PCG Terms

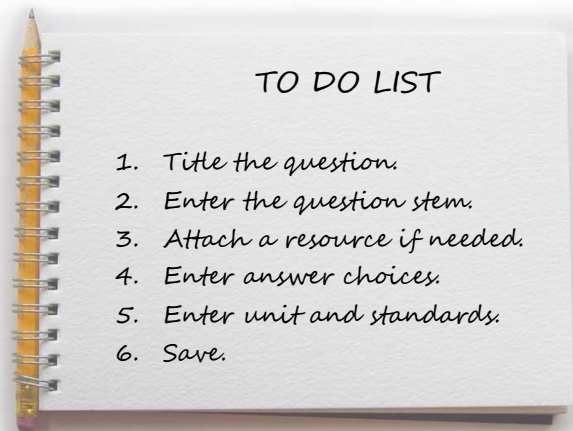**Question type** – This is the kind of question you want to enter, such as select one (multiple choice), essay, etc.

Resource – a shared picture, graph, passage, etc for multiple questions

Additional Resource – Resource to follow entire question on printed version of test ONLY, such as a set of lines for a writing sample.

TO DO LIST

1. Title the question.
2. Enter the question stem.
3. Attach a resource if needed.
4. Enter answer choices.
5. Enter unit and standards.
6. Save.

From the **Main Menu**, click **Maintain Questions**.

To create a new question item, select the **New** icon on the Maintain Questions button.
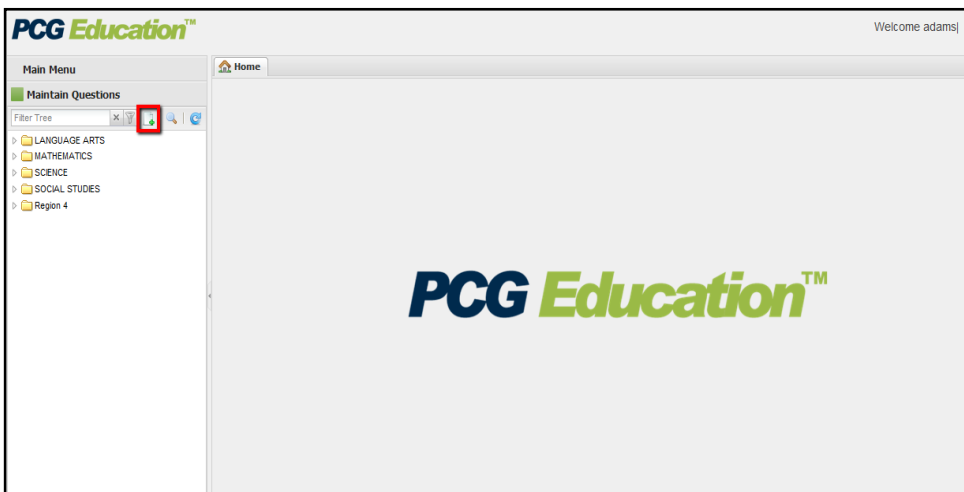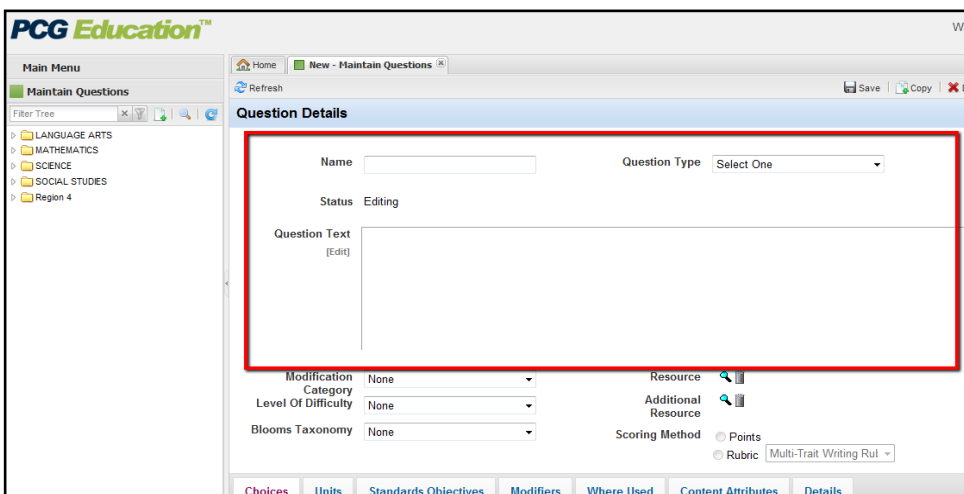
The **Question Details** screen will display in the viewing area.

