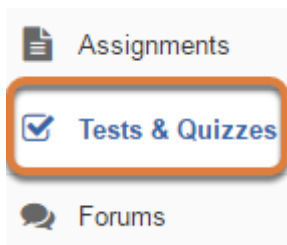


How do I create a matching question?

A matching question includes a numbered list of choices and a corresponding drop-down list of matches.

The steps in this article assume that you have already gone to the *Tests & Quizzes* tool and selected an assessment, but if you need more help completing these steps, open the links below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select an assessment.

Questions may be added to a new or existing assessment, or added directly to a question pool as described in [How do I add a question to a question pool?](#)

Create a new assessment.

Create an Assessment

Create from Scratch

Assessment Title

Quiz 1

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional)

select

Create

Working Copies: not released to students

Published Copies: released to students

For steps to create a new assessment, see [How do I create an assessment?](#)

Or edit an existing assessment.

Working Copies: not released to students

Published Copies: released to students

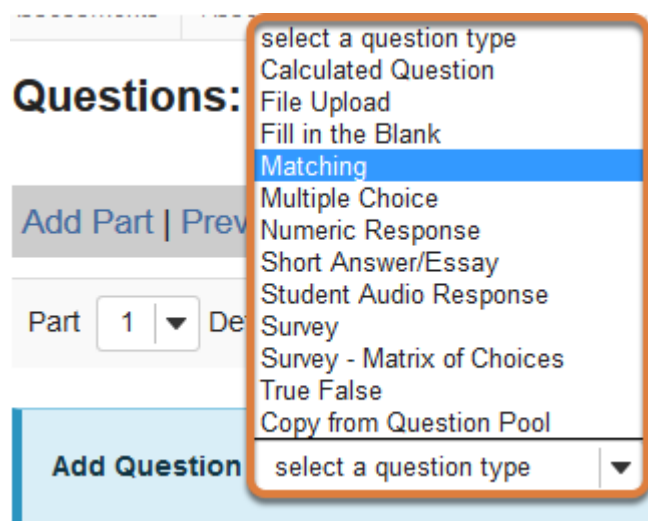
Action	Title
<div><div>-- Select Action --</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div><div>Remove</div></div></div>	Quiz 1
	Quiz 2
	Quiz 3
	Quiz 4
	Quiz 5

Select **Edit** from the *Action* drop-down menu for the assessment.

Note:

- Assessment editing must take place in the **Working Copies** tab or in the **Published Copies** tab before anyone accesses the assessment to take it.
- Changes made to assessments in **Working Copies** do not affect assessments in **Published Copies**, and vice versa.

Select Matching from the Add Question menu.



Use the *Add Question* drop-down menu to **select a question type**, and choose **Matching**.

Set the point value for the question.

Answer Point Value

10

Enter an *Answer Point Value* into the text box.

Tip: An assessment's total point value is the sum of all its questions' point values (e.g., an assessment with 10 questions worth 10 points each will be worth 100 total points).

Display point value while students are taking the exam.

Display Point Value while student is taking the exam

☒ Yes

☐ No

To *Display Point Value while student is taking the exam*, leave the default value of **Yes**. To hide the point value, select **No**.

i **Note:** To **hide the point values** for ALL questions in your assessment, it is recommended to select this option in the assessment [Settings](#) rather than for individual questions.

Add a minimum point value. (Optional)

Minimum Point Value
(optional)

5.0

*Points assigned to the user
for attempting the question

Enter a *Minimum Point Value* to automatically award students the minimum value for answering the question, regardless of their answer. Students who leave the answer blank will not receive the minimum point value.

i **Note:** Students who would normally score fewer points than the minimum will receive the minimum value. Students who would score higher than the minimum, whether or not they receive full credit, will receive the points they earned. Below is an example of scoring for a matching question with a *Minimum Point Value* added:

Match synonyms. (The question is worth 10 points, with a minimum value of 5 points.)

