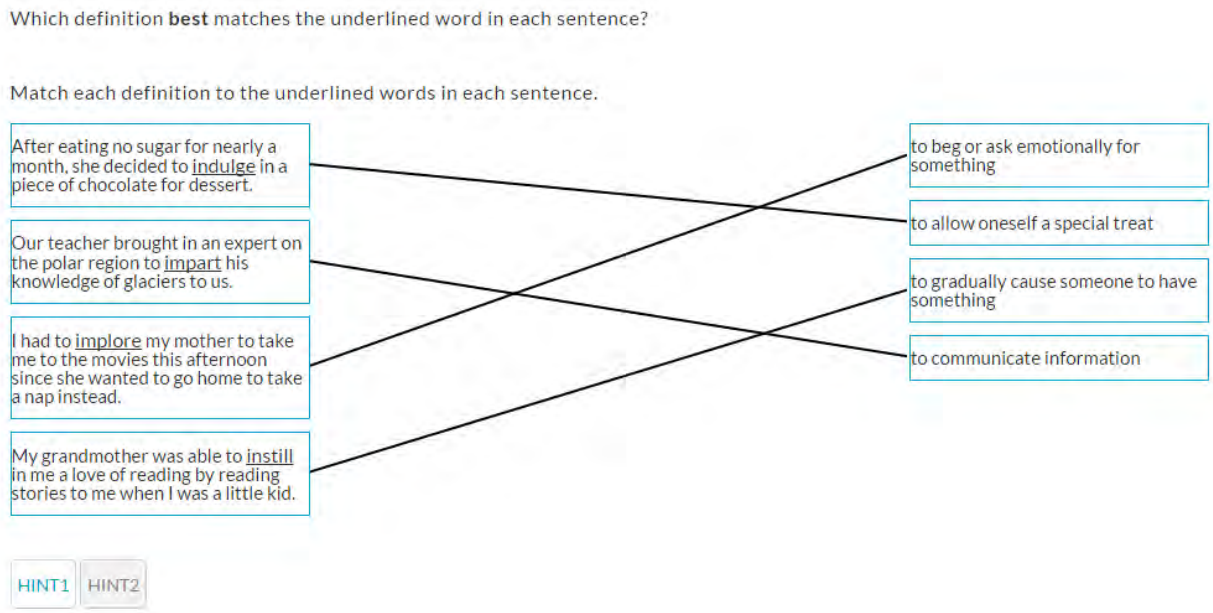
Continue to hit “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any incorrect answers not specified here will yield general feedback.

Please note that at this time for this item type, it is not possible to designate a customized feedback combination that includes an answer combination containing a correct answer.

What does a finished matching columns item look like?
A completed item looks something like the example below. Keep in mind you can create this item type with a passage panel if needed.



The boxes in the left column are dragged to their match in the right column, drawing a line.



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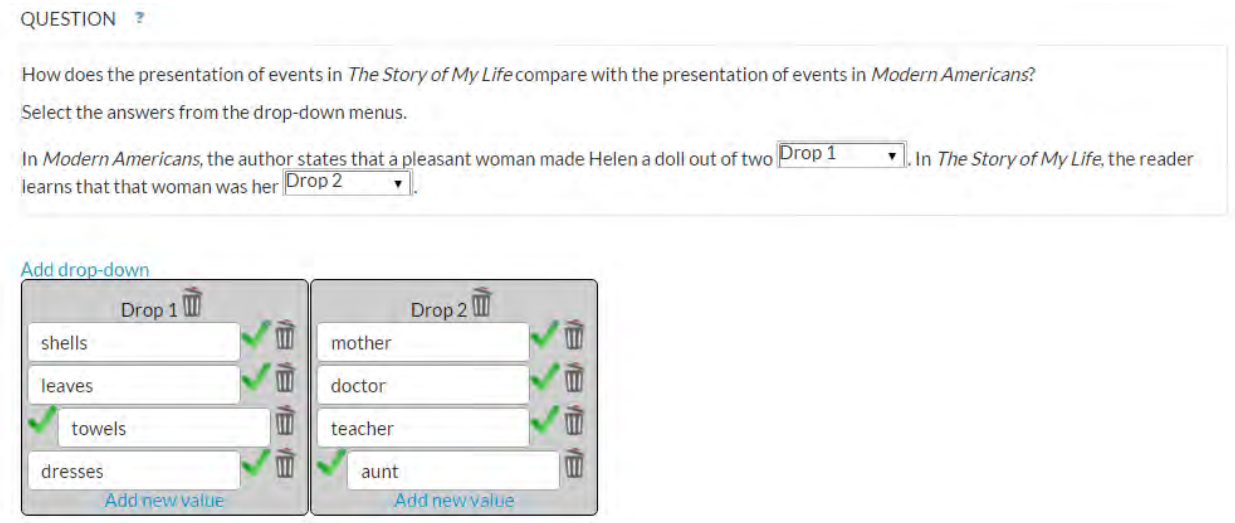
Drop-Down

What is a drop-down item?

A drop-down item asks students to select options from a drop-down menu in order to complete or respond to statements or questions.

What does the interaction space for a drop-down item look like?

The interaction space for a drop-down item is the space within and below the question field. In the question field, you include the blanks you wish to be filled; beneath the question field, you include the menu of options for each blank and select the correct answers.



How do I complete the interaction space for a drop-down item?

In the question field, add any stimulus text or images, questions, or prompts you would like students to read before answering the question. Then begin to add the statements you would like students to complete or respond to by selecting from drop-down menus. When you reach a point where you would like to include a blank, click “Add Drop-Down.” The numbered drop-down (Drop 1, Drop 2, Drop 3, etc.) will appear at the bottom of the question field. Use the "Delete" key on the keyboard to move the drop-down menu to the correct place within or after the statement. Repeat this process for all drop-downs you would like to include.

Then in the Drop 1, Drop 2, etc. boxes that have appeared beneath the question field, click "Add New Value" and enter each option that should appear in the drop-down menu for the blank.

If you would like to delete drops or values within them, click the trashcan icon to the right of the drops or values in the space beneath the question field.

How many options can I have in a drop-down item?

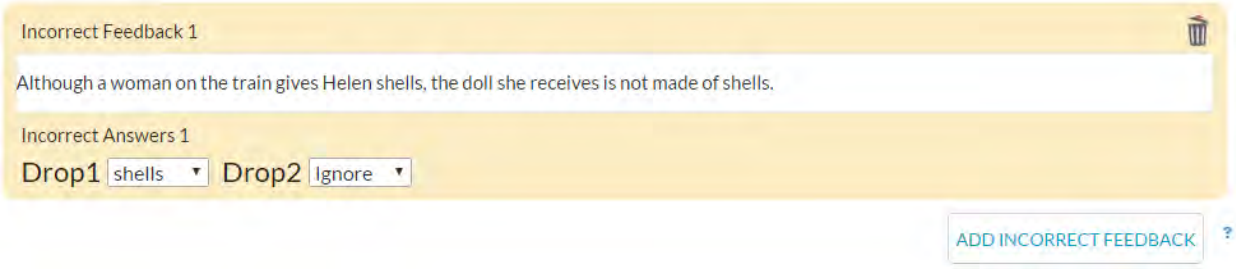
A minimum of one drop with one value is required. You can have a maximum of 10 drops with 10 values each. Each drop only accepts one correct answer.

How do I indicate the correct answer in the interaction space of a drop-down item?

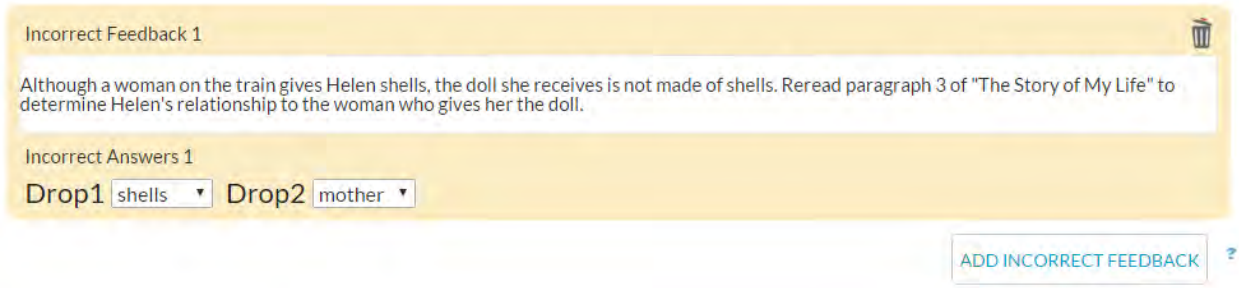
Click the green checkmark to the right of the correct selection for each drop.

How do I enter customized feedback for a drop-down item?
Click the “Add Incorrect Feedback” button. Then for the desired drop, choose the incorrect answer from the drop-down menu that you wish to yield this customized feedback if chosen by the student. You may attach this feedback to individual answer selections (select “Ignore” for all others if this is the case) or in combinations (choose a number for multiple lettered boxes.) Then enter the text of the feedback you would like to appear when this answer or answer combination is submitted in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student selects “shells” instead of “leaves” for Drop 1, you might enter the following:



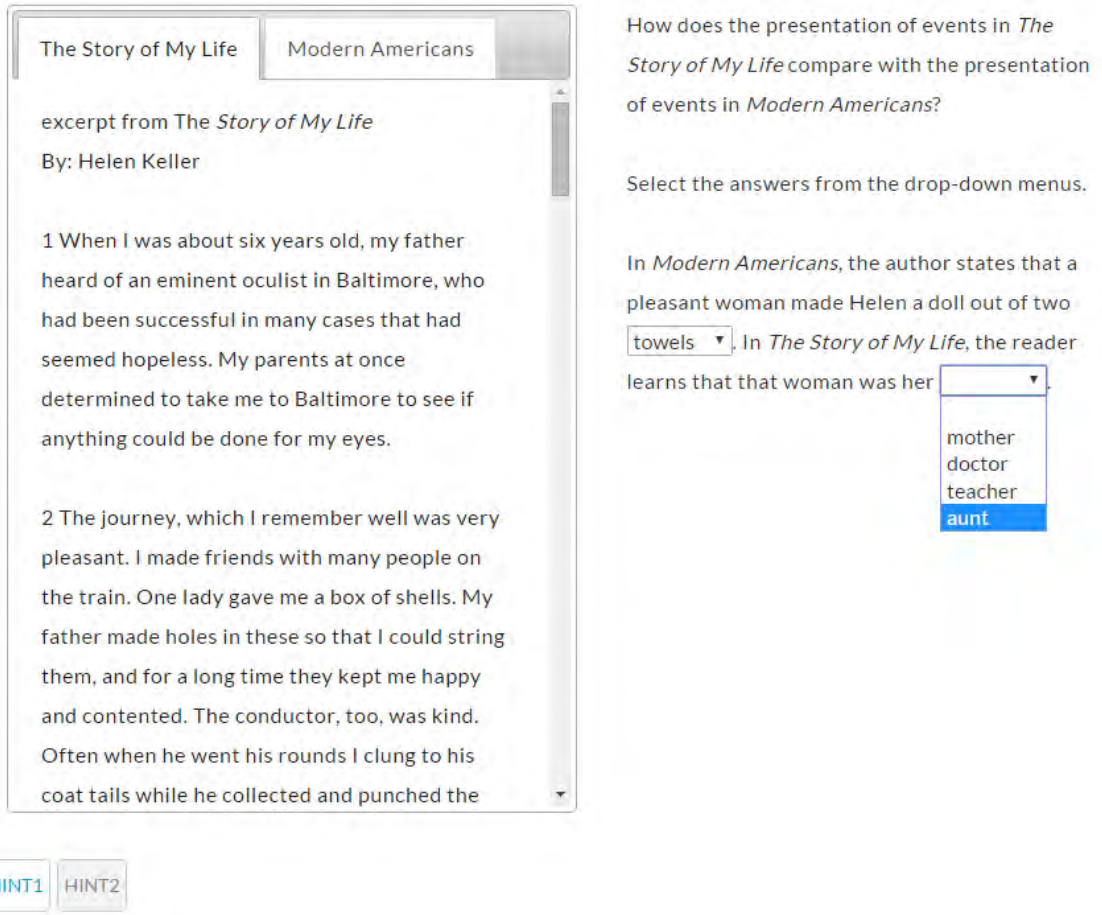
If you would like to enter customized feedback for a case in which a student selects “shells” instead of “leaves” for Drop 1, and “mother” instead of “aunt” for Drop 2, you might enter the following



Continue to hit “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any incorrect answers not specified here will yield general feedback.

