

Video

Hover over the red 'plus' button and click the "Add Video" button.

- Step 1 - Upload a video from your computer or paste a Youtube URL. A preview of the video will appear on the left.
- Step 2 - Click **ADD CAPTION** on the right, add a caption, and click **DONE**.

Image

Image - Step 1

Hover over the red 'plus' button and click the "Add Image" button.

Upload an image from your computer or paste a URL. A preview of the image will appear on the left.

Image - Step 2

Click **ADD CAPTION, SCALE, UNIT** on the right. Check the **Measurable** checkbox to enable the measuring tool on the image for students to use while taking the test. Once enabled, draw a line on the image (Length) and set the Scale and Unit on the right. Click **DONE**.

Text

Hover over the red 'plus' icon and click the "Add Text" button. Add text or copy-paste from a document. Use the "Mathematics in TeX" tools to insert complex equations and other symbols. Click **DONE**.

Question Types

Hover over the red 'plus' button and click the "Add Question" button. Select criteria for the question and assign marks, and choose question type (see below).^[1]_[SEP] Click **ADD QUESTION FIELDS**.

Subjective

1. Enter Question within the left box.
2. Enter Explanation within the right box - students see this after their submissions have been checked.

Multiple Choice (MCQ)

Enter Question within the left box.

Enter Explanation within the right box - students see this after their submissions have been checked.

Enter a selection of possible answers and mark the correct answer. Click on the blue + icon to add more answers.

Students can only choose one correct answer.

Interactive

Enter Question within the left box.

Enter Explanation within the right box - students see this after their submissions have been checked.

Check **With additional textbox** to provide another box for students to include a written answer.

Scroll down to view the interactive canvas.

- Add different elements (ie.g. text, image, math inputs, lines, arrows, bing to font, rectangles, circles, points) to create different types of interactive questions.
- Set which elements students can drag'n drop by selecting one or more elements and checking the "Allow Drag and Drop" box in the tools.
- The view and tools of the completed canvas will be the same from the student's perspective. They will be able to manipulate the canvas to provide their answers.

Label - Drag and Drop

1. Enter Question within the left box.
2. Enter Explanation within the right box - students see this after their submissions have been checked.
3. Click on the green button "Insert Background Image" option to upload a background image from your computer or paste an online URL.
4. Add Text labels and write the correct answer.

Label - Fill in the blanks

1. Enter Question within the left box.

2. Enter Explanation within the right box - students see this after their submissions have been checked.
3. Click on the green button "Insert Background Image" option to upload a background image from your computer or paste an online URL.
4. Add Text labels and write the correct answer.

Classify

Ordering / Sorting

Matching

Hotspot

Geogebra Graph

Fill in the Blanks

1. Choose the fill in blank type question.
2. Enter the question with the blank text input.
3. Type the correct answer.
4. Choose to have an additional text box.

Table / Chart

Simulation

Hover over the **red** + icon and click the "Add Simulation" button.

- Step 1 - Upload a simulation from your computer (e.g. HTML5).
- Step 2 - Click **ADD CAPTION, SCALE, UNIT** on the right, add a caption (unit and scale are optional) and click **DONE**.

Note: [Phet](#) is a good resource of simulations.

Add From Library

Select **Add From Library** to add a resource from a previously created test of the same programme & subject. Use the Search Bar, Resource filter for questions. Tick the resource you wish to reuse and click **Insert**.

Refer to the [Creating and Editing Tests](#) tutorial for the complete process of test creation.