Enter the **Name** of the question.

To enter the question stem, click on the **Edit** link to open the text editor.
(It may take a moment if opening the text editor for the first time. A message about trusting content from this source may appear. Click the "Always" button.)

The text editor opens in a new screen.

Questions may be formatted using the formatting tools and the equation editor. Images may also be inserted.

If 'copying and pasting' from other word processing documents, a dialogue box appears. Choose **Plain Text**. This will avoid problems caused by embedded formatting from other programs. Some re-formatting may be needed.
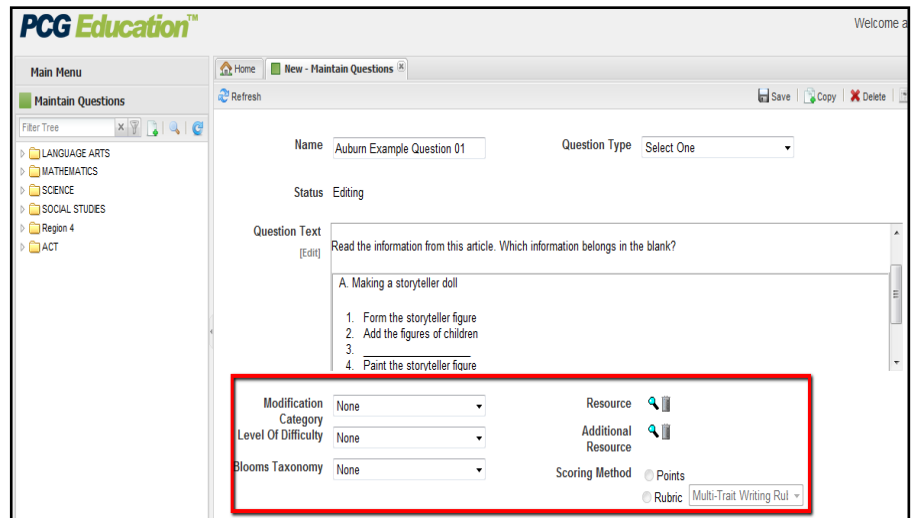If images are being copied, you need to choose **Clean HTML**.

Click the green check ✔ in the text editor to add the question stem to the **Question Details** screen.
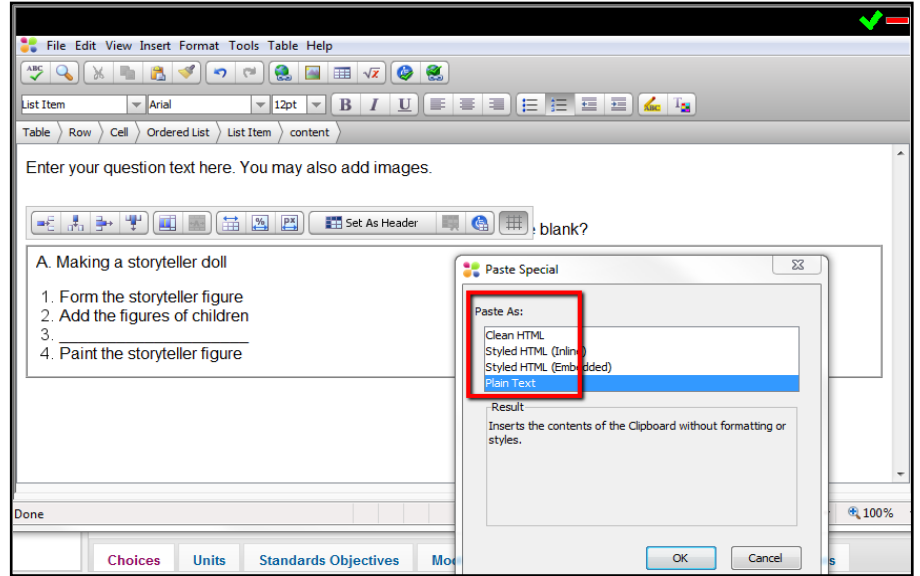
Select the **Question Type** from the drop down list.