Please note that at this time for this item type, it is not possible to designate a customized feedback combination that includes an answer combination containing a correct answer.

What does a finished drop-down item look like?
A completed item looks something like the example below. Keep in mind you can create this item type without a passage panel and customize the number and placement of drop-down menus.



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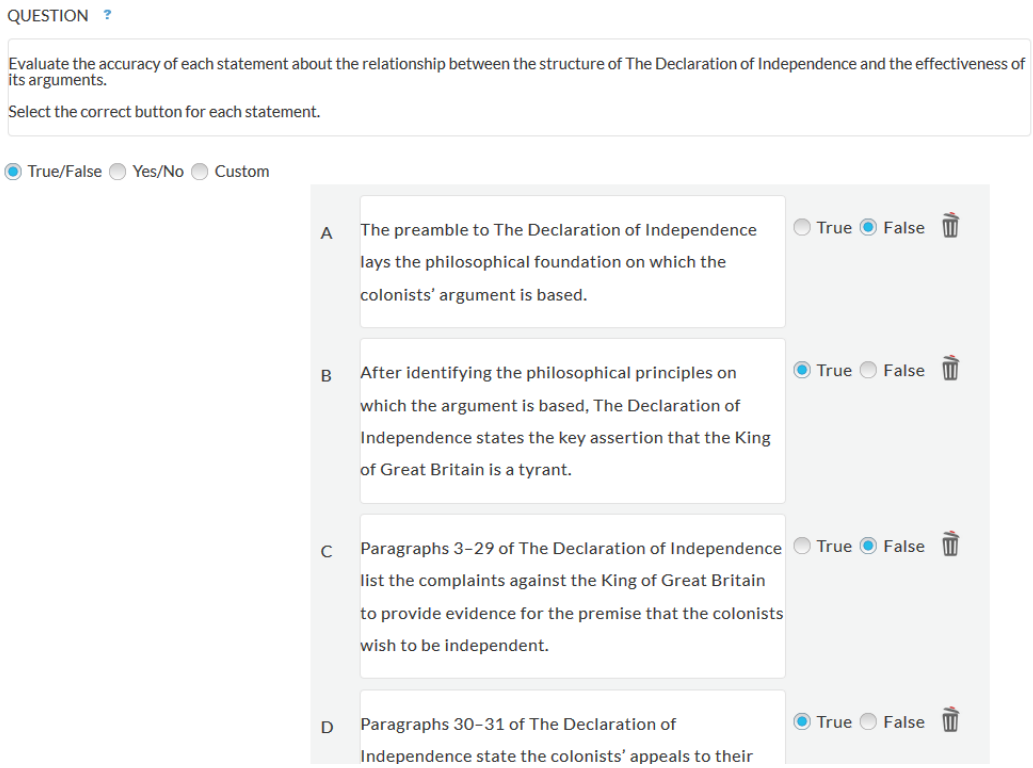
Radio Button

What is a radio button item?

A radio button item asks students to classify statements or images according to given criteria by selecting a button for each one. They may be asked to classify statements as “true” or “false,” respond “yes” or “no,” or classify statements based on custom criteria that you write yourself.

What does the interaction space for a radio button item look like?

The interaction space for a radio button item is the space below the question field. This is where you include text or images to be classified and designate the categories for classification.



How do I complete the interaction space for a radio button item?

Select what you would like your radio button labels to be by clicking True/False, Yes/No, or Custom. These represent the categories into which each statement will be classified. If you select True/False or Yes/No, these will automatically populate as the radio button labels. If you select "Custom," type your custom radio button labels into the boxes that appear. You must have a minimum of two radio button options, and you can have a maximum of five. Click "Add Radio Button Label" to add additional ones beyond the two that appear by default when "Custom" is filled in.

Then, type the statements or add the images to be classified in the lettered (A, B, C, etc.) statement boxes. Click "Add statements" to add additional spaces. For each statement, select the correct radio button by clicking on it.

If you would like the radio button labels to appear as column headings rather than next to each individual statement, check the box next to "Use radio button labels as header."

If you would like to delete radio button labels or statements, click the corresponding trashcan icon.

How many statements can I have in a radio button item?

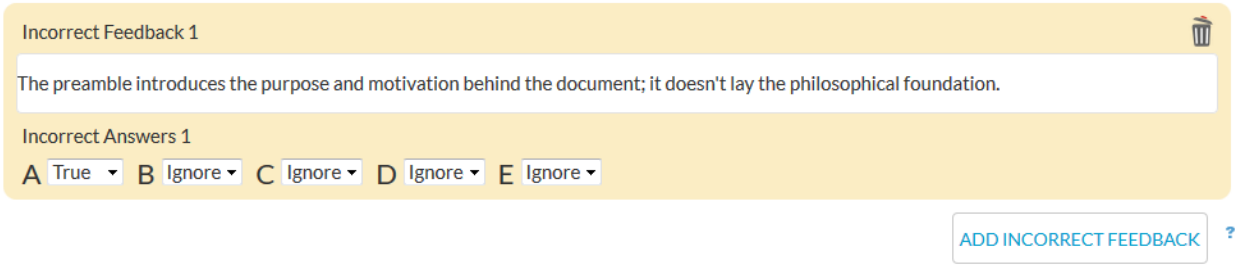
A minimum of three statements is required, and a maximum of 10 statements can be included. You must have a minimum of two radio button options, and you can have a maximum of five.

How do I indicate the correct answer in the interaction space of a radio button item?

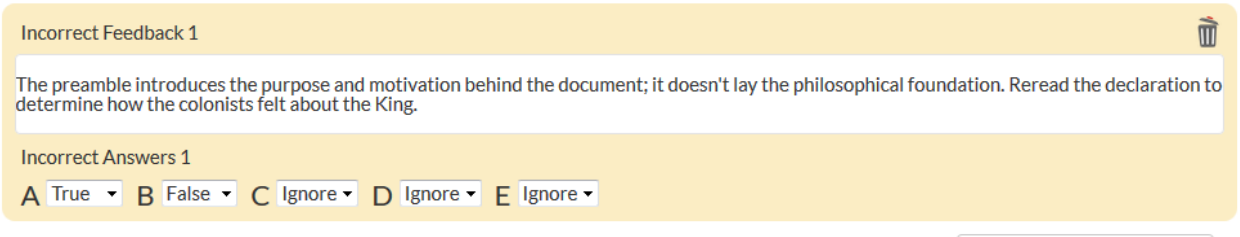
Click the correct radio button for each statement entered in the interaction space.

How do I enter customized feedback for radio button items?
Click the “Add Incorrect Feedback” button. Then for the desired lettered statement (A, B, C, etc.), choose the incorrect answer from the drop-down menu that you wish to yield this customized feedback if chosen by the student. You may attach this feedback to individual answer selections (select “Ignore” for all others if this is the case), or in combinations (choose an answer for multiple lettered statements. Then enter the text of the feedback you would like to appear when this answer or answer combination is submitted in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student selects “True” instead of “False” for statement A, you might enter the following:



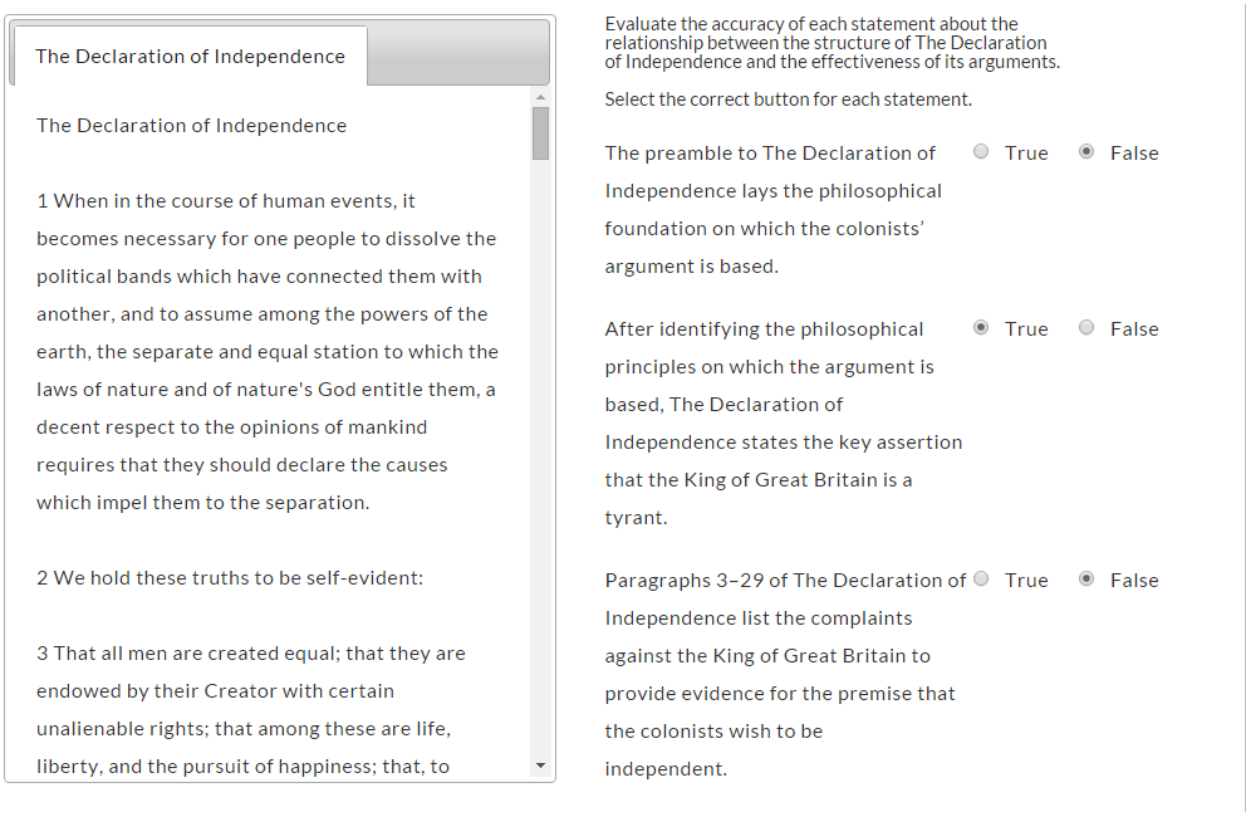
If you would like to enter customized feedback for a case in which a student selects “True” instead of “False” for statement A and “False” instead of “True” for statement B, you might enter the following:



Continue to hit “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any incorrect answers not specified here will yield general feedback.

Please note that at this time for this item type, it is not possible to designate a customized feedback combination that includes an answer combination containing a correct answer.

What does a finished radio button item look like?
A completed item looks something like the example below. Keep in mind you can create this item type without a passage panel, customize the radio button labels, and have them appear as column headings if desired.



