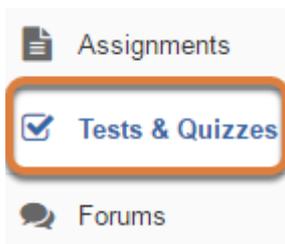


# How do I create a matching question?

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

OF

Create from Scratch

Assessment Title

Create using assessment builder  
 Create using markup text

Choose assessment type (optional)

**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

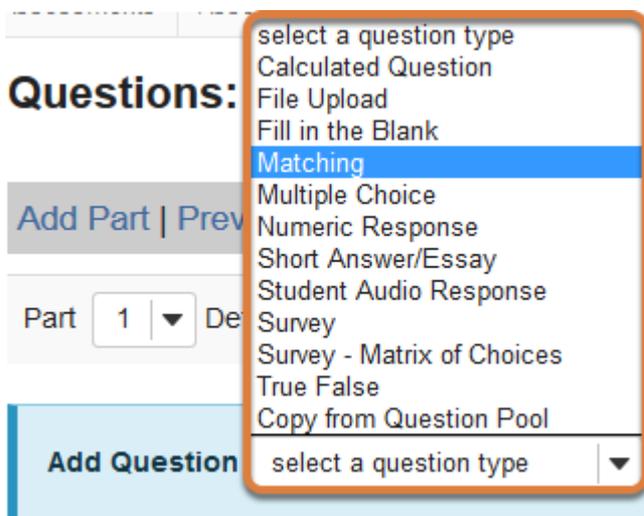
Action	Title
<input type="text" value="-- Select Action --"/>	Quiz 1
<input type="text" value="-- Select Action --"/>	Quiz 2
<input type="text" value="-- Select Action --"/>	Quiz 3
<input type="text" value="-- Select Action --"/>	Quiz 4
<input type="text" value="-- Select Action --"/>	Quiz 5

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

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:

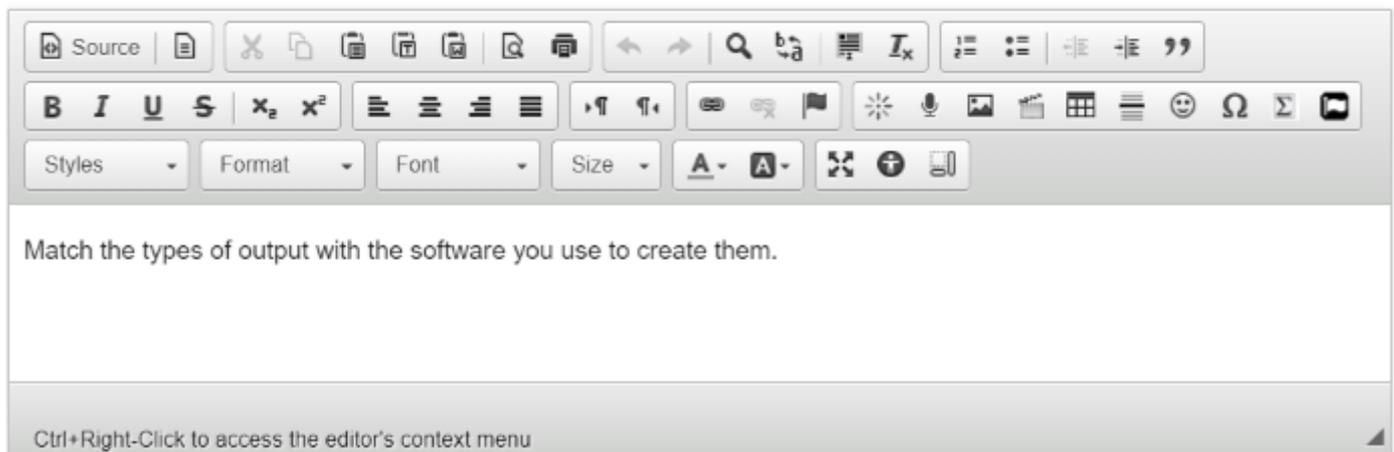
**Match synonyms.** (The question is worth 10 points, with a minimum value of 5 points.)

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 [ $(10/3) * 2 = 6.67$  points].
- If the student correctly matches all parts of the question, they get full credit, 10 points.