A **Modification Category**, **Level of Difficulty**, and **Bloom's Taxonomy Level** may also be selected if desired.

To add a **Resource**, click the lookup icon. 🔍

A *Resource Selection* screen will open. Drill down to the resource and click the paper icon. The title of the resource will turn red to show that it is selected.
To preview the resource, click the title.
Click the green check to add the resource.
Use the **Trash** icon to delete.
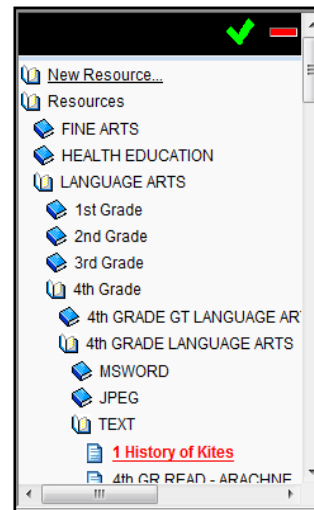
An additional resource may be added. It will print on the page following the question on the PRINTABLE VERSION ONLY.

Click the **Add** ✎➕ icon to add answer choices. To add 4 answer options, click the icon 4 times.

Click the **Edit** link to enter the text for each of the question choices, using the text editor as with the question stem above. Click the **green check** to add the text to the answer choice.
Select the correct answer choice and then click on the **Units** tab.
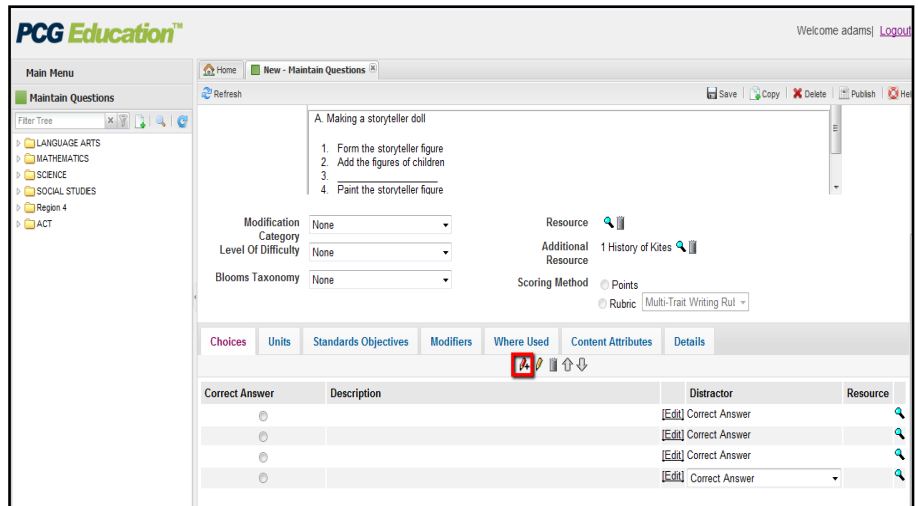
Click the **Add** icon to open the *Select Unit* screen. Use the navigation tree to open the appropriate course, and then choose the correct unit from the right side of the screen by clicking beside the unit title link. The unit will highlight in blue.