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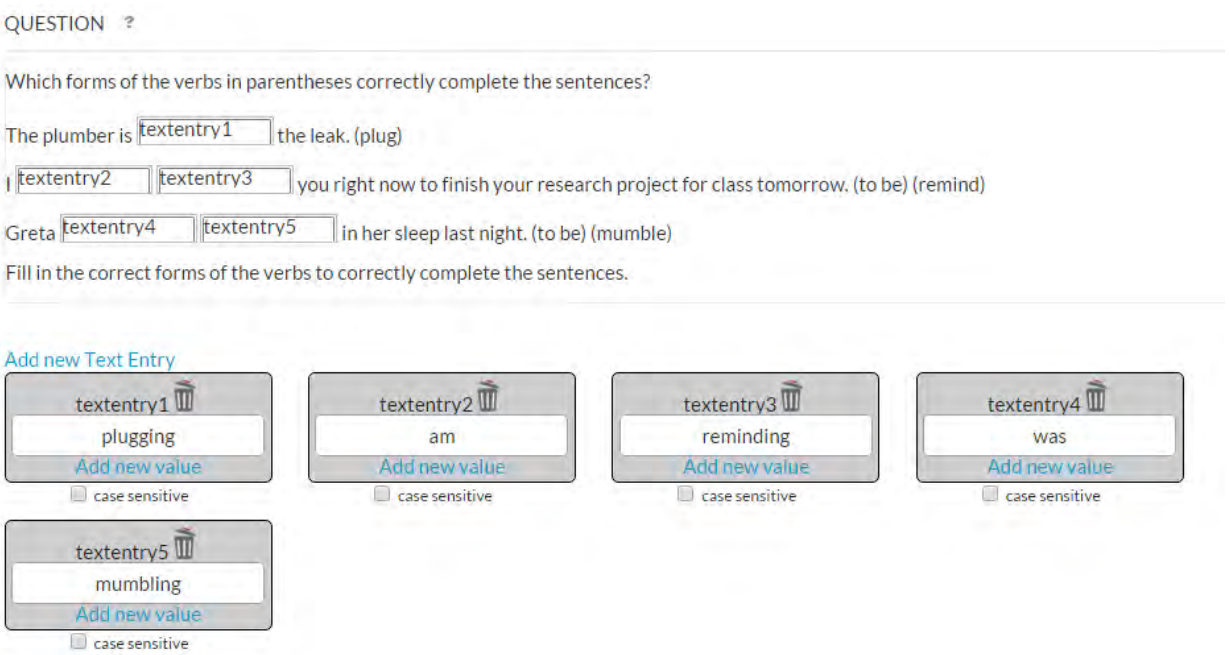
Fill-in-the-Blank

What is a fill-in-the-blank item?
A fill-in-the-blank item asks students to type a response in order to answer a question or questions, or complete a statement or statements.

What does the interaction space for a fill-in-the-blank item look like?
The interaction space for a fill-in-the-blank item is the space within and below the question field. In the question field, you include the blanks you wish students to fill; beneath the question field, you include the correct answer or answers for each blank.



How do I complete the interaction space for a fill-in-the-blank item?
In the question field, add any stimulus text or images, questions, or prompts you would like students to read before answering the question. Then begin to add the statements or questions you would like students to complete or respond to by typing in a response. When you reach a point where you would like to include a blank, click “Add new Text Entry.” The numbered blank (textentry1, textentry2, textentry3, etc.) will appear at the bottom of the question field. Use the "Delete" key on the keyboard to move the blank to the correct place within or after the statement or question. Repeat this process for all blanks you would like to include.

Then in the textentry1, textentry2, etc. boxes that have appeared beneath the question field, click "add new value," and enter each possible correct answer for each blank. For example, you may enter both “five” and “5” if either notation is acceptable. Check the “case sensitive” box if the capitalization of a given answer must be entered exactly as specified in order for it to be deemed a correct answer.

If you would like to delete text entry blanks or values (i.e. correct answers), click the trashcan icon to the right of the text entry boxes beneath the question field.

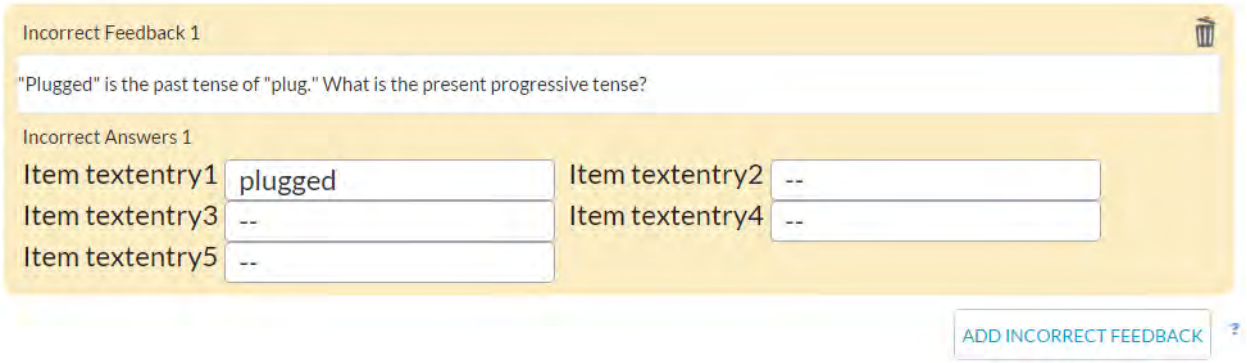
How many text entry blanks can I have in fill-in-the-blank items?
A minimum of one text entry blank with one value is required. You can have a maximum of 10 text entry blanks with 10 values in each.

How do I indicate the correct answer in the interaction space of a fill–in-the-blank item?
When you add values for each text entry box, you are designating the correct answer or answers.

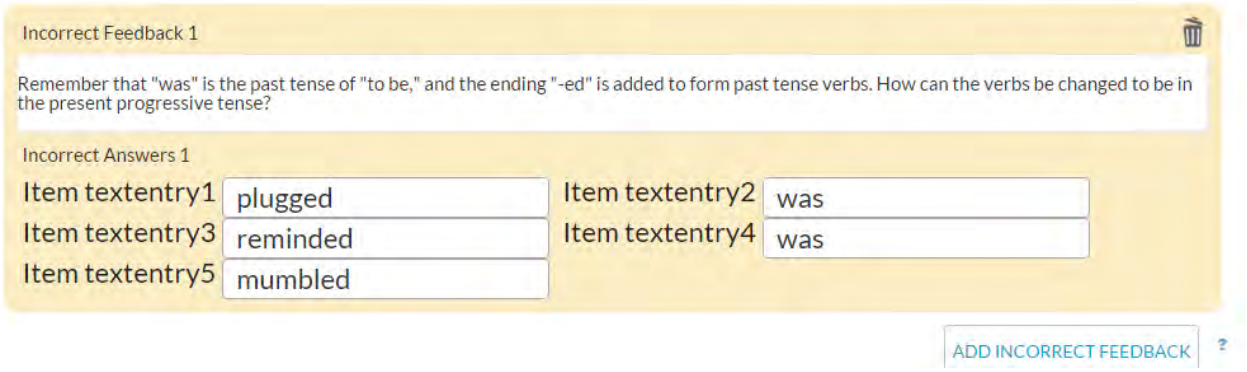
How do I enter customized feedback for a fill-in-the-blank item?

Click the “Add Incorrect Feedback” button. Then for the desired text entry blank, type in the incorrect answer you wish to yield this feedback if entered by the student. You may attach this feedback to individual answer entries (leave other text entry boxes blank) or in combinations (enter answers for more than text entry at once.) Then enter the text of the feedback you would like to appear when this answer or answer combination is submitted in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student types “plugged” instead of “plugging” in text entry 1, you might enter the following:



If you would like to enter customized feedback for a case in which a student types “plugged” instead of “plugging” in text entry 1, types “was reminded” instead of “am reminding” in text entries 2 and 3, and types “was mumbled” instead of “am mumbling” in text entries 4 and 5, you might enter the following:



Continue to hit “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any incorrect answers not specified here will yield general feedback.

What does a finished fill-in-the-blank item look like?

A completed item looks something like the example below. Keep in mind you can create this item type with a passage panel and customize the number and placement of text entry boxes.

Which forms of the verbs in parentheses correctly complete the sentences?

The plumber is _____ the leak. (plug)

I _____ _____ you right now to finish your research project for class tomorrow. (to be) (remind)

Greta _____ _____ in her sleep last night. (to be) (mumble)

Fill in the correct forms of the verbs to correctly complete the sentences.

HINT1 HINT2

Which forms of the verbs in parentheses correctly complete the sentences?

The plumber is plugging the leak. (plug)

I am reminding you right now to finish your research project for class tomorrow. (to be) (remind)

Greta was mumbling in her sleep last night. (to be) (mumble)

Fill in the correct forms of the verbs to correctly complete the sentences.

HINT1 HINT2

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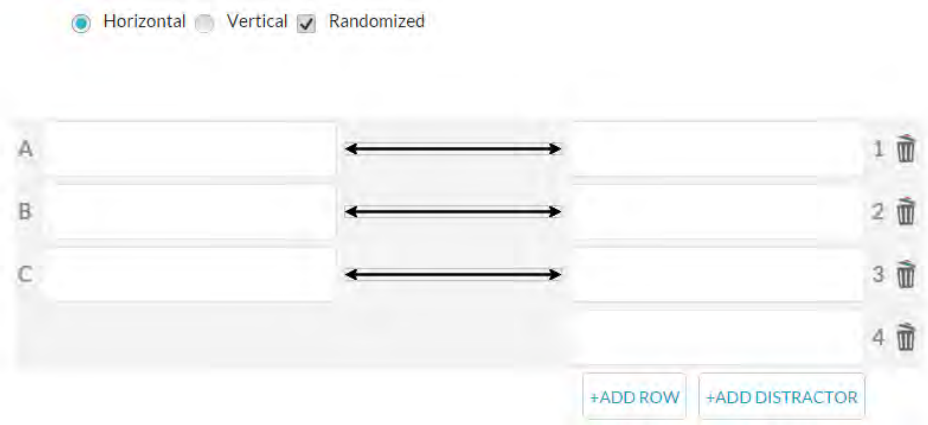
Simple Drag and Drop

What is a simple drag and drop item?
A simple drag and drop item asks students to drag designated objects to designated targets. Each target only accepts one object. Decoys, or objects without a target, also can be included.

What does the interaction space for a simple drag and drop item look like?
The interaction space for a simple drag and drop item is the space below the question field. This is where you enter the text or images of your designated objects and targets.



How do I complete the interaction space for a simple drag and drop item?
In each box labeled with a letter (A, B, C), add the text or image for you targets. In each corresponding box labeled with a number (1, 2, 3), add the text of image for the correct draggable object that matches the target across from it.

If you would like to add targets and objects, click “Add Row.” If you would like to add decoys (draggable objects with no target), click “Add Distractor.”

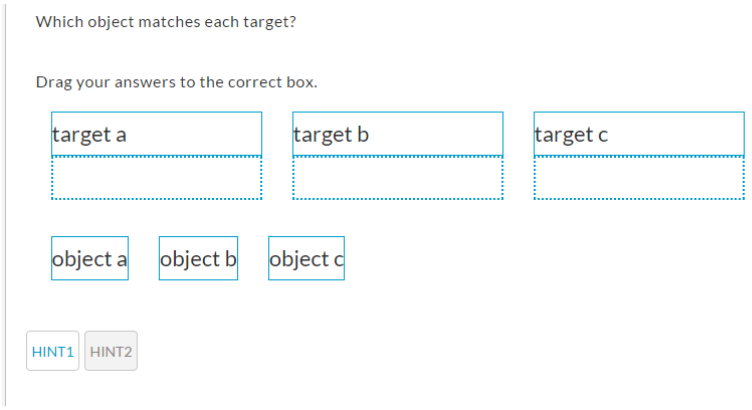
If you would like to delete entire rows or single decoys, click the trashcan icon to the right of the numbers for the given row.

How many objects and targets can I have in a simple drag and drop item?
You must have a minimum of three targets and three objects. You can have a maximum of 10 pairs and 10 additional decoys (20 total objects).

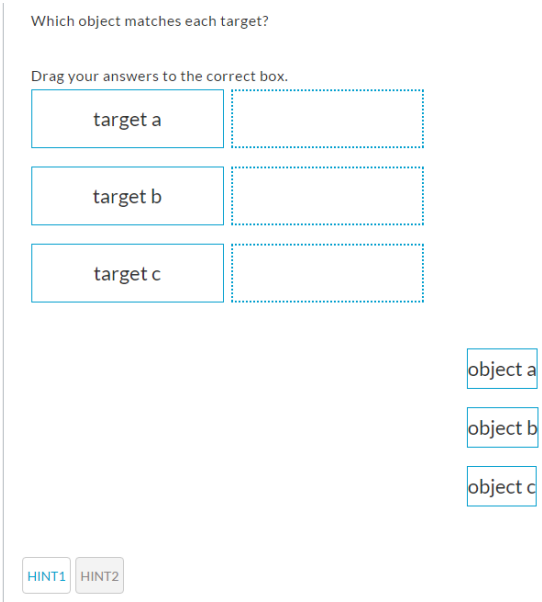
How do I indicate the correct answer in the interaction space of a simple drag and drop item?
By entering the targets and objects across from one another in the same row (or having no corresponding target, in the case of decoys), you are indicating the correct answers.

