



Test Generator
Author Quick Start Guide

Table of Contents

Unit 1: True/False, Yes/No, Multiple Choice, and Multiple Response Questions	6
Module 1: Creating the Question Text	8
Module 2: Adding Feedback on the Extra Tab	9
Module 3: Creating the Question Text	12
Module 4: Setting the Number of Choices and Columns	15
Module 5: Setting the Scramble Options	15
Module 6: Creating Multiple Response Questions	16
Module 7: Writing Feedback for Multiple Choice and Multiple Response Questions	17
Unit 2: Entering Question Information	20
Module 1: Accessing Question Information	22
Module 2: Adding Question Information	23
Module 3: Displaying Question Information	28
Module 4: Accessing Question Information as a Publisher	29

Overview

System Requirements

The Test Generator is a completely web-based application which requires the following:

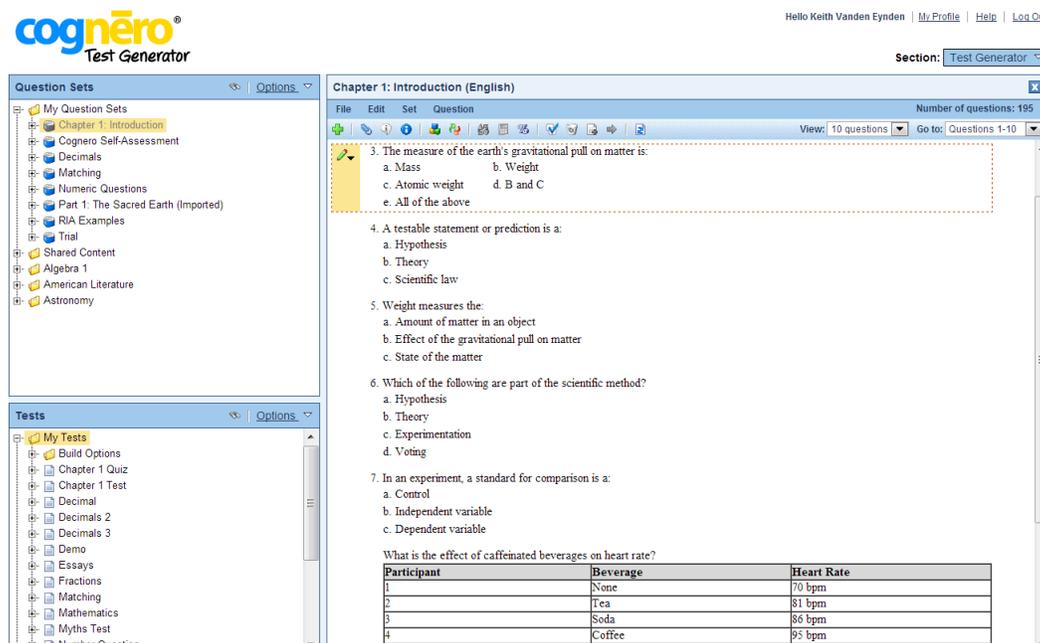
- a high-speed internet connection
- a modern web browser (see below)

Windows	Macintosh
<ul style="list-style-type: none">• Google Chrome 21+• Mozilla Firefox 17+• Microsoft Internet Explorer 9+	<ul style="list-style-type: none">• Apple Safari 5.1+• Google Chrome 21+• Mozilla Firefox 17+

Basic Terminology

- All content related to a particular textbook is referred to as a **product**.
- A product is comprised of multiple **question sets** and/or **tests**.
- Each question set or test is comprised of multiple **questions**.
- Multiple questions can be linked to a single table, chart, picture, or passage. This shared item is known as a **preface**.

The test generator window is organized into three parts:



- **Question Sets Pane:** The Question Sets pane displays your question sets in a folder structure. Question sets are typically organized by textbook chapters or units.
- **Tests Pane:** The Tests pane displays your tests in a folder structure.

- **Editor Pane:** Open a question set or test in the editor pane on the right to view/select questions or to make changes to it. You can edit existing questions, add or delete questions, change formatting, select questions to add to a test/set, and print from the editor pane.

Question Sets Versus Tests

Content may be stored as question sets or tests. Question sets and tests are similarly organized and may be edited interchangeably. Publishers provide content as question sets, which are often organized by textbook chapter or topic area. You can use the questions in these question sets to build tests for your students. You can also create your own question sets and questions. There is no limit to the number of questions that may be stored in a question set or used in a test.

Opening a Question Set

You can browse and edit a question set. You can open an existing question set in the following ways.

- Right-click a question set and choose the **Open Question Set** option from the menu that appears.
- Click a question set and then choose **Open Question Set** from the **Options** menu.
- Drag the question set you wish to open from the **Question Sets** pane to the editor pane.

Navigation and View Settings

When viewing a question set or test, you can choose how many questions to view per page in your browser. Viewing fewer questions per page helps each page load more quickly in your browser and requires you to scroll less. The view settings do not have any impact on pagination for printed sets/tests.

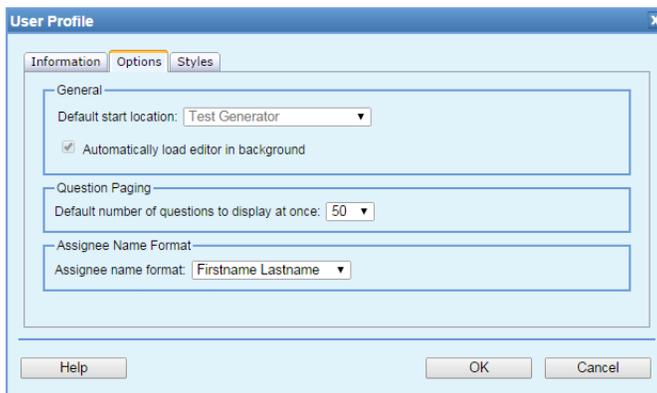
To change the view settings:

1. Use the **View** drop-down list to select how many questions to display on your browser page.



2. Use the **Go to** drop-down list to navigate to a particular range of question numbers.

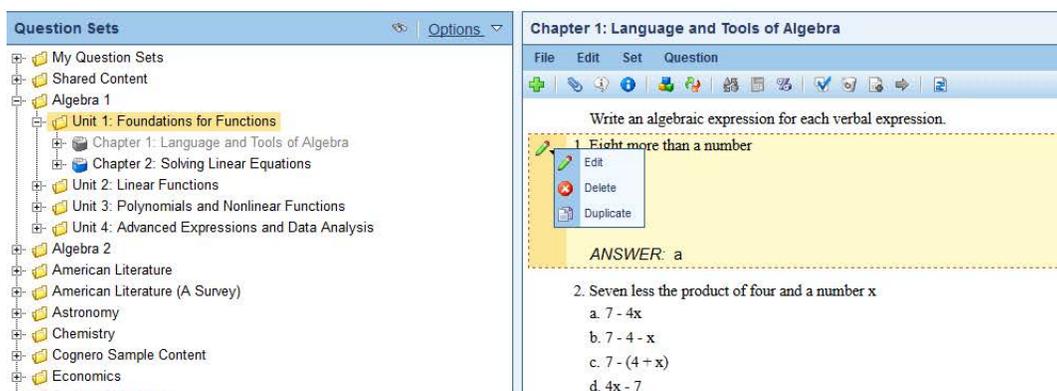
You can change the default view settings in your profile.



Editing a Question

Use the following steps to edit an existing question.

1. Select the question set or test and select **Open** from the **Options** menu.
2. Click the question you want to edit.
3. Click the pencil icon that appears to the left of the question, and choose the **Edit** option. You can also double-click a question to open it.



4. Edit the question, answer, and question information as desired. When you are finished, click **OK**.

Saving Tests or Question Sets

Because tests and question sets are automatically saved in real time, you don't need a save button. When you click **OK** while editing a question, the question is saved to the database. If a sudden network outage or power outage occurs, simply log in again and the test or question set will be just as you left it.

Question Types

The test generator offers the following question types:

- **True/False:** Question with an answer of either true or false.
- **Modified True/False:** Question with an answer of either true or false. If the answer is false, students must also provide a word or phrase to make the statement true.
- **Yes/No:** Question with an answer of either yes or no.
- **Multiple Choice:** Students choose one correct answer from the choices provided.
- **Multiple Response:** Students choose one or more correct answers from the choices provided.
- **Numeric Response:** Question with a numeric answer.
- **Completion:** Question with a one-word or short phrase answer.
- **Multi-blank:** A completion question with multiple blanks.
- **Matching:** Students match questions to appropriate answer choices.
- **Objective Short Answer:** Question with a text answer that can be automatically graded.
- **Subjective Short Answer:** Question with a text answer that cannot be automatically graded.
- **Multi-Mode:** Question that can toggle between multiple choice, objective short answer, and subjective short answer. Toggling questions enables you to quickly and easily change the difficulty level of a test.
- **Ordering:** Students must put answer choices in the correct order.
- **Opinion Scale/Likert:** Students rate their agreement with a statement.

- **Drag and Drop:** Flexible question type that allows you to create interactive labeling and matching activities without programming.
- **Bin Sort:** Questions allow you to create interactive sorting and matching activities where multiple items can go in the same bin.
- **Interactive (HTML5):** Question that allows for rich internet content in HTML5.
- **Essay:** Question with an answer in paragraph form. Rubrics can be associated with essay questions

Online Help

In addition to this guide, context-sensitive help is available throughout the system. When you click the Help button, you will receive help specific to the task you're performing. Think of the help as your online user guide.

The screenshot displays the 'Test Generator Help' interface. It features a blue header with the title 'Test Generator Help'. On the left, there is a sidebar with a search icon, an 'A-Z' index, and three expandable menu items: 'Getting Started', 'Working with Question Sets and Tests', and 'Working with Individual Questions'. The main content area is titled 'Multiple Choice' and provides a definition: 'A multiple choice question is a question for which students must identify the one correct answer from the list of choices provided.' Below this, it offers instructions on how to create or edit a multiple choice question, listing three steps: 1. Edit an existing multiple choice question or click the 'New Question' button (represented by a green plus icon) and choose to create a multiple choice question. 2. Enter a question Title or paste the stem of the question after writing the question content. 3. Enter the question content in the word processor window.

Unit 1: True/False, Yes/No, Multiple Choice, and Multiple Response Questions

In this unit, you will learn how to create the most basic types of questions. These include true/false, yes/no, multiple choice, and multiple response questions. These question types form the basis for the other more complex questions and may account for a large portion of the questions you write.

After completing this unit, you will be able to:

- Add question text to a true/false or yes/no question
- Specify the correct answer a question
- Add specific feedback for the correct and incorrect answers
- Write multiple choice questions
- Write multiple response questions

Preview: Creating True/False and Yes/No Questions

True/false and yes/no questions are the most basic questions, offering students only two choices. These questions are useful for simple identification, and they are easy to write. True/false questions are declarative sentences. Yes/no questions are questions. Below is an example of true/false question on a printed test and an example of an online test.

10. Biology is the study of life.
- a. True
 - b. False

Question 39

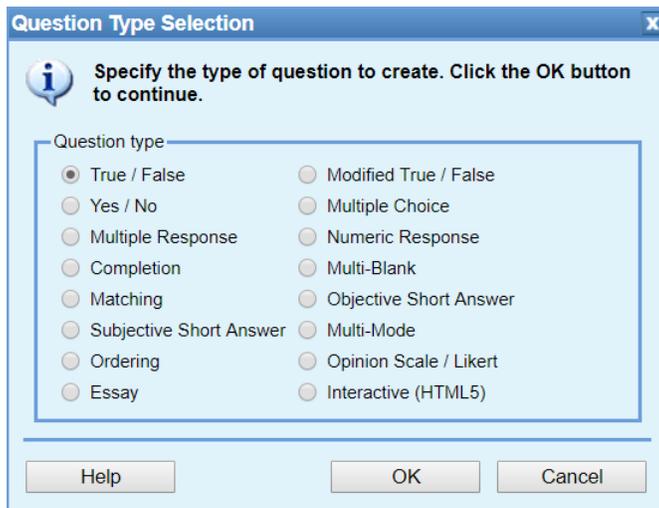
Matter is anything that has mass and takes up space.