1. **Choice:** They are, **Match:** They're
2. **Choice:** It is, **Match:** It's
3. **Choice:** Belonging to it, **Match:** Its

- If the student answers any part of the question (they select a match for one or more of the three choices) and all answers they selected are incorrect, they get the minimum value, 5 points (normally, they would get 0 points).
- If the student makes one correct match and two incorrect matches, they get the minimum value, 5 points (normally, selecting one correct answer would award $10/3 = 3.33$ points).
- If the student makes two correct matches and one incorrect match, they get 6.67 points $[(10/3) * 2 = 6.67 \text{ points}]$.
- If the student correctly matches all parts of the question, they get full credit, 10 points.

Enter the question text.

Question Text

Enter the text of your question into the *Question Text* box.

Add attachment(s). (Optional)

Attachments

No Attachment(s) yet

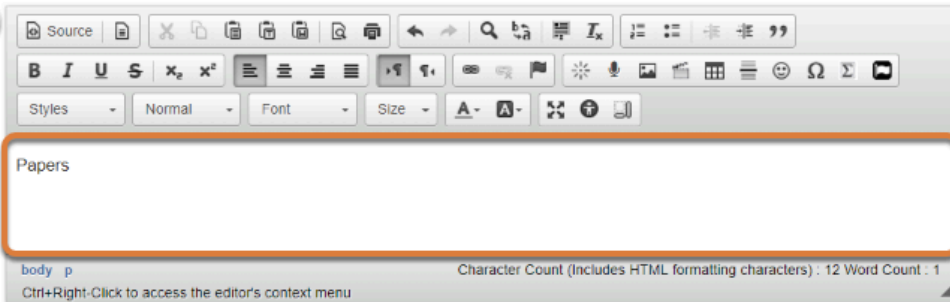
Add Attachments

To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

Add a Choice and Match and save the pairing.

Choice

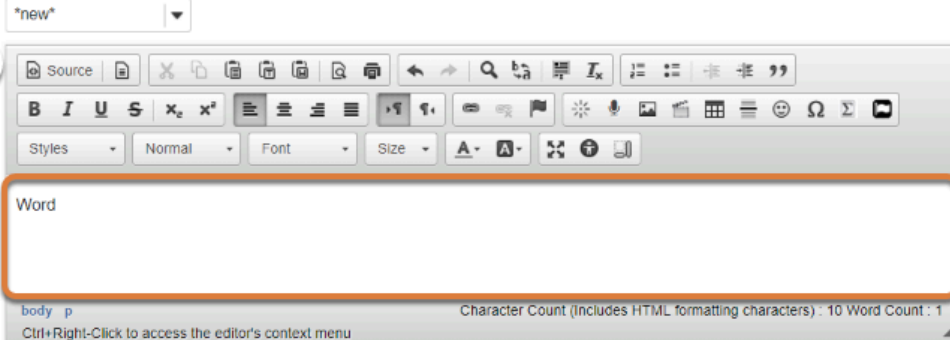
1



Match

2

new



3

Save Pairing

1. Enter a *Choice* in the [Rich-Text Editor](#).
2. By default ***new*** is selected as the *Match*. Enter a correct answer option for the *Match*.
3. Select **Save Pairing**.

Note: The text entered in the *Choice* field will be assigned a number (1, 2, 3, etc.). The text in the *Match* field will be **randomly** assigned a letter (A, B, C, etc.) that students must select from a drop-down list to match it to the corresponding choice(s). Except for the option ***None of the Above***, *Match* answers are randomized for each student taking the assessment.

It is strongly recommended that you do **not** enter a single number (e.g., 1) or letter (e.g., A) in either the *Choice* or *Match* field, as doing so will confuse students. For example, if you need students to identify regions of an image, you might use *Match* options like **Region 1**, **Region 2**, **Region 3**. That way, if the answers are randomly sorted as follows, a student who gets that order will not be confused:

- A. Region 2
- B. Region 3
- C. Region 1

View new Choice and Match pairing.