What does horizontal, vertical, and randomized mean in a simple drag and drop item?

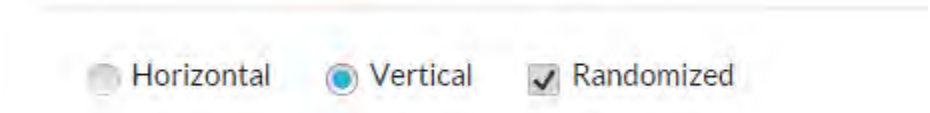
If you would like the targets to appear horizontally across from the screen with a space below for the matching object to be dragged and the objects below in a horizontal list, select “Horizontal.”



If you would like objects to appear in a vertical chart with spaces to the right for the matching object to be dragged and the objects below in a vertical list, select “Vertical.”

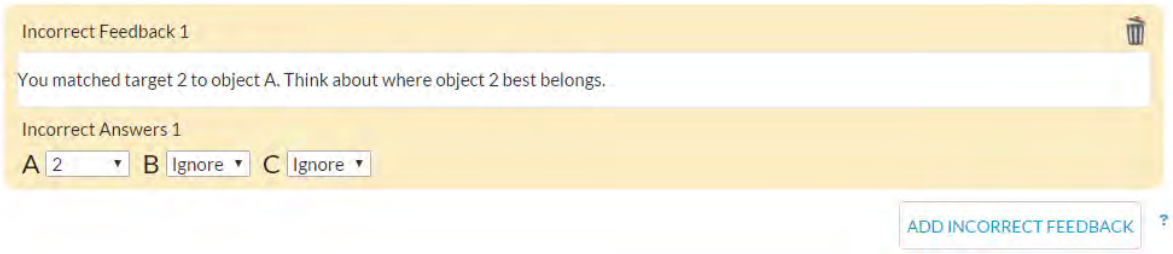


If you would like the order of objects and targets to be randomized (this is recommended because otherwise they will appear in the correct order), select “Randomized.”

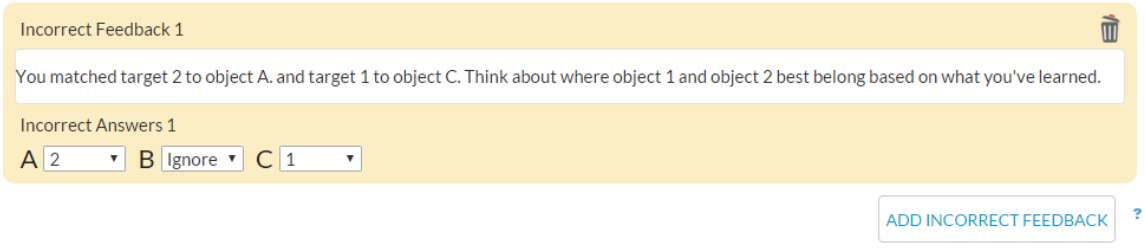


How do I enter customized feedback for a simple drag and drop item?
Click the “Add Incorrect Feedback” button. Then select the incorrect match or matches you wish to yield this customized feedback from the drop-down menu. If you wish a given drop zone’s answers to be ignored (i.e., not affect the customized feedback yielded), select “Ignore.” Then enter the text of the feedback you would like to appear when this answer or combination is submitted in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student matches object 2 to target A, instead of the correct object 1, you would enter the following (please note the text below is generic for demonstration purposes. This text, for a live item, should express or explain a misconception reflected by the answer or provide additional guidance for a student who answered in that specific way):



If you would like to enter customized feedback for a case in which a student matches object 2 to target A (instead of the correct object 1), as well as object 1 to target C (instead of the correct object 3), you would enter the following (please note the text below is generic for demonstration purposes. This text, for a live item, should express or explain a misconception reflected by the answer or provide additional guidance for a student who answered in that specific way):

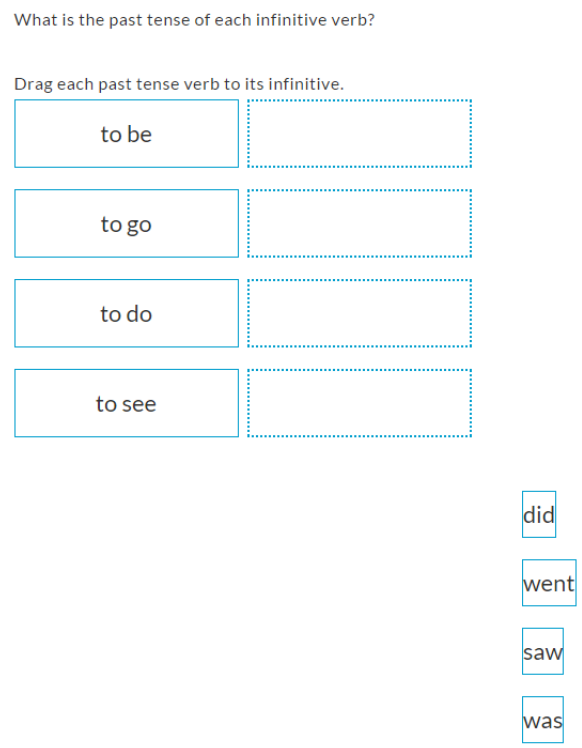


Continue to hit “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any incorrect answers not specified here will yield general feedback.

Please note that at this time for this item type, it is not possible to designate a customized feedback combination that includes an answer combination that includes a correct answer.

What does a finished simple drag and drop item look like?

A completed item looks something like the example below. Keep in mind you can customize the number of objects and targets, change the orientation, and include a passage panel if needed.



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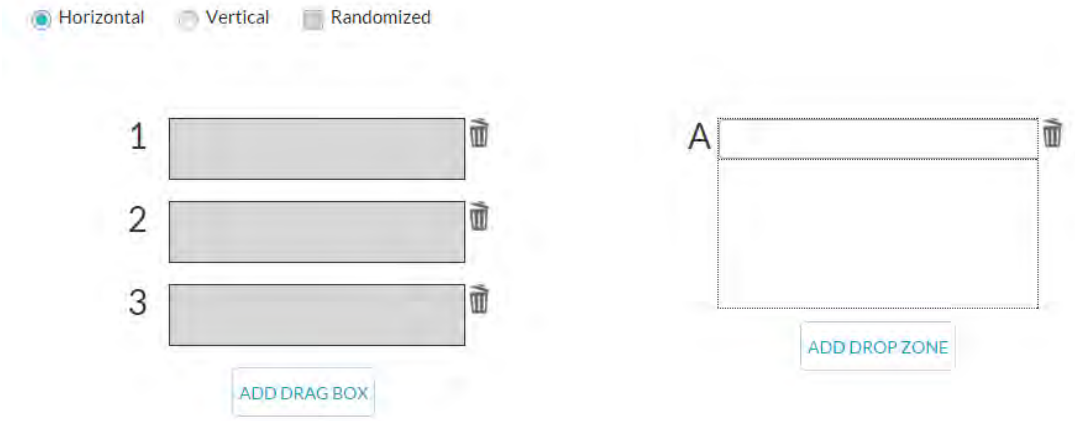
Multiple Drag and Drop

What is a multiple drag and drop item?
A multiple drag and drop item asks students to drag designated objects (called drag boxes) to designated targets (called drop zones). Each drop zone can accept more than one object. Decoys, or drag boxes without a drop zone, also can be included.

What does the interaction space for a multiple drag and drop item look like?
The interaction space is the space below the question field. It is where you enter the text or images of your designated drag boxes and drop zones.



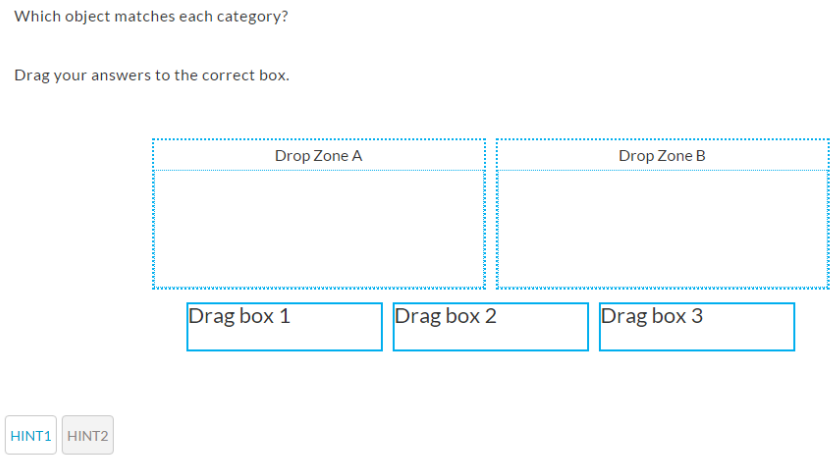
How do I complete the interaction space for a multiple drag and drop item?
In each drag box labeled with a number (1, 2, 3), add the text or image for you drag boxes. In the top bar of each drop zone labeled with a letter (A, B, C), add the text for the correct drop zone label.

If you would like to add drag boxes, click “Add Drag Box.” If you would like to add drop zones, click “Add Drop Zone.”

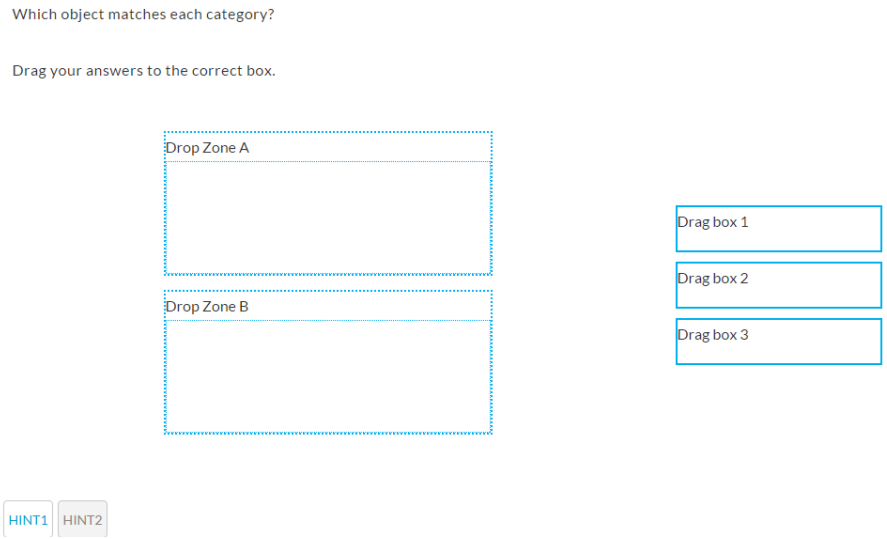
If you would like to delete drag boxes or drop zones, click the trashcan icon to the right of the given space.

How many drag boxes and drop zones can I have in a multiple drag and drop item?
You must have a minimum of three drag boxes and one drop zone. You can have a maximum of 10 drag boxes and five drop zones.

What does horizontal, vertical, and randomized mean in a multiple drag and drop item?
If you would like the drop zones to appear horizontally across the screen above the drag boxes, select “Horizontal.”

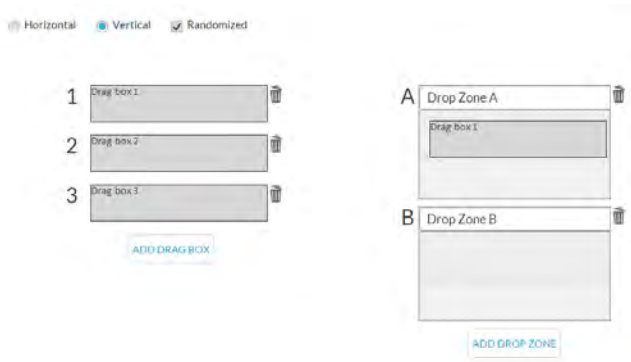


If you would like drop zones to appear vertically stacked in one column with drag boxes vertically stacked in the opposing column, select “Vertical.”