T
F

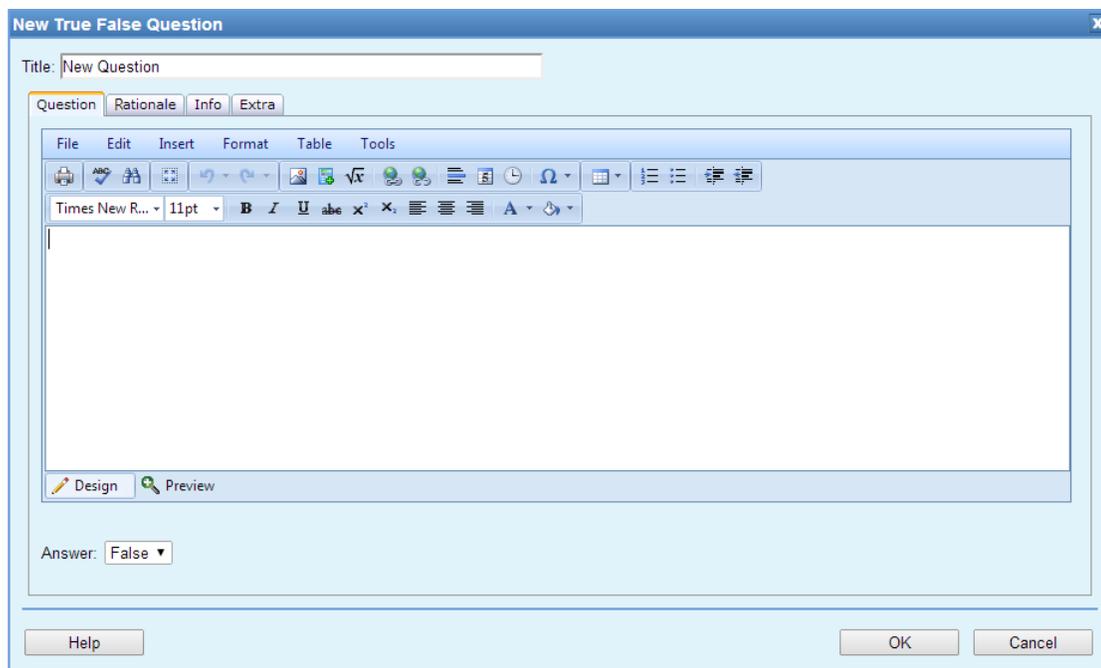
Module 1: Creating the Question Text

Use the following steps to create the text of a true/false question.

1. Click the **New Question** button.
2. Choose **True/False** or **Yes/No** in the **Question Type Selection** dialog box.



3. Enter a question title in the **Title** field. Adding a question title allows authors and instructors to find a question in the **Question Sets** pane without opening the question set.



4. Enter the question content in the word processor window.
5. Select the correct answer from the

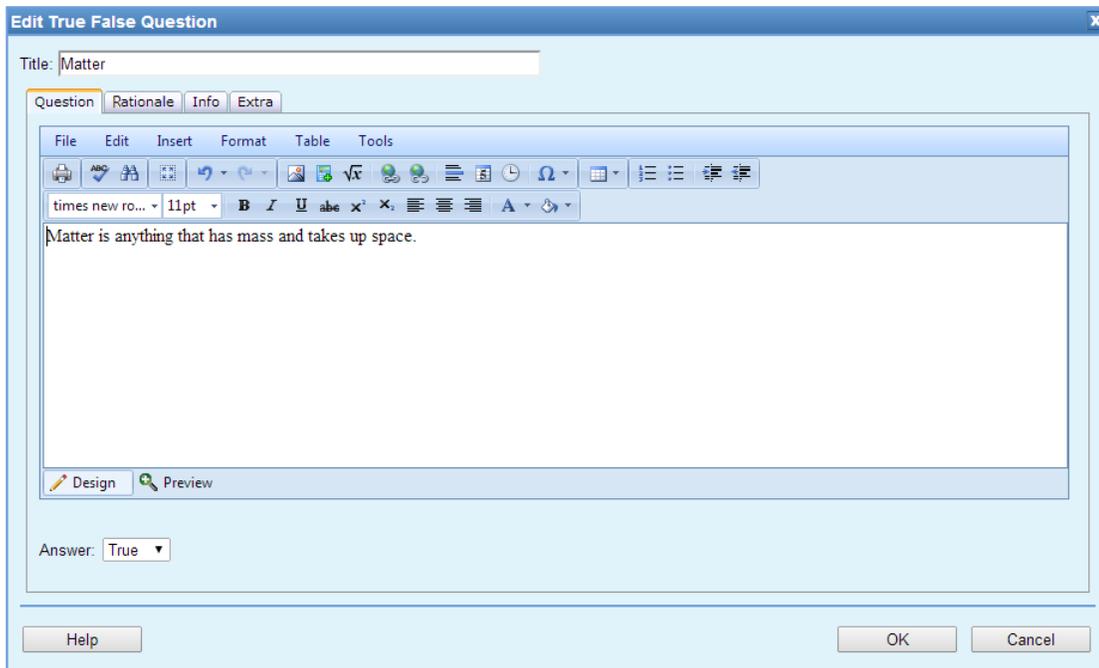
6. **Answer** drop-down list.

Try It

In your practice question set, create a new true/false question based on the following information.

Question title:	Matter
Question text:	Matter is anything that has mass and takes up space.
Correct answer:	True

Solution



Module 2: Adding Feedback on the Extra Tab

If an online test is set to provide feedback, then Cognero can notify students if they are right or wrong. You can also provide more detailed feedback for the student.