Add/Edit Pairing and Optional Feedback

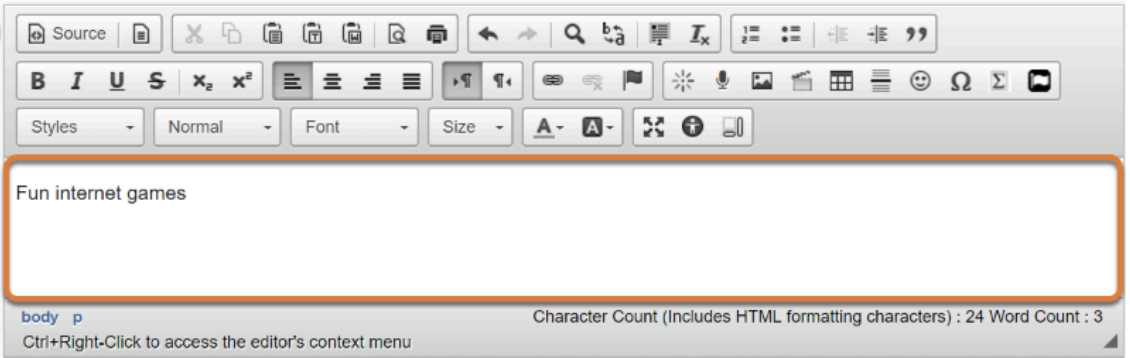
	Choice	Match	
1	Papers	Word	Edit Remove

Once a pairing has been saved, the *Choice* and *Match* will display under *Add/Edit Pairing and Optional Feedback*.

Add additional Choices and Matches as desired.

Choice

1



Match

2

None of the Above

3

Save Pairing

1. Enter a new matching item in the *Choice* field.
2. From the *Match* drop-down menu, select:
 - ***new*** to enter a new option for the match,
 - The **number** of an *Existing* match to pair the new *Choice* with a previously saved *Match*,
 - Or ***None of the Above*** to add this as an option underneath the other choices.
3. Select **Save Pairing**.

Note:

- Matches that were originally entered as ***new*** are displayed in a random order to students when they take the assessment.

- If an **Existing match** or ***None of the Above*** is selected from the *Match* drop-down menu while creating or editing a pairing, you cannot type in a *Match*.

Edit a pairing.

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers	Word	Edit Remove
2	Spreadsheets	Excel	Edit Remove
3	Presentations	Powerpoint	Edit Remove
4	Fun internet games	*None of the Above*	Edit Remove

Select the **Edit** link to the right of a *Match* in the list to edit the pairing.

Edit the Choice and Match, and save changes to the pairing.

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers	Word	Currently Editing
2	Spreadsheets	Excel	Edit Remove
3	Presentations	Powerpoint	Edit Remove
4	Fun internet games	"None of the Above"	Edit Remove

Choice

1

Source Styles Format Font Size

Papers

Ctrl+Right-Click to access the editor's context menu

"new"

Source Styles Format Font Size

Word

Ctrl+Right-Click to access the editor's context menu

Match



While you are editing a pairing, the text *Currently Editing* will display to the right of the *Match* in the *Add/Edit Pairing and Optional Feedback* list.

1. Make changes to the *Choice* and/or *Match* as desired.
2. Select **Save Pairing**.

Remove a pairing.

Add/Edit Pairing and Optional Feedback

	Choice	Match	
1	Papers	Word	Edit Remove
2	Spreadsheets	Excel	Edit Remove
3	Presentations	Powerpoint	Edit Remove
4	Fun internet games	*None of the Above*	Edit Remove

To delete a pairing, select the **Remove** link to the right of the pairing in the *Add/Edit Pairing and Optional Feedback* list.

Assign to a part. (Optional)

Assign to Part Part 1 - Default ▼

If the assessment has more than one [part](#), you may use the *Assign to Part* drop-down menu to choose the **Part** where the question will be added.