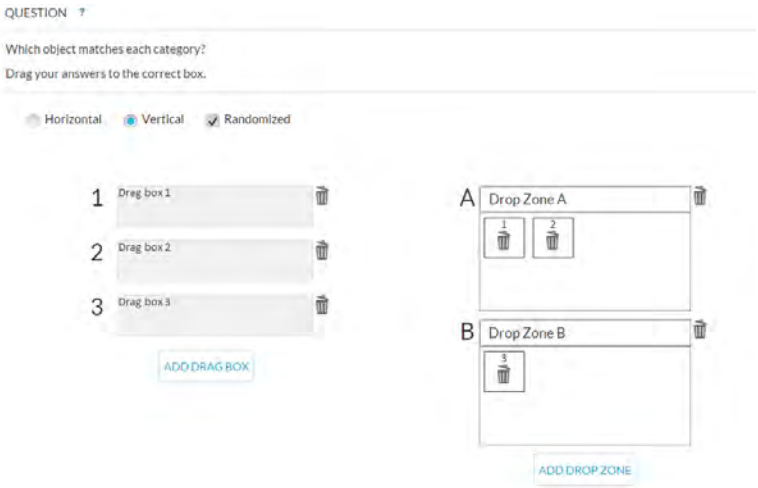


If you would like the order of objects and targets to be randomized (this is recommended because otherwise they will appear in the correct order), select “Randomized.”

How do I indicate the correct answer in the interaction space of a multiple drag and drop item?
Use the mouse to drag the correct drag boxes to their correct drop zones.



The drag boxes will change to just a numeric code after they are dropped:

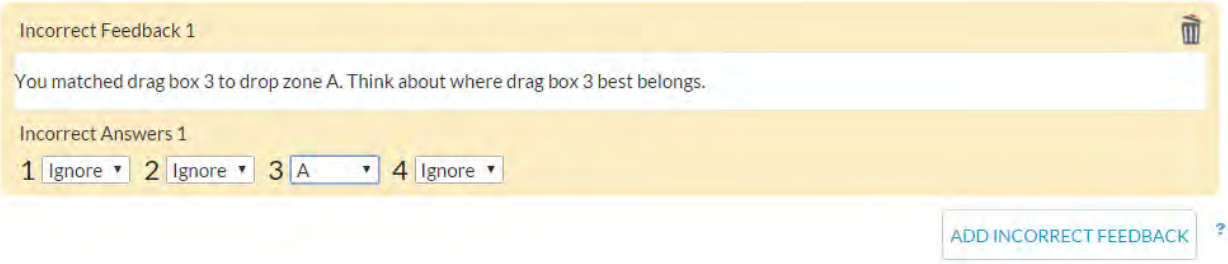


Any decoy drag boxes can be left undropped, but there must be at least one drag box that needs to be dropped in order for the question to save.

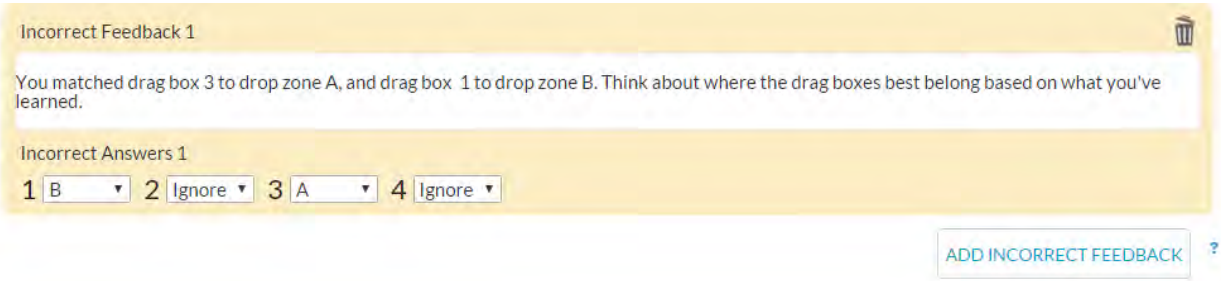
If you make a mistake and need to recategorize a drag box, simply hit the trashcan icon on the drag box number within the drop zone, and it will return to the left side of the screen to be re-dragged.

How do I enter customized feedback for a multiple drag and drop item?
Click the “Add Incorrect Feedback” button. Then select the incorrect match or matches you wish to yield this customized feedback from the drop-down menus. If you wish a given drop zone’s answers to be ignored (i.e., not affect the customized feedback yielded), select “Ignore.” Then enter the text of the feedback you would like to appear when this answer or combination is submitted in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student matches drag box 3 to drop zone A (instead of the correct drop zone B), you might enter the following (please note the text below is generic for demonstration purposes. This text, for a live item, should express or explain a misconception reflected by the answer or provide additional guidance for a student who answered in that specific way):



If you would like to enter customized feedback for a case in which a student matches drag box 3 to drop zone A (instead of the correct drop zone B) as well as drag box 1 to drop zone B (instead of the correct drop zone A), you would enter the following (please note the text below is generic for demonstration purposes. This text, for a live item, should express or explain a misconception reflected by the answer or provide additional guidance for a student who answered in that specific way):



Continue to hit “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any incorrect answers not specified here will yield general feedback.

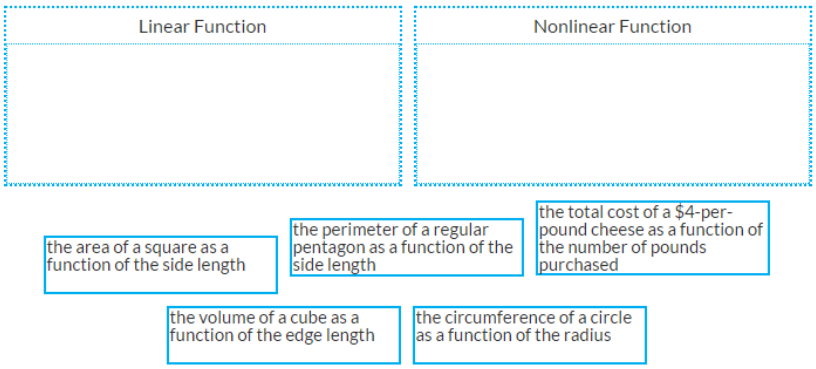
Please note that at this time for this item type, it is not possible to designate a customized feedback combination that includes an answer combination containing a correct answer.

What does a finished multiple drag and drop item look like?

A completed item looks something like the example below. Keep in mind you can customize the number of drop zones, change the orientation, and include a passage panel if needed.

Determine whether the function representing each situation is a linear function or a nonlinear function.

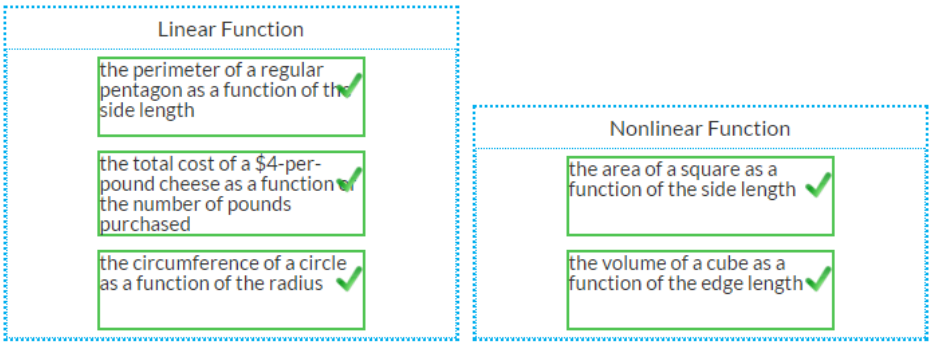
Drag each object to its correct location.



HINT1 HINT2

Determine whether the function representing each situation is a linear function or a nonlinear function.

Drag each object to its correct location.



HINT1 HINT2

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In-Text Drag and Drop

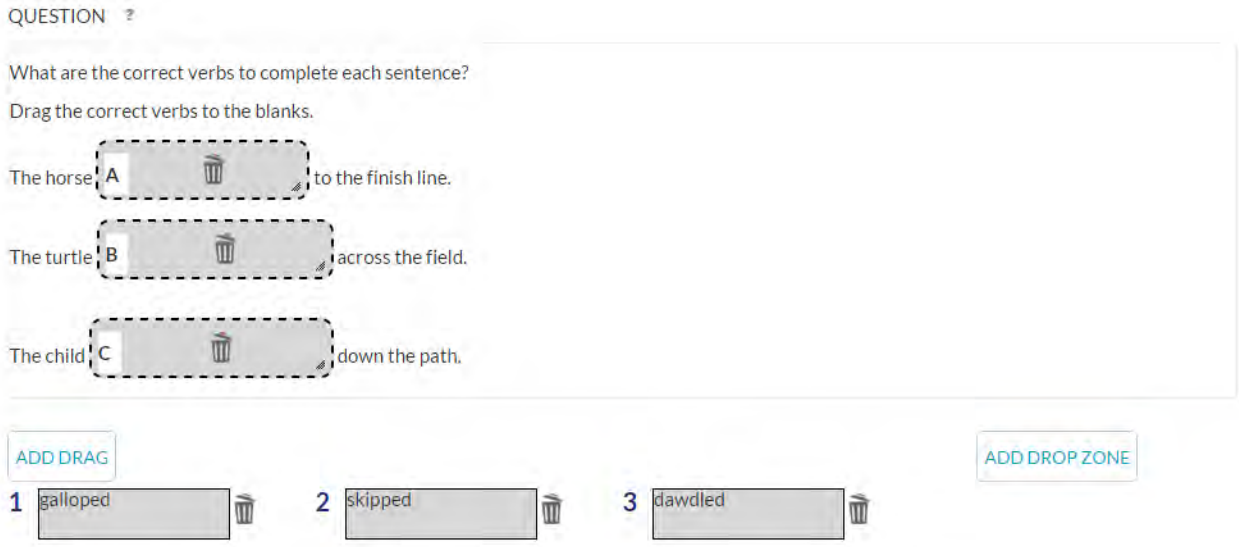
What is an in-text drag and drop item?

An in-text drag and drop item asks students to drag designated objects (called drags) to designated

targets (called drop zones). The drop zones exist within text, and the drags typically are words, numbers, mathematical expressions, phrases, pictures, or sentences that complete blanks within this text. Each drop zone accepts one object. Decoys, or drags without a drop zone, also can be included.

What does the interaction space for an in-text drag and drop item look like?

The interaction space is within and below the question field. The question, instructions to students, and text with blanks appear in the question field. The drag options appear just below it.

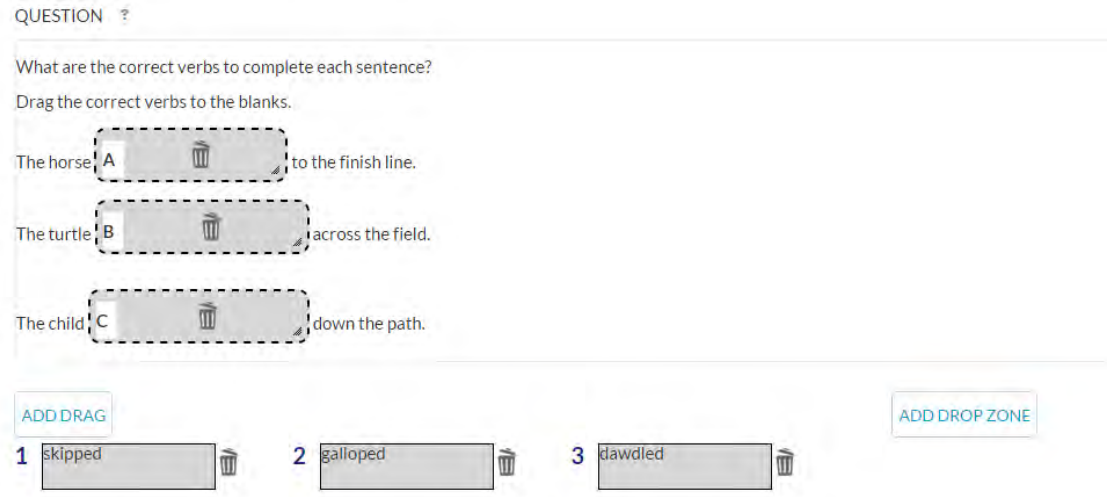


How do I complete the interaction space for an in-text drag and drop item?

