03.B.2 Creating Questions Using the Import DOC/PDF Tool

Click here to view the <u>Help Video</u>

Users have the ability to import questions from a document or PDF when creating questions in the

Import questions from DOC/PDF

Assessment Editor. To use this, select the

button in the following location:

Quick-link	is ▼ Planning ▼ Assessment ▼ Student Support ▼ Accountability ▼ Prof Learni	Save Save & Close Cancel & Close						
Edit assessm	nent (#1228614) Test			🖶 Print 🔍 Previe	ew online 🛛 😁 Share / Embed			
General Questions	S Online Settings Print Settings Instructions & Notes Proficiency Table	Attachments	Additional					
Questions bank	Answers key Questions Rubric List			Sta	ndards			
+ Add questions	 1 		🕂 🖉 SI 🗊	^ * Di	strict/Set	* Subject		
Add passage	Question	Туре	Letter (a,b,c) -	N	Y Common Core Learning Sta	an 🔻 English Lan 🔻		
Сору		Choices	4 •	* G	Grade Standard Z I ELA Common Core 2011 Sub-Standard			
Question(s)		Scoring	Single correct answer -	2				
Select all		Correct	a -	Sub				
Unselect		Special	None -	8	any	v		
Delete selected		scoring		Sea	rch by name			
Change special scoring		Points	1	se	arch	Q ×		
Setup weighting			TANDARDS	100	standards(s) loaded	Load more Load all		
Cotup weighting						Load Hidre Load di		
Import questions from DOC/PDF				To lin doubl quest	k a standard, drag and drop s e click on a standard to link t ions.	standard to question area OR he same standard to multiple		
	Put page break after this question when printing assessment Dut line after question ELA Common Core 2011 NY CC 21 Language Standards							

Once selected, a pop-up will appear where the creator can paste in questions from a document or PDF:

Import questions from DOC/PDF		×
Enter or Paste questions text below		
	Proceed	Cancel

The next pop-up will display the questions to be created as well as some options for editing and adding questions:

Import questions from DOC/PDF	×
 Please choose how do you want to proceed: Append questions to the test Replace questions (question text, question type and answers will be replaced in this case) 	
Questions preview	_
1. What was Vincent? A. a prince B. a king C. a princess 2. Where was Vincent from?	
Back 4 Canc	el

- 1. Example multiple choice question pasted in from a PDF.
- 2. Example short answer question, just type in a question without any answer choices.
- 3. Selecting "Append" will keep all existing questions in the assessment and add newly created ones after them (for example, if there are 3 questions in the assessment, the first newly created questions will be question #4). Selecting "Replace" will remove any existing questions and replace them with those in the pop-up.
- 4. Back will allow users to go back and edit questions.
- 5. Approve will add questions to the assessment using the method chosen in Step 3.

Not all items paste without formatting issues, contact the Help Desk at <u>help@edoctrina.org</u> if you have any questions!

Once questions have been added to the assessment, users will need to add correct answer choices by setting up the answer key, link standards, paste in any images or add online tools. Check out this comprehensive <u>Assessment Editor How-To-Guide</u> for information on how to do these steps and more!