Assign to a question pool. (Optional)

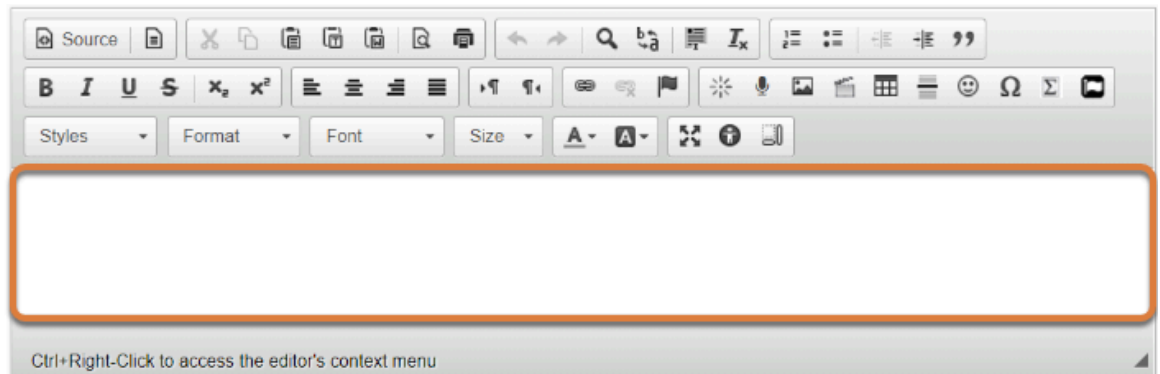
Assign to Question Pool Select a pool name (optional) ▼

To add the question to a [question pool](#), **Select a pool name** from the *Assign to Question Pool* drop-down menu.

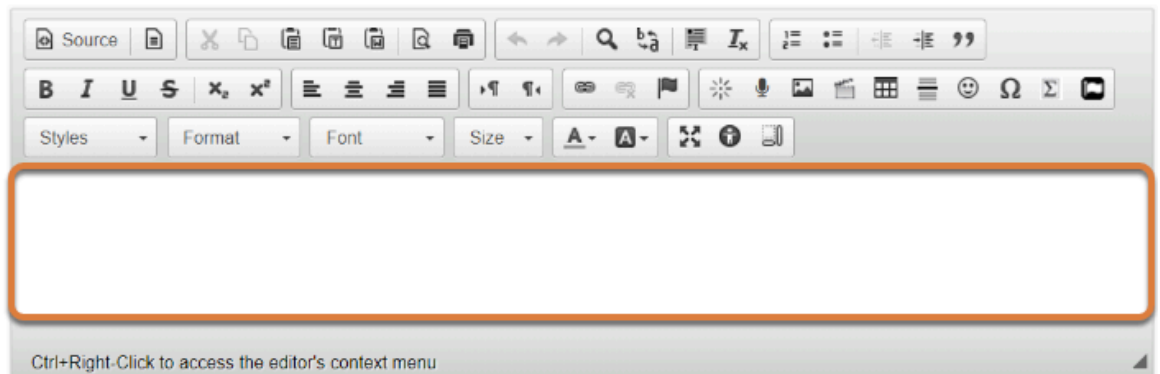
Adding a question to a pool places a copy of the question in the pool and leaves a copy of the question in the current assessment. For more information on question pools, see [What is a question pool?](#)

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A screenshot of a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, insert table, insert image, and other functions. Below the toolbar are four dropdown menus labeled 'Styles', 'Format', 'Font', and 'Size'. The main area is a large, empty text box with an orange border. At the bottom of the editor, there is a small text label that reads 'Ctrl+Right-Click to access the editor's context menu'.

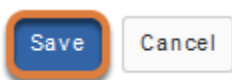
Incorrect Answer
Feedback (optional)

A screenshot of a rich text editor interface, identical to the one above. It features a toolbar with formatting icons, four dropdown menus ('Styles', 'Format', 'Font', 'Size'), a large empty text box with an orange border, and a footer label 'Ctrl+Right-Click to access the editor's context menu'.

You may add [Correct or Incorrect Answer Feedback](#) which you can make available to students.

Note: If you include feedback here, you will also need to make it available to students in the [Feedback Settings](#) for students to access it.

Select Save.

A screenshot showing two buttons side-by-side. The 'Save' button is highlighted with an orange border and has a blue background with white text. The 'Cancel' button has a light gray background with black text.