Type your question and instructions to the student. Then type the text in which you wish to include drop zones. When you reach a place where you would like a drop zone to appear, click “Add Drop Zone.” A lettered drop zone (A, B, C, etc.) will be created in that place. You can resize it horizontally or vertically to fit the dimensions of the object that will complete it by hovering the mouse on the borders and dragging them to be smaller or larger as needed.

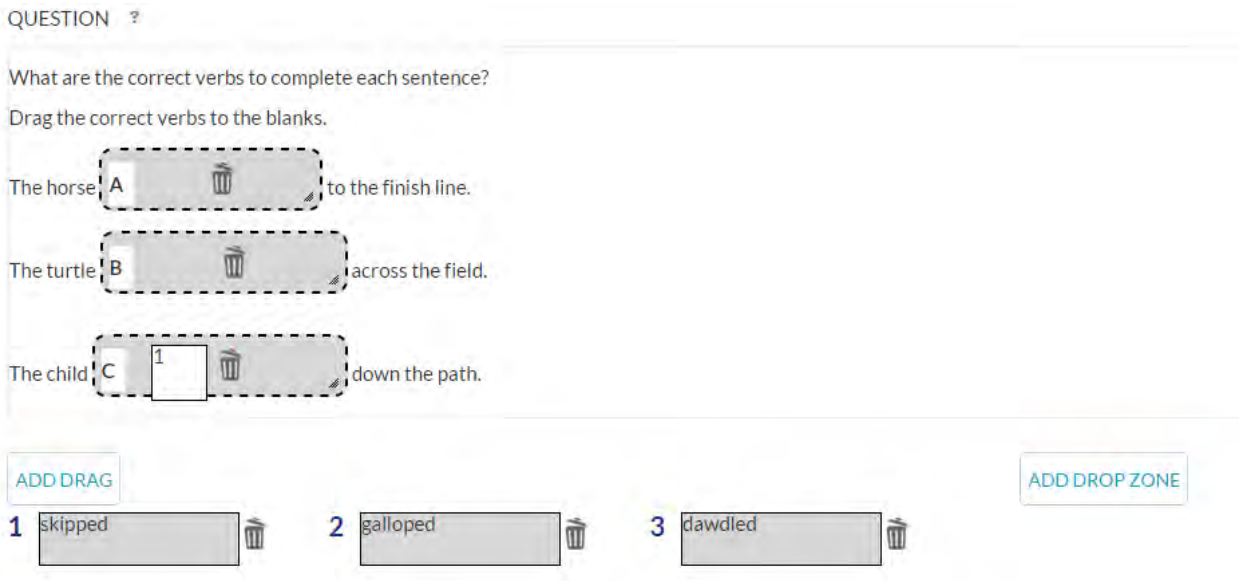
Continue adding text and drop zones as needed.

Then click “Add Drag” on the lower left of the question area to add the numbered drag options (1, 2, 3, etc.), which should include the correct answers.

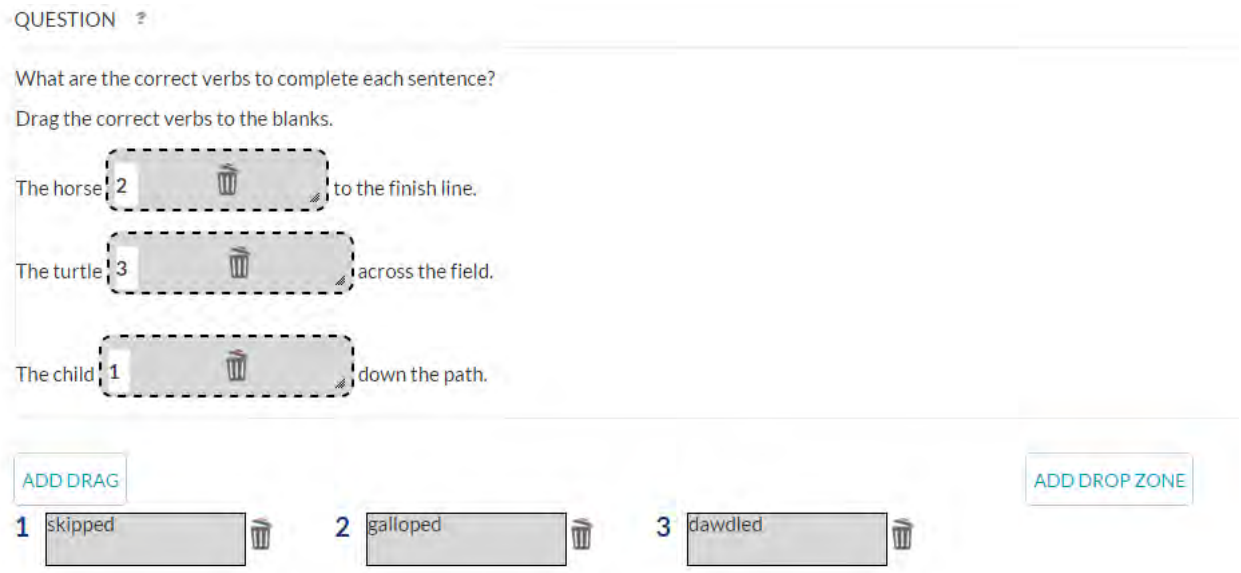


How many drag boxes and drop zones can I have in an in-text drag and drop item?
You must have a minimum of one drag box and one drop zone. You can have a maximum of 10 drag boxes (including decoys) and 10 drop zones.

How do I indicate the correct answer in the interaction space of an in-text drag and drop item?
Use the mouse to drag the drags to their correct drop zones.



The numbers of the drags will replace the letters of the drop zones when this has been done for all options.

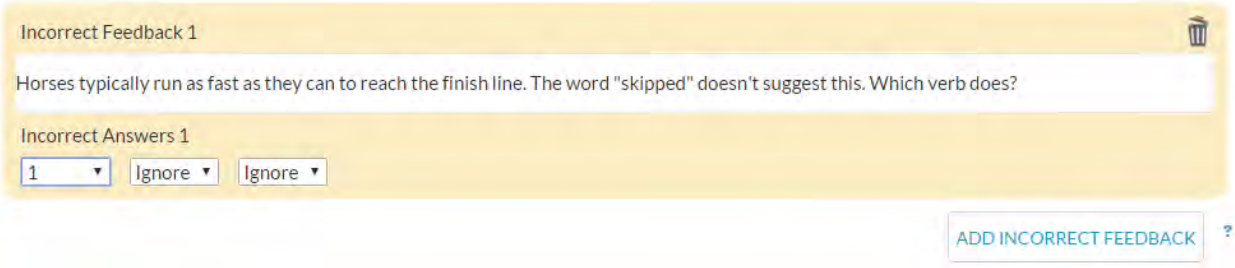


Any decoy drag boxes can be left undropped, but all drop zones must have one corresponding drag for the item to save.

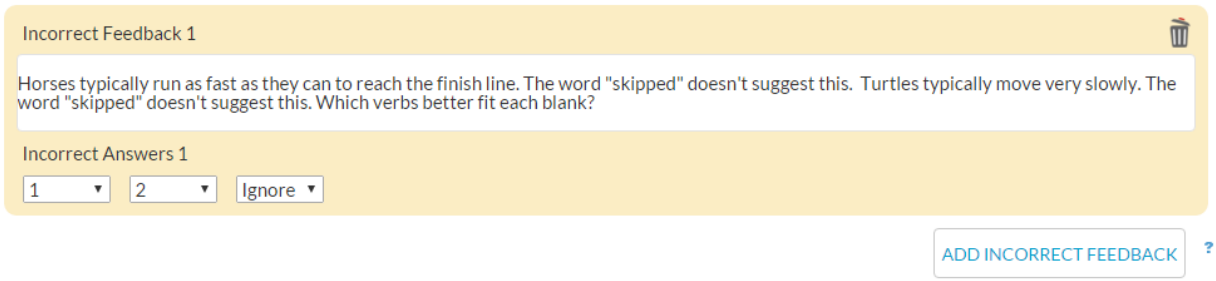
If you make a mistake and need to re-categorize a drag, click the trashcan icon to the right of drag box, re-enter it, and re-categorize it.

How do I enter customized feedback for an in-text drag and drop item?
Click the "Add Incorrect Feedback" button. Then select the incorrect match or matches you wish to yield this customized feedback from the drop-down menus. If you wish a given drop zone's answers to be ignored (i.e., not affect the customized feedback yielded), select "Ignore." Then enter the text of the feedback you would like to appear when students submit this answer or combination in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student matches drag box 1 to drop zone A (instead of the correct drag 2), you might enter the following:



If you would like to enter customized feedback for a case in which a student matches drag 1 to drop zone A (instead of the correct drag 2) in combination with drag 2 to drop zone B (instead of the correct drag 3), you might enter the following:

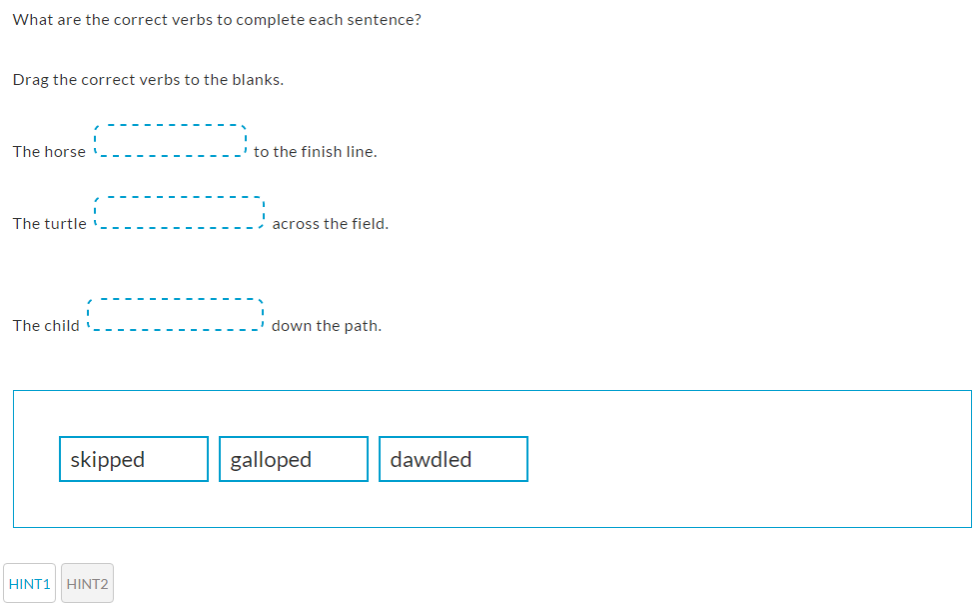


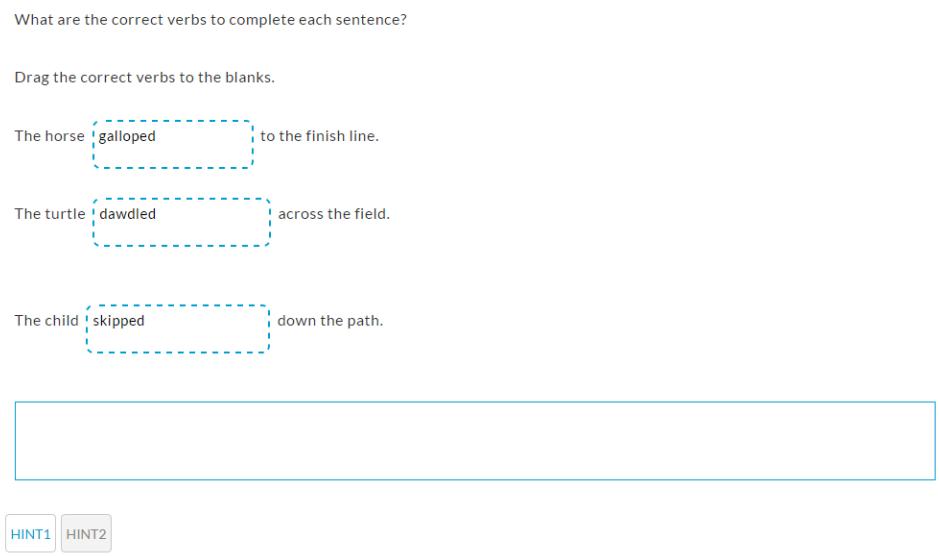
Continue to click “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any incorrect answers not specified here will yield general feedback.