To add detailed feedback:

1. Click the **Extra** tab.
2. Click the **Edit** link for the feedback you want to edit.

Title: Matter

Question Rationale Info Extra

Feedback: Use rich text

Answer	Feedback
Correct	Edit
Incorrect	Edit

Distractor:

Answer	Distractor Information
Correct	Edit
Incorrect	Edit

Help OK Cancel

3. Enter the feedback text.
4. Click **Update**.

Note: You can use the rich text editor to add formatting or to include hyperlinks in your feedback.

Try It

- Add the following text as the incorrect feedback: Matter is anything that has mass and takes up space.
- Click **OK** to add the question to the question set.

Practice: True and False Questions

In our practice question set, create a true/false question based on the following information. Use the rich text editor to emphasize the word “definite” in the feedback.

Question title:	Substance
Question text:	A substance is matter that has an indefinite and uniform composition
Correct answer:	False
Correct feedback:	A substance has a definite and uniform composition.
Incorrect feedback:	A substance has a definite composition.

Solution

Edit True False Question

Title: Substance

Question Rationale Info Extra

File Edit Insert Format Table Tools

times new ro... 11pt B I U abc x' x: A

A substance is matter that has an indefinite and uniform composition.

Design Preview

Answer: False

Help OK Cancel

New True False Question

Title: Substance

Question Rationale Info Extra

Feedback:

Use rich text

Answer	Feedback	
Correct	A substance has a definite and uniform composition.	Edit
Incorrect	A substance has a definite composition.	Edit

Distractor:

Answer	Distractor Information	
Correct		Edit
Incorrect		Edit

Help OK Cancel

Preview: Creating Multiple Choice Questions

With multiple choice questions you can allow students to select one answer from a list of choices.

- ___ 3. The measure of the earth's gravitational pull on matter is:
- a. Mass
 - b. Weight
 - c. Atomic weight
 - d. B and C
 - e. All of the above

Question 23

The measure of the earth's gravitational pull on matter is:

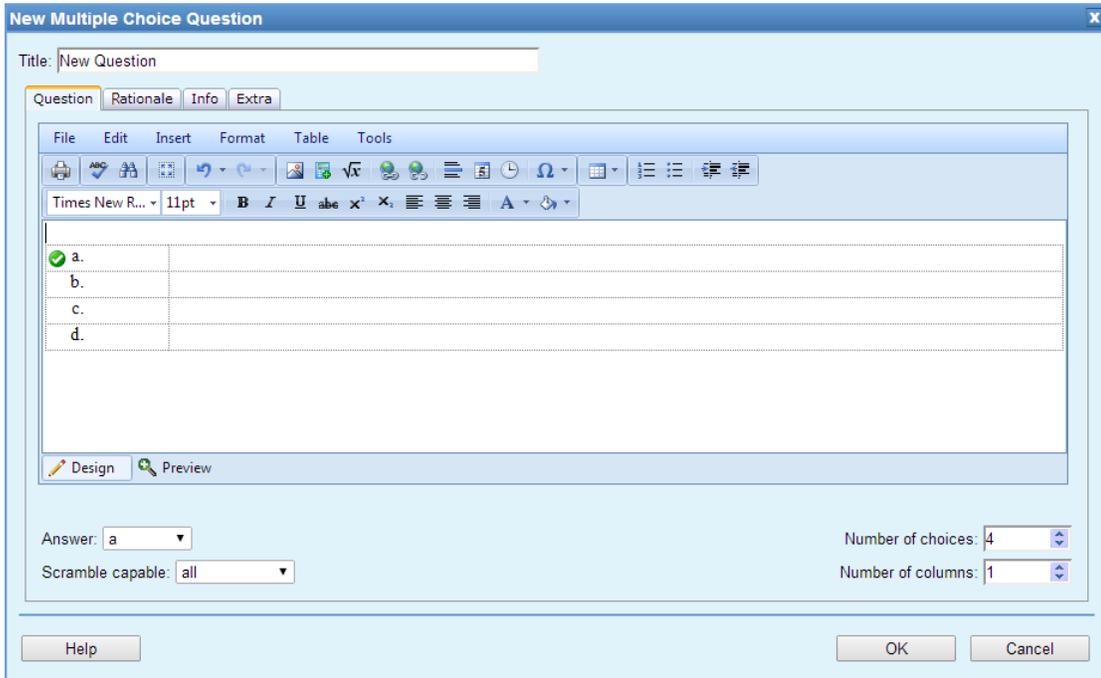
<input type="radio"/> a. Mass	<input type="radio"/> b. Weight
<input type="radio"/> c. Atomic weight	<input type="radio"/> d. B and C
<input type="radio"/> e. All of the above	

Module 3: Creating the Question Text

Creating the question text for a multiple choice question is similar to creating true/false and yes/no questions but with a few extra options.

To create a multiple choice question:

1. Click the **New Question** button.
2. Choose **Multiple Choice** in the **Question Type Selection** dialog box.
3. Enter a question title in the **Title** field.
4. Enter the question content in the word processor window.



5. Enter the answer choices in the table provided.
6. Select the correct answer from the **Answer** drop-down list.

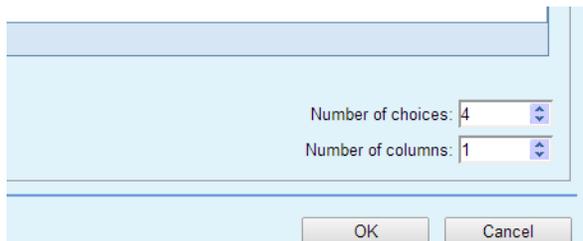
Try It

In your practice question set, create a new multiple choice question based on the following information.

Question title:	Weight
Question text:	The measure of the earth's gravitational pull on matter is: a. Mass b. Weight c. Atomic weight d. B and C
Correct answer:	b

Module 4: Setting the Number of Choices and Columns

When creating a true/false or yes/no question, you only have two possible answers. With a multiple choice question, you can have up to 26 options (a-z). Because of that, you may want to control how the choices are displayed. You can use the **Number of choices** field to specify how many choices there are. Use the **Number of columns** field to define how the choices are arranged. You can have a maximum of four columns.