Click the **green check** to associate it to the question.
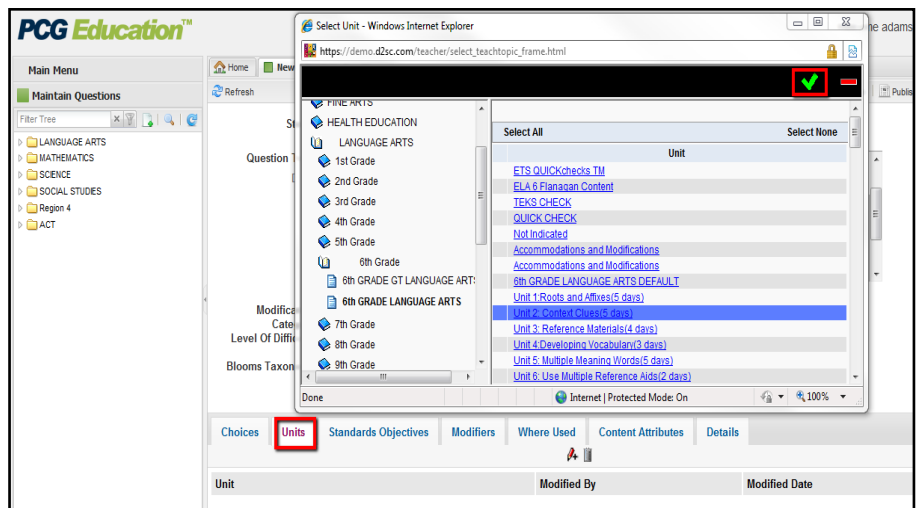
Click the **Standards Objectives** tab. Click the **Add** icon to open the *Objective Alignment* screen. Open the appropriate objective folder. Select the correct objective, then select the desired one on the right side of the window. It will highlight in blue. Repeat as many times as needed.

Click the **green check** to associate the objective to the question.

Click the **Save** button on the top right of the screen. To prevent accidental changes to the question, change the **Status** from **Editing** to **Finalized** and **Save** again. To edit a
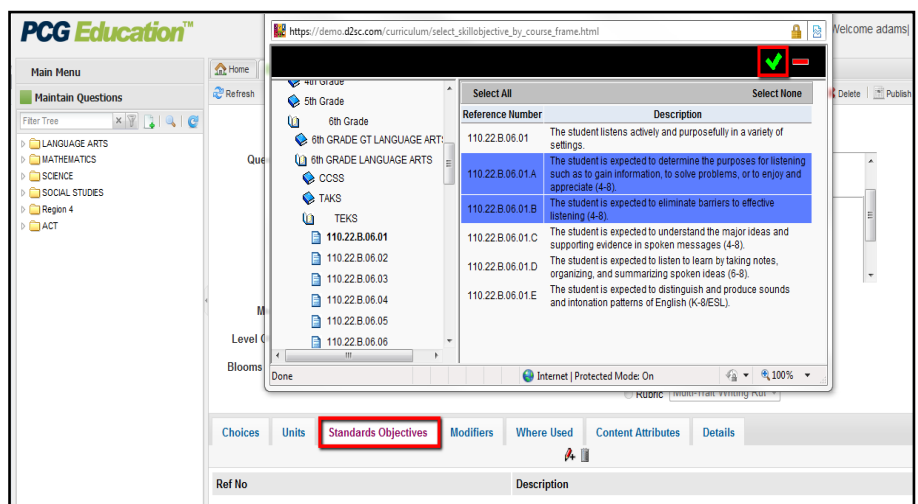
finalized question, change the status back to **Editing**, then **Save.** To create a new question, click the **New** icon on the Main Menu. This will clear the viewing screen for a new question.

Another option is to **Copy** questions that use the same question type, unit and standard objectives, and edit the title and other parts that are different. Click on the tabs to make changes in those areas as needed.