Please note that at this time for this item type, it is not possible to designate a customized feedback combination that includes an answer combination containing a correct answer.

What does a finished in-text drag and drop item look like?

A completed item looks something like the example below. Keep in mind the number and size of the drop zones can be customized, and a passage panel can be included if needed.





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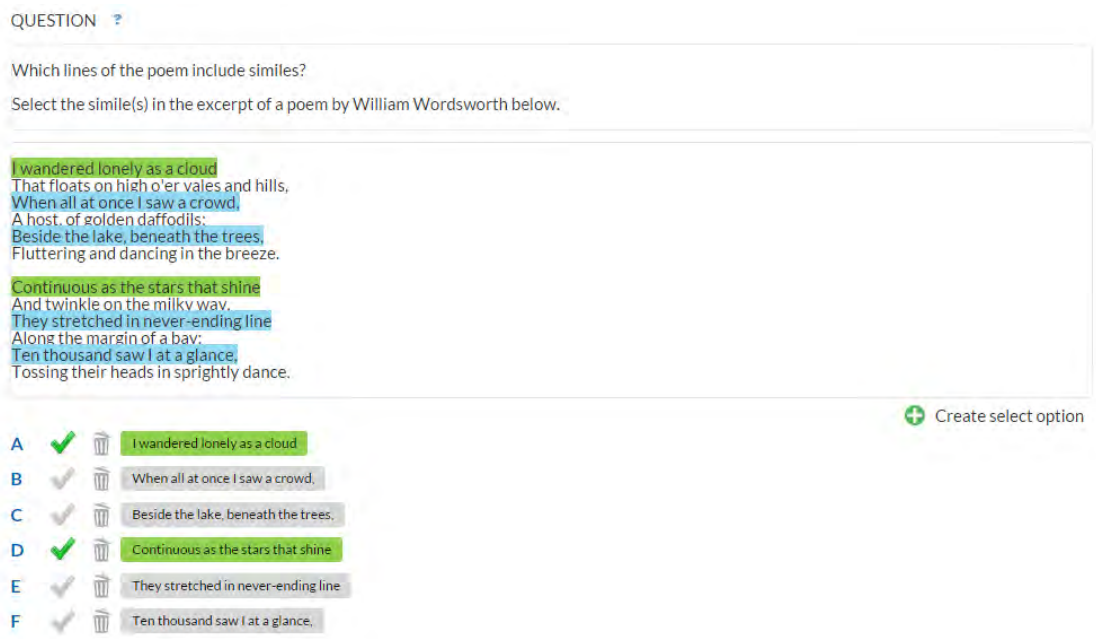
Hot Text

What is a hot text item?

A hot text item asks to select designated parts of a text passage in order to answer a question. The selectable spots are “hot” in that they change colors when you hover the mouse over them and when you click on them. Clicked on segments of text will turn yellow. You can mark more than one text selection as a correct answer.

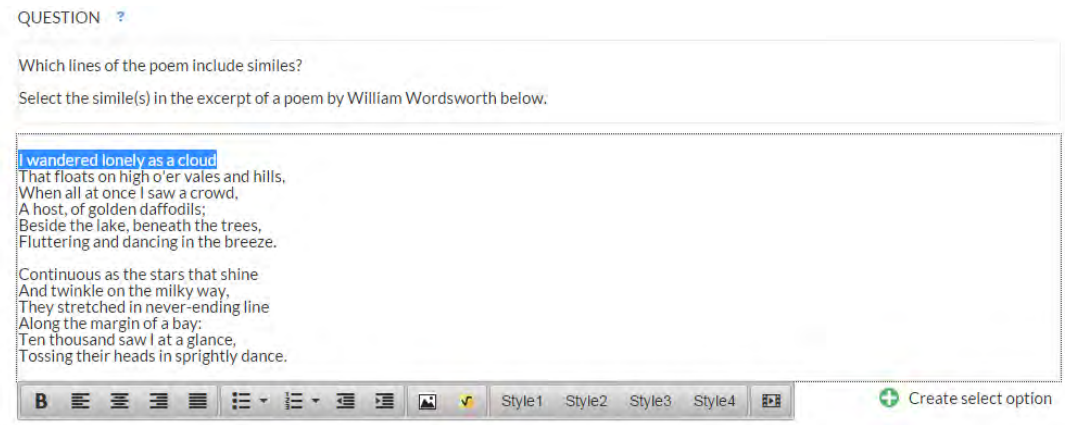
What does the interaction space for a hot text item look like?

The interaction space is below the question field. You enter the text excerpt with hot text embedded within here. The designated hot text selections also automatically appear below the space as you enter them. This is where you can check off the correct answers.

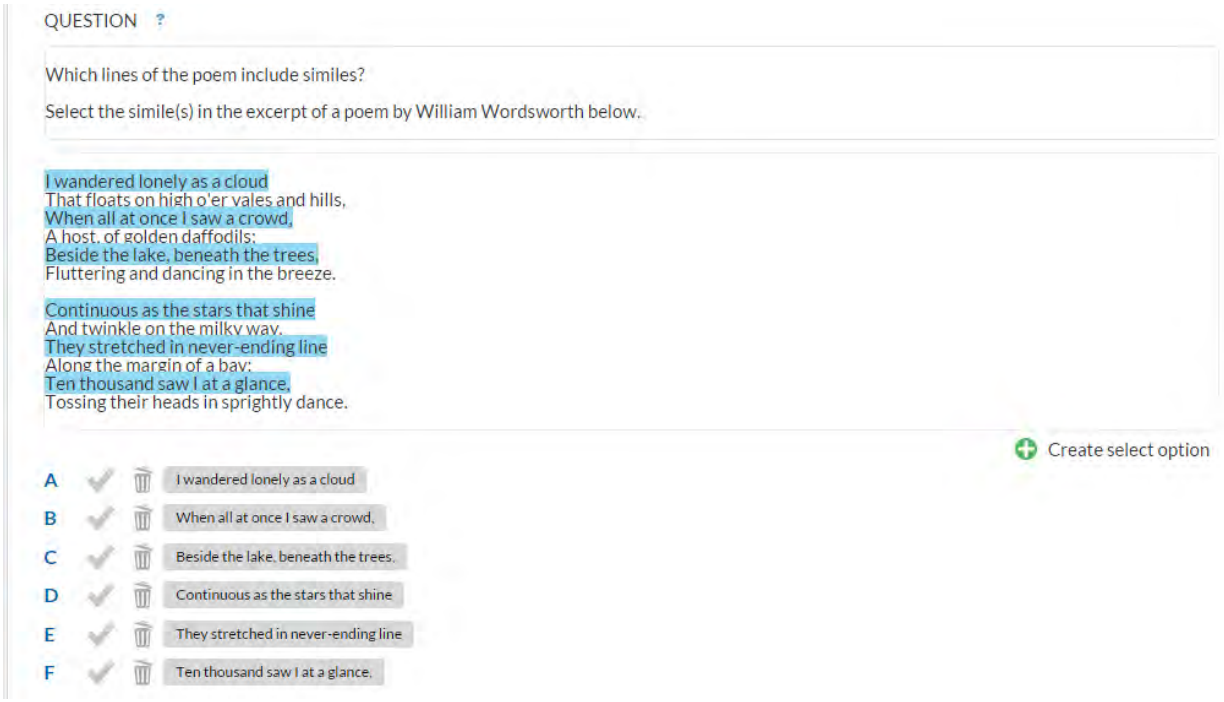


How do I complete the interaction space for a hot text item?

Enter the text in which you want to embed hot text in the interaction space. To create a hot text selection, click “Create Select Option,” and then highlight the desired text with the mouse.



Continue until you have created all hot text options. To undo an answer option, click the trashcan next to the answer option.

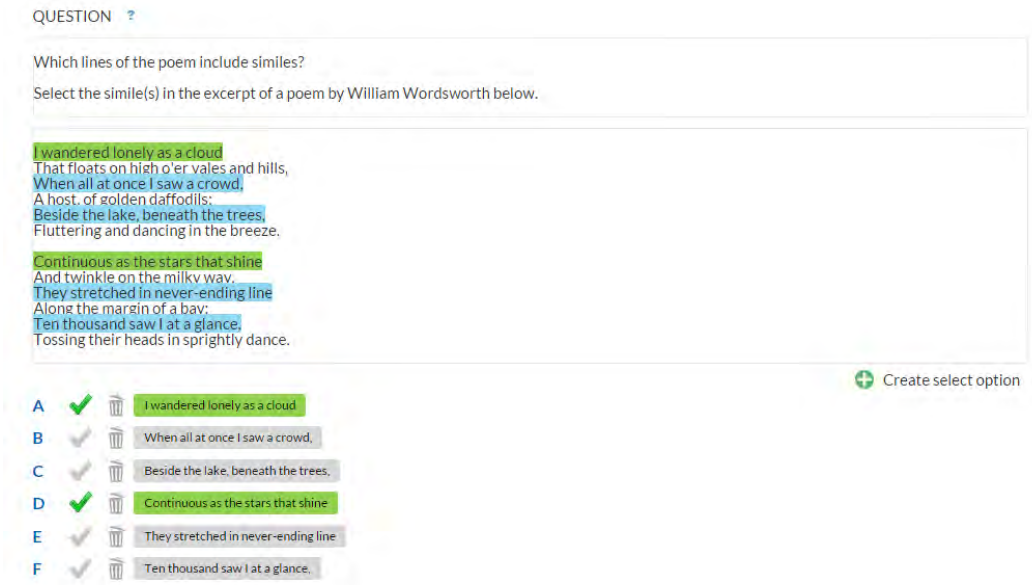


How many hot text options can I have?

You can have as many hot text options and correct answers as you would like. You must have a minimum of one hot text option and one correct answer.

How do I indicate the correct answer in the interaction space of a hot text item?

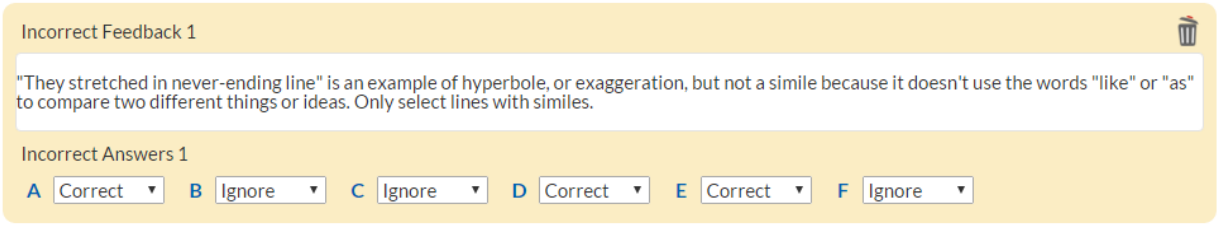
Click the arrow to the left of each correct answer choice. The option will turn green. To reverse a choice, click the arrow again.



How do I enter customized feedback for a hot text item?

Click the “Add Incorrect Feedback” button. Then choose the selection or selections you wish to yield this customized feedback from the drop-down menus. Choose “Correct” for student selections (whether they are correct or incorrect) because that is what the student would choose to yield the answer. Then enter the text of the feedback you would like to appear when this answer or combination is submitted in the incorrect feedback box.

For example, if you would like to enter customized feedback for a case in which a student correctly selects hot text options A and D, but incorrectly selects hot text option E, you might enter the following:



Continue to click “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any answers or answer combinations not specified here will yield general feedback.

What does a finished hot text item look like?

A completed item looks something like the example below. The hot text options appear in blue when the mouse hovers over them. Students’ selected answers are highlighted in yellow when they click on them.

Which lines of the poem include similes?

Select the simile(s) in the excerpt of a poem by William Wordsworth below.

I wandered lonely as a cloud
That floats on high o'er vales and hills,
When all at once I saw a crowd,
A host, of golden daffodils;
Beside the lake, beneath the trees,
Fluttering and dancing in the breeze.