Number of choices: 4
Number of columns: 1

OK Cancel

Try It

- Change the number of choices to 5.
- Add the following as a new choice: All of the above.
- Change the number of columns to 2.

Module 5: Setting the Scramble Options

In the test generator, you can scramble the order of questions within sets and tests and even scramble the choices within individual questions. This allows you to write a question once and then scramble the choices to generate multiple versions of a test to prevent cheating. When using online testing, it is possible for each student's test to have a unique order of questions and question responses.

If you use variables when writing questions, it's also possible for students to receive unique content as well. See the algorithmic training for more information on variables.

You can use the following scramble options:

All:	If this option is selected, all answer choices for this question will be scrambled if the instructor chooses to scramble the test.
None:	If this option is selected no answer choices for this question will be scrambled if the instructor chooses to scramble the test.
A-?:	If this option is selected, some but not all answer choices for this question will be scrambled if the instructor chooses to scramble the test. For example, choose A-C if choice D is "none of the above." This will allow the first three choices to be scrambled while maintaining choice D.

Try It

- Change **Scramble capable** to a-c.
- Click **OK** to add the question to the question set.

Module 6: Creating Multiple Response Questions

For a multiple response question, students must identify one or more correct answers from the list of choices provided.

Question 27

Which of the following are part of the scientific method?

- a. Hypothesis
- b. Theory
- c. Experimentation
- d. Voting

The steps for creating a multiple response question are the same as creating a multiple choice question, with one distinction. When creating a multiple response question, you indicate the correct answers by typing the letters for the correct responses in the **Answer** field and separating them with commas.

The screenshot shows a software interface for creating a multiple response question. At the top, the title is "New Multiple Response Question". Below that, the "Title" field contains "New Question". There are tabs for "Question", "Rationale", "Info", and "Extra". A rich text editor is visible with a menu bar (File, Edit, Insert, Format, Table, Tools) and a toolbar. The question text is "Which of the following are part of the scientific method?". Below the question, there are four choices: "a.", "b.", "c.", and "d.". The "a." choice has a green checkmark next to it. At the bottom of the dialog, there is an "Answer (i.e., 'a,c'):" field containing "a". To the right of this field are two spinners: "Number of choices:" set to 4 and "Number of columns:" set to 1. Below the answer field is a "Scramble capable:" dropdown menu set to "all". At the bottom of the dialog are "Help", "OK", and "Cancel" buttons.

Caution: Do **NOT** use spaces between the commas.

Try It

In your practice question set, create a new multiple response question using the following information.

Question title:	Weight and Mass
Question text:	Weight measures the: a. Amount of matter in an object b. Effect of the gravitational pull on matter c. State of the matter
Correct answer:	a,b

Solution

The screenshot shows the 'New Multiple Response Question' dialog box. The title is 'New Question'. The question text is 'Weight measures the:'. The answer choices are 'a.', 'b.', 'c.', and 'd.'. The 'Answer (i.e., 'a,c')' field contains 'a'. The 'Number of choices' is set to 4, and 'Number of columns' is set to 1. The 'Scramble capable' dropdown is set to 'all'. There are 'Design', 'Preview', 'Help', 'OK', and 'Cancel' buttons.

Module 7: Writing Feedback for Multiple Choice and Multiple Response Questions

For true/false and yes/no questions, you can write feedback for the correct and incorrect responses. For multiple choice and multiple response questions, you can write feedback that is specific to each answer choice. Regardless of the question type, you can use rich text to include formatted text, tables, images, and hyperlinks in the feedback.

New Multiple Choice Question

Title:

Question Rationale Info Extra

Feedback: Use rich text

Answer	Feedback	
a.		Edit
b.		Edit
c.		Edit
d.		Edit

Distractor:

Answer	Distractor Information	
a.		Edit
b.		Edit
c.		Edit
d.		Edit

Help OK Cancel

Practice: Multiple Choice and Multiple Response Questions

In your practice question set, create questions based on the following information.

Question type:	Multiple choice
Question title:	Hypothesis
Question text:	A testable statement or prediction is a: a. Hypothesis b. Theory c. Scientific law
Correct answer:	a

Question type:	Multiple response
Question title:	Scientific Method
Question text:	Which of the following are parts of the scientific method? a. Hypothesis b. Theory c. Experimentation d. Voting
Correct answer:	a,b,c

Solution

Edit Multiple Choice Question

Title: Hypothesis

Question Rationale Info Extra

File Edit Insert Format Table Tools

times new ro... 11pt B I U abc x' x. [List Bulleted] [List Numbered] [List None] A [Color] [Font Size]

A testable statement or prediction is a:

- a. Hypothesis
- b. Theory
- c. Scientific law

Design Preview

Answer: a

Scramble capable: all

Number of choices: 3

Number of columns: 1

Help OK Cancel

Edit Multiple Response Question

Title: Scientific Method

Question Rationale Info Extra

File Edit Insert Format Table Tools

times new ro... 11pt B I U abc x' x. [List Bulleted] [List Numbered] [List None] A [Color] [Font Size]

Which of the following are part of the scientific method?

- a. Hypothesis
- b. Theory
- c. Experimentation
- d. Voting

Design Preview

Answer (i.e., 'a,c'): a,b,c

Scramble capable: all

Number of choices: 4

Number of columns: 1

Help OK Cancel

Unit 2: Entering Question Information

Each question may be tagged with question information such as difficulty levels, state standards, keywords, and much more. This question information may be used to help create filters when selecting questions for a test, used to sort questions, and used in post-test results reporting. The following summarizes how the different question information can be used.