Continuous as the stars that shine
And twinkle on the milky way,
They stretched in never-ending line
Along the margin of a bay:
Ten thousand saw I at a glance,
Tossing their heads in sprightly dance.

HINT1 HINT2

Which lines of the poem include similes?

Select the simile(s) in the excerpt of a poem by William Wordsworth below.

I wandered lonely as a cloud
That floats on high o'er vales and hills,
When all at once I saw a crowd,
A host, of golden daffodils;
Beside the lake, beneath the trees,
Fluttering and dancing in the breeze.

Continuous as the stars that shine
And twinkle on the milky way,
They stretched in never-ending line
Along the margin of a bay:
Ten thousand saw I at a glance,
Tossing their heads in sprightly dance.

HINT1 HINT2

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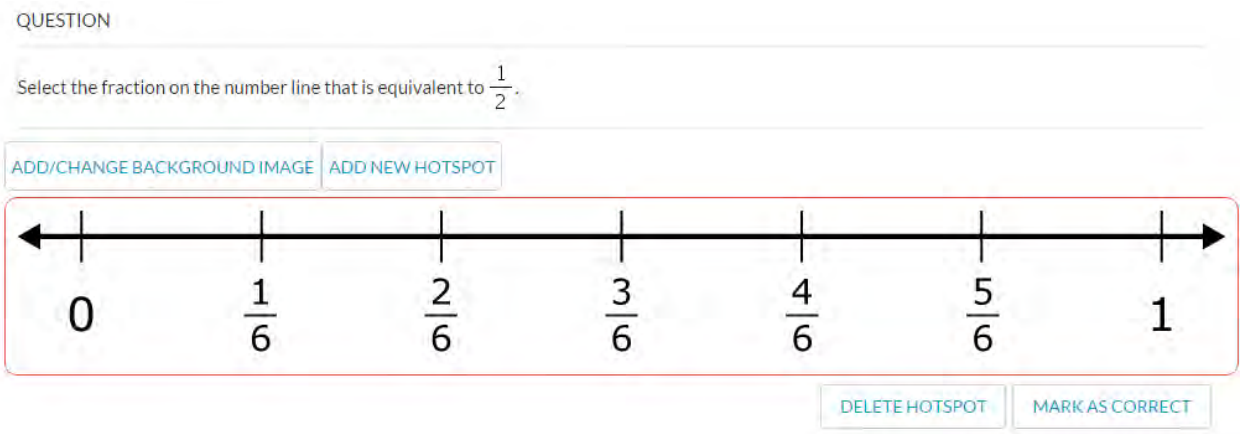
Hotspot

What is a hotspot item?

A hotspot item asks to select designated parts of an image in order to answer a question. The selectable spots are "hot" in that the outline around them changes colors when you hover the mouse over them and when you click on them. You can designate more than one hotspot as a correct answer.

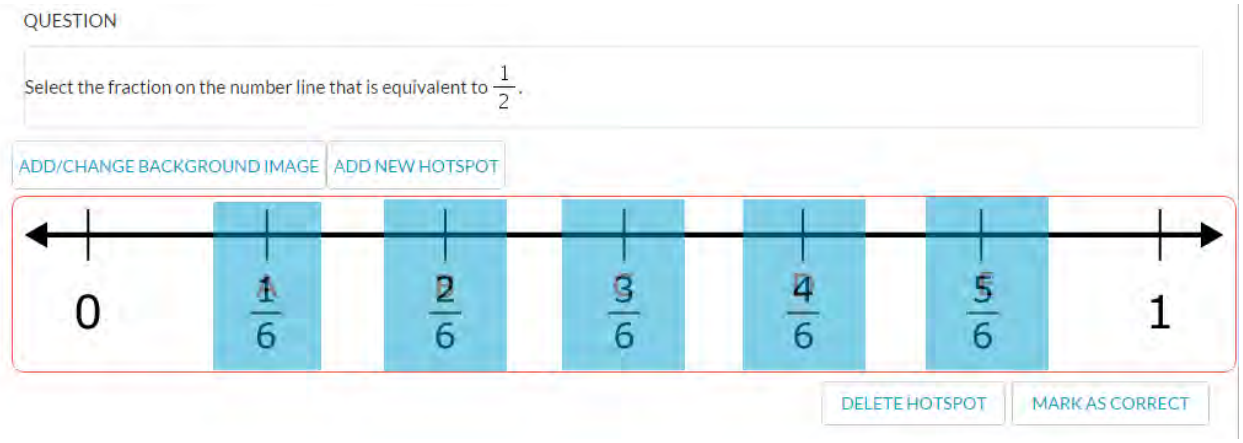
What does the interaction space for a hotspot item look like?

The interaction space is below the question field. The image on which you are to add the hotspots is inserted here. To do this, click "Add/Change Background Image," and upload the image on which you want to add hotspots. In the example below, the image is of a number line.



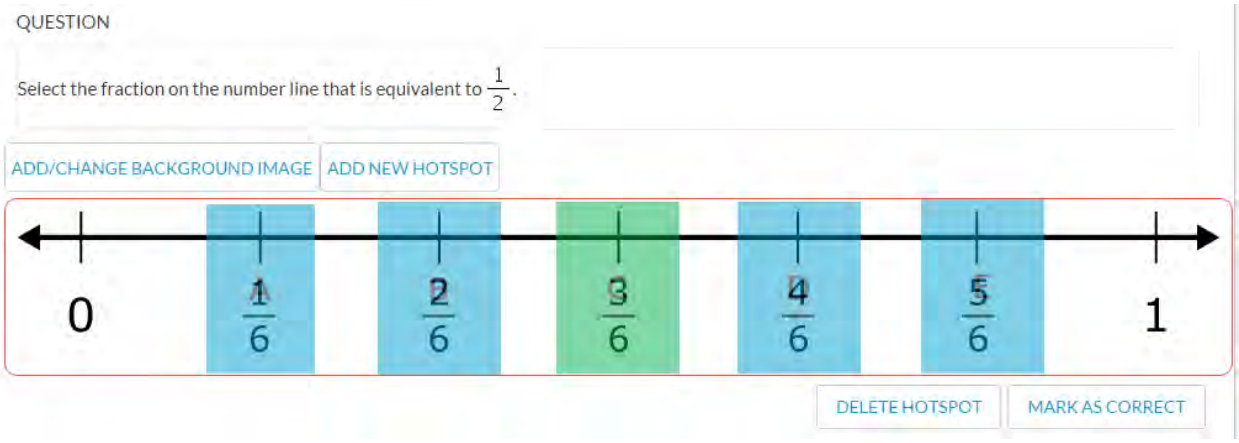
How do I complete the interaction space for a hotspot item?

After adding the background image, click "Add New Hotspot" to add hotspots to the image. Notice that they are automatically lettered A, B, C, D, etc. (it may be difficult to discern this at first, depending on the background image.) They can be resized by dragging the borders of the hotspots vertically or horizontally as needed. Click "Delete Hotspot" to delete any hotspots that you've added but don't want.



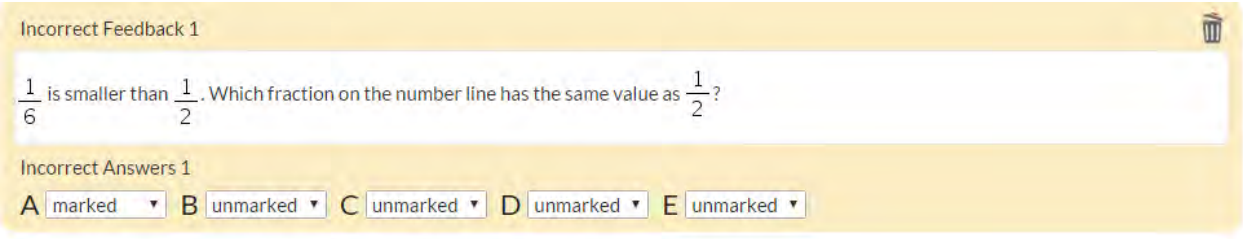
How many hotspots can I have?
You must have a minimum of one hotspot. You can have a maximum of 10 hotspots.

How do I indicate the correct answer in the interaction space of a hotspot item?
Click on the hotspot that is correct (it will turn peach), and then click “Mark as correct” (it will turn green). Repeat for all correct answers.



How do I enter customized feedback for hotspot items?
Click the “Add Incorrect Feedback” button. Then choose the selection or selections you wish to yield this customized feedback from the drop-down menus. Choose “Marked” for hotspots students select (whether they are correct or incorrect) that you wish to attach feedback to within a given combination, “Unmarked” for hotspots students do not select that you wish to attach feedback to, and “Ignore” for any hotspots that you don’t want to affect the given customized feedback. Then enter the text of the feedback you would like to appear when this answer or combination is submitted in the incorrect feedback box.

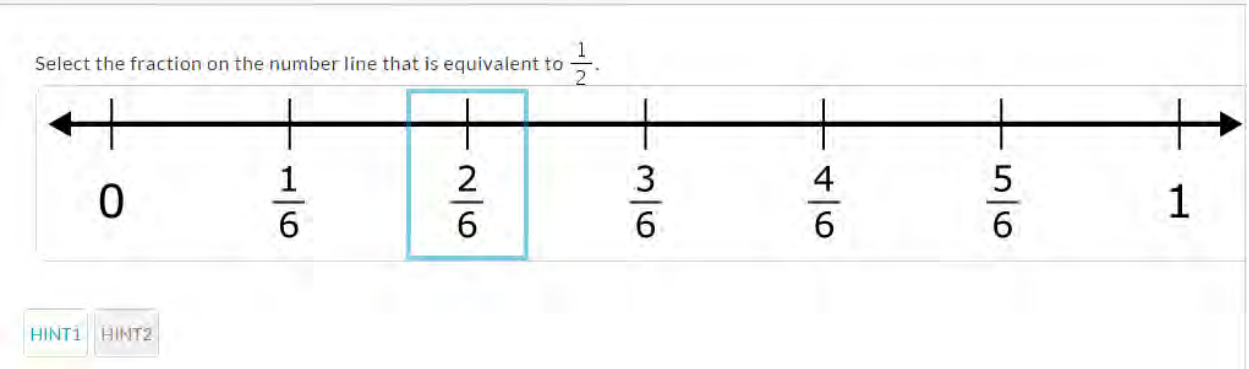
For example, if you would like to enter customized feedback for a case in which a student correctly selects hotspot A (which corresponds to 1/6) and only A, you might enter the following:



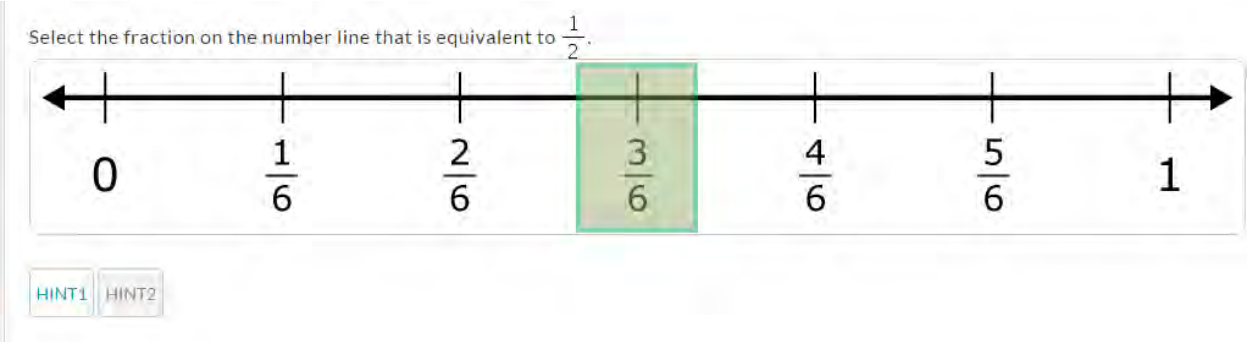
Continue to click “Add Incorrect Feedback” for each individual incorrect answer or combination of answers you wish to yield customized feedback. Any answers or answer combinations not specified here will yield general feedback.

What does a finished hotspot item look like?

A completed item looks something like the example below. The hotspot options appear outlined in blue when the mouse hovers over and selects them.



Correct answers are shaded in green when the solution is revealed.



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