	Sort	Tests	Reports
Points	x		
Rubric			x
Rationale			x
Difficulty	x	x	
Reference	x	x	x
Learning Objectives	x	x	x
Accreditation Standards		x	x
Common Core		x	x
National standards		x	x
State standards		x	x
Local standards		x	x
Corporate standards		x	x
Topic	x	x	
Search Keywords	x	x	
Notes	x		
Other	x		

New Test Wizard

Select a question information field to display question counts. You may optionally select a question type to narrow your choices. Click an Edit link to change the number of questions selected.

Click the Next button to continue.

Question info: -- Select a type --

Question type: -- Select a type --

State Standard	Number Remaining	Number Selected
Accrediting Standard		
Corporate Standard		
Difficulty		
Keyword		
Learning Objective		
Local Standard		
National Standard		
Reference		
State Standard		
Topic		

Total questions on test (300 max): 0

Clear

Help < Back Next > Cancel

After completing this unit, you will be able to add the following information to questions:

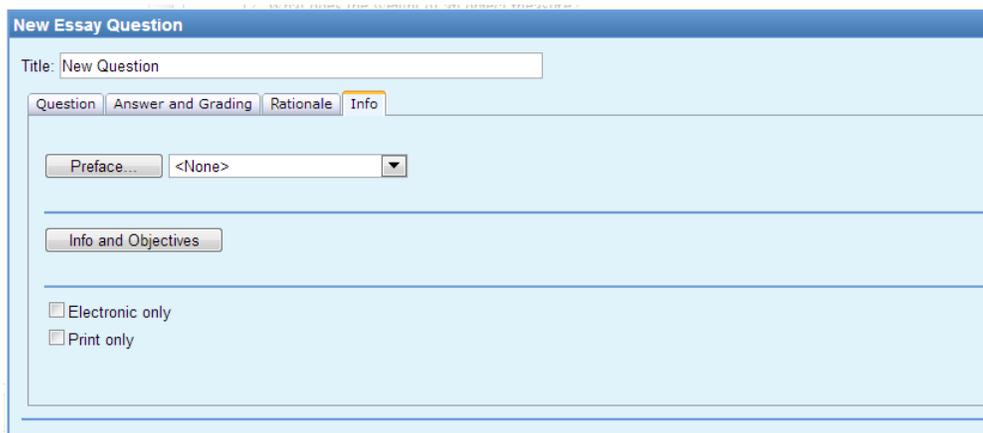
- A difficulty rating
- A topic reference
- A page or chapter reference
- Search keywords
- Learning objectives
- National, state, local, corporate, or accrediting standards
- A rationale

Module 1: Accessing Question Information

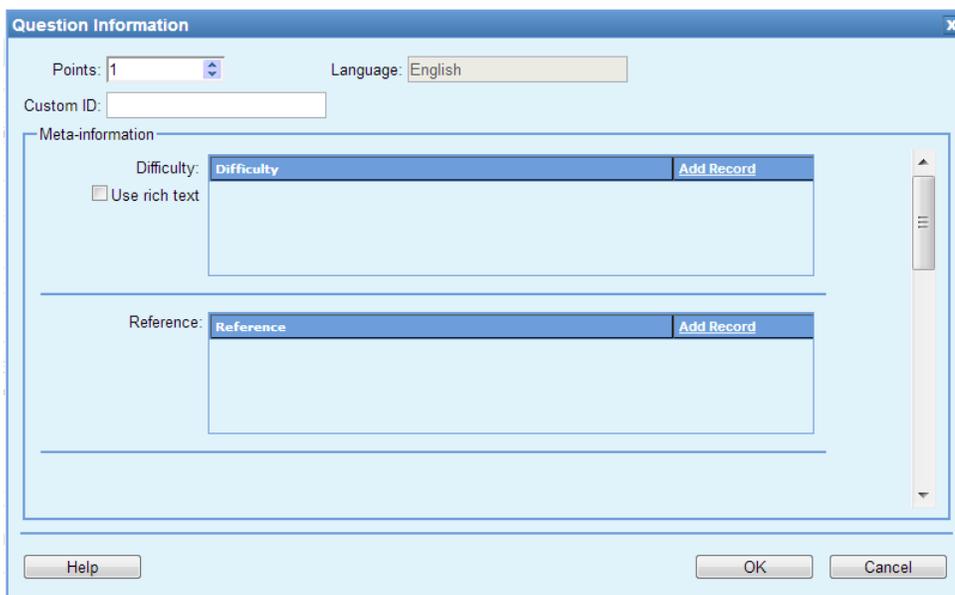
The majority of the question information is available on the **Info** tab in the question dialog box. Rationale has its own tab within the **Question** dialog box.

To access question information:

1. Edit or create a new question.
2. Click the **Info** tab.
3. Click the **Info and Objectives** button.



The screenshot shows the 'New Essay Question' dialog box with the 'Info' tab selected. The 'Title' field contains 'New Question'. Below the tabs, there is a 'Preface...' button and a dropdown menu set to '<None>'. A large 'Info and Objectives' button is centered. At the bottom, there are two checkboxes: 'Electronic only' and 'Print only', both of which are unchecked.



The screenshot shows the 'Question Information' dialog box. At the top, 'Points' is set to 1 and 'Language' is set to English. There is a 'Custom ID' field. Below this is a 'Meta-information' section with a 'Difficulty' field (containing 'Difficulty') and an 'Add Record' button. A 'Reference' field (containing 'Reference') also has an 'Add Record' button. A 'Use rich text' checkbox is present. At the bottom, there are 'Help', 'OK', and 'Cancel' buttons.

Try It

Create a new question using the information below.

Question type:	Multiple choice
-----------------------	-----------------

Question title:	Control
Question text:	In an experiment, a standard for comparison is a: <ul style="list-style-type: none"> a. Control b. Independent variable c. Dependent variable
Correct answer:	A

Module 2: Adding Question Information

Adding Difficulty, Topic, and Search Keywords

The Difficulty, Topic, and Search Keywords can all be used by instructors to **sort questions** and **build tests**. For example, you could sort questions in a test so that easier questions are first and the more difficult ones are last. You could also build a test based on a specific topic.

To add a difficulty level, a topic, or keyword entry:

1. Click the **Add Record** link and enter your data.

Question Information

Points: 1 Language: English

Custom ID: Question ID: JFND-GTBA-ERAW-CCTW

Question Global ID: GCID-E7BW-1TBP-G7OU-1PJS-GA3U-13BW-COAN-4QJO-GHHN-4PTU-CR4N-4CUD-GW5N-4QMB-GBOU-RPDD-8FDI-GWN8-EPRW-EMMD-GBTD-EAUN-CA5G-R3BU-GESU-OATI-CRSU-QA5R-GOSS-CC5B-CASS-EQMF-G31D-QA5D-E7JI-YT4D-JFNN-4OTI-GO4W-NQNBEE

Meta-information

Search keywords:

Keyword	Add Record
Properties of Matter	Edit Delete
Liquids	Update Cancel

Notes:

Use rich text

Notes

Other:

Use rich text

Other

Answer lines when printing:

Automatic Specific: 0 inches

Help OK Cancel

2. Then click the **Update** link to record your entry.

3. Click the **Add Record** link again to add additional records in the same field.
4. Click the **Edit** link to edit existing records.

Try It

Using the question you just added:

- Add **Easy** as the **Difficulty**.
- Add **Data Analysis** as the **Topic**.
- Add **Control** as a **Search keyword**.

Adding References

You can use the **Reference** field to indicate a unit, chapter, section, or page number where information related to the question can be found. The reference information can be used to **sort questions**, **build tests**, and **build reports**. The process for adding a reference is the same as adding difficulty, topics, and keywords.

Try It

Using the same question you have been editing:

- Add Page 25 as the Reference.

Learning Objectives

You can use learning objectives to tie test questions to specific instructional goals. The learning objectives can be used to **sort questions**, **build tests**, and **build reports**. You add a learning objective the same way you would add data to any field that allows separate records. The main difference is that learning objectives have two parts: an objective ID and a description. The objective ID must be unique. Therefore, you can't use the same objective ID number for objectives in different products. For example, if you have an objective ID of 1-1 for an economics product you cannot have an objective ID of 1-1 in an English literature product. Below are examples of correct and incorrect ways to handle learning objective IDs.

Caution: When creating publisher content, the IDs and descriptions will usually already be established. Therefore, when working with publisher content, you should just add or delete learning objective IDs to questions. You should **never edit** the learning objective description.

If the wrong learning objective is associated with a question, delete that learning objective from the question. Then, add a new record and enter the correct **learning objective ID**.

Correct

Objective ID	Description
ALGB.15.1.1	Calculate the slope of a line
ENGL.15.1.1	Explain the elements of Native American mythology

Incorrect

Objective ID	Description
1.1	Calculate the slope of a line
1.1	Explain the elements of Native American mythology

Note: You can also format the objectives using the rich text editor to apply formatting and include hyperlinks.

Try It

Using the same question you have been editing, add the following as a learning objective:

Chem 1.1	Define variables to design an experiment.
----------	---

Adding Standards

You could add national, state, local, corporate, or accrediting standards to a question. The standards can be used to **build tests** and **build reports**. You can format the standards using the rich text editor. The Standard ID, like the Objective ID, must be unique.

Try It

Using the same question you have been editing, add the following as a state standard. Use the state abbreviation for your state in the **State/Region** field.

M1.1	Use algebraic and geometric representations to describe and compare data.
------	---

Adding Common Core Standards

Each question can also be tagged with Common Core State Standards (CCSS). These standards are added through a special dialog box.

To add Common Core State Standards to a question:

1. Edit the question to which you want to add a Common Core standard.
2. Click the **Info** tab.
3. Click the **Info and Objectives** button.

4. In the **Common Core** section, click the Add Record link and enter your data. The **Manage Common Core Standards** dialog box opens.

Manage Common Core Standards

To add a standard to this question:

- Select the subject from the dropdown.
- Select the grade from the dropdown.
- Select a standard from the tree and click the Add button.

To remove a standard from this question, click the Delete link to the right of the standard to be removed.

Available Standards

Subject: English Language Arts Grade: Grade 3

- Language
 - Conventions of Standard English
 - L.3.1
 - L.3.2
 - Knowledge of Language
 - Vocabulary Acquisition and Use
 - Speaking & Listening
 - Writing
 - Reading Foundational Skills
 - Reading Informational
 - Reading Literature

Standards Added To This Question

Title	State	Grade Level	Remove
RL.4.3		Grade 4	Delete

Help OK Cancel

5. Select a subject from the **Subject** list.
6. Select a grade level from the **Grade** list.
7. Expand the topics to view individual standards.
8. Click the  button to read the description of a standard.
9. Select a standard and click **Add** to add the **Standards Added To This Question** list.
10. Repeat the steps 7-9 to add multiple standards.
11. Use the **Delete** link to delete unwanted standards.
12. Click **OK** to add the standards to the question.

Adding Notes and Other Information

Cognero also provides two fields that allow you to save additional information about a question, the Notes and Other fields. These fields **cannot** be used to sort questions or to create tests or reports.

The Notes field allows for multiple records like the objectives and standards fields. The Other field is a free form text field like the Rationale field.

Adding a Rationale

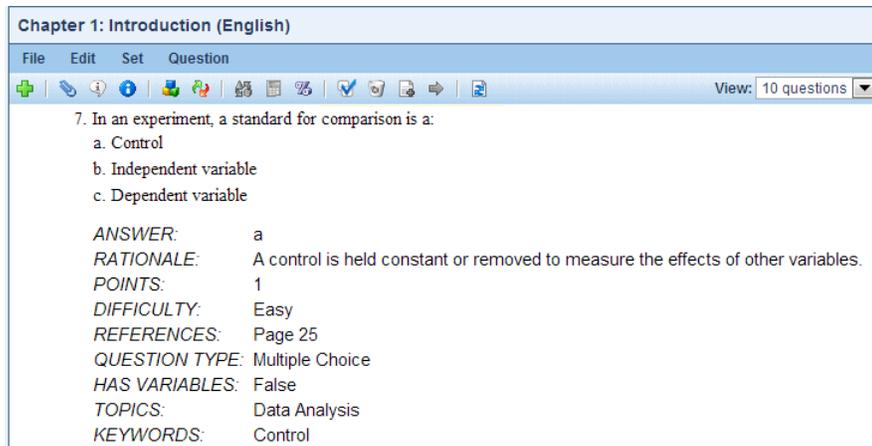
The **Rationale** tab allows you to enter the reasoning behind a question. When a question is part of an online test, instructors can choose to display the rationale for students after they complete the assignment.

Try it

Add the following text to the **Rationale** tab: “A control is held constant or removed to measure the effects of other variables.”

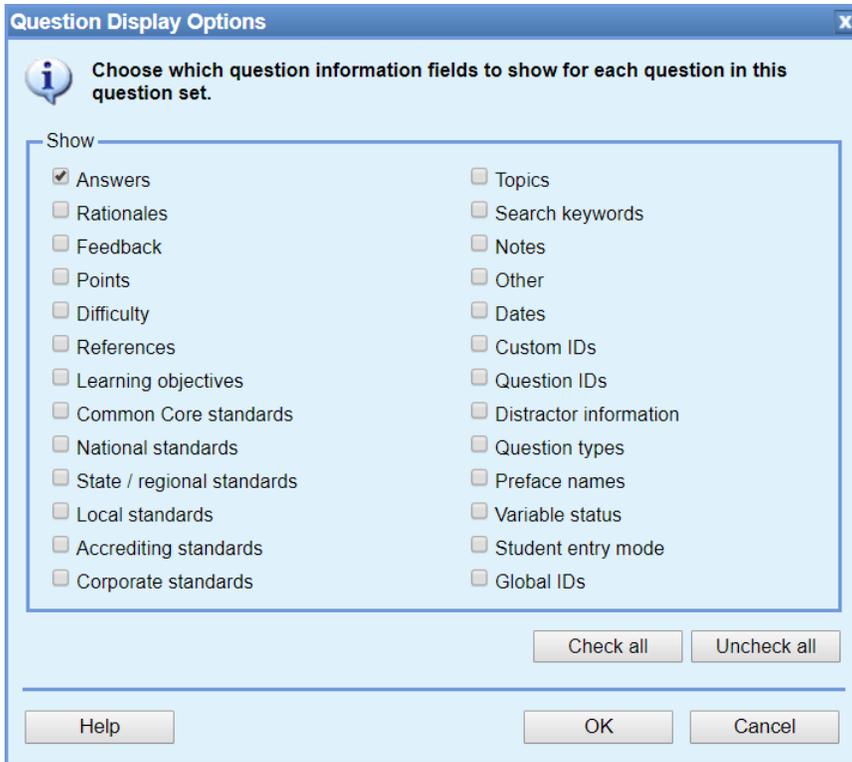
Module 3: Displaying Question Information

When a question has question information, you can view in the editor pane when you open question sets and tests.



To display question information:

1. Open a question set or test by dragging it to the editor pane.
2. Choose **Display Question Information** from the **Set** or **Test** menu.
3. Use the check boxes to select which question information to display.
4. **Check all / Uncheck all** option to select or clear all check boxes.



Question information includes:

Answer	State/regional standards	Custom IDs
Rationale	Local standards	Question IDs
Feedback	Accrediting standards	Distractor information
Points	Corporate standards	Question type
Difficulty	Topics	Preface name
Reference	Search keywords	Variable status
Learning objectives	Notes	Student entry mode
Common Core standards	Other notes	Global IDs
National standards	Create and modified dates	

Note: Only the fields with data display.

5. Click **OK** to apply your selections.

Note: Question information is displayed for the instructor only. It does not display for students in printed or online tests.

Module 4: Accessing Question Information as a Publisher

In publisher mode, you can use the **Edit Info** feature to quickly edit question information for a question in a question set without opening the **Edit Question** dialog box. You can also use the **Edit Question Information** option from the **Set** menu to edit all the question information for a question set from a single dialog box. These options are available only for publisher users.

Editing the Question Information for a Single Question

You can bypass the word processor window and go directly to the **Question Information** dialog box.

To edit question information for a single question:

1. Open a question set.
2. Click the question.
3. Click the pencil icon.
4. Choose **Edit Info**.
5. The **Question Information** dialog box opens.

The screenshot shows the 'Question Information' dialog box. At the top, there are two dropdown menus: 'Points' set to '1' and 'Language' set to 'English'. Below these is a text input field for 'Custom ID'. The main area is titled 'Meta-information' and contains two sections. The first section is 'Difficulty', with a text input field containing the word 'Difficulty' and an 'Add Record' button to its right. Below this is a checkbox labeled 'Use rich text'. The second section is 'Reference', with a text input field containing the word 'Reference' and an 'Add Record' button to its right. At the bottom of the dialog are three buttons: 'Help', 'OK', and 'Cancel'.

6. Edit the question information and click **OK**.

Editing Question Information for an Entire Question Set

Use the edit question information feature to quickly edit question information for all questions in a question set. This option is available only for publisher users.

To edit question information:

1. Open a question set by dragging it to the editor pane.
2. Choose **Edit Question Information** from the **Set** menu.
3. Click the question ID of the question for which you want to edit information.
4. Choose the information field you want to edit from the **Displayed information** list.
5. Add, edit, or delete information as desired.

6. Repeat steps 3 through 5 for all questions you want to edit.
7. Click the **OK** button when you are finished editing question information.

Practice: Question Information

In your practice question set, create a multiple response question, with question information, based on the following information.

Question title:	Model
Question text:	A model is a: <ol style="list-style-type: none"> a. Visual explanation of experimental data b. Verbal explanation of experimental data c. Mathematical explanation of experimental data d. Hypothetical explanation of experimental data
Correct answer:	a,b,c
Difficulty:	Easy
Reference:	Chapter 1
Objective:	Chem 1.2, Predict and explain the electronic and molecular structures of common substances using models.
Keyword:	Model