## Enter the question text.

### Question Text



The screenshot shows a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, indentation, bulleted and numbered lists, link, unlink, insert link, insert image, insert video, insert table, insert table of contents, smiley, special characters, and insert. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, followed by color selection tools. The main text area contains the text: "Match the types of output with the software you use to create them." At the bottom of the editor, a footer reads "Ctrl+Right-Click to access the editor's context menu".

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

## Add attachment(s). (Optional)

### Attachments

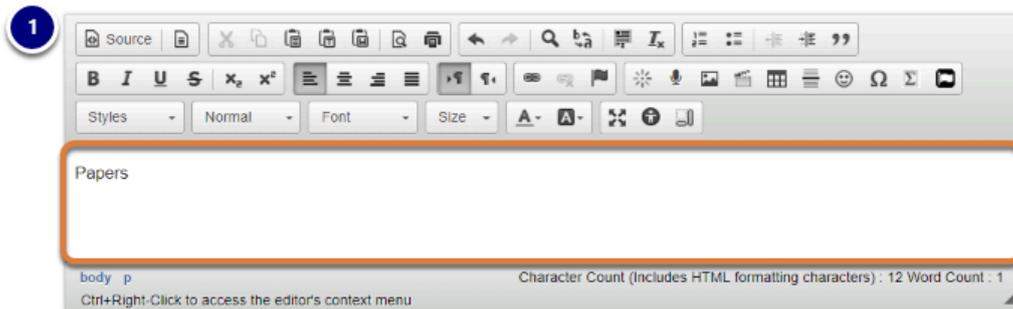
No Attachment(s) yet

[Add Attachments](#)

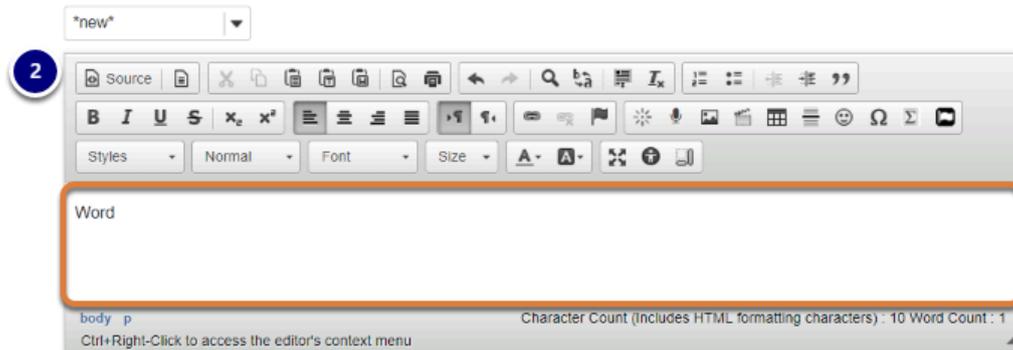
To provide additional resources related to the question or to include question text in an attached document, select **Add Attachments** to browse for and upload a file.

## Add a Choice and Match and save the pairing.

Choice



Match



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**.

**i 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

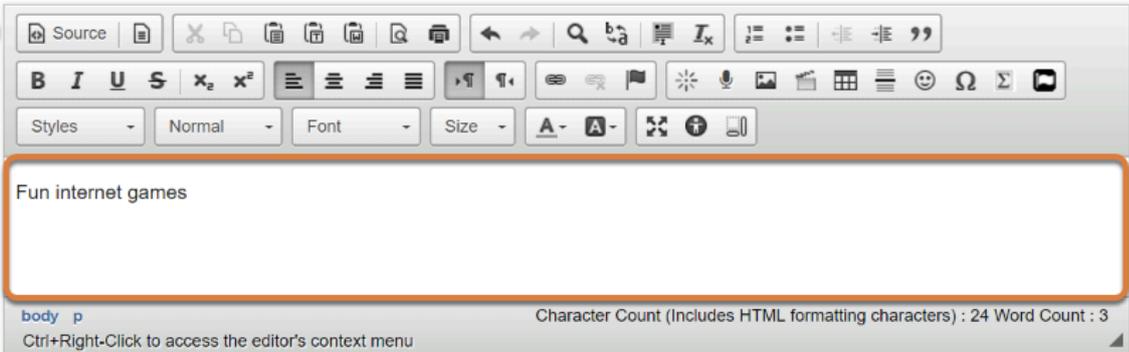
	Choice	Match	
1	Papers	Word	Edit   Remove

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**.

### **i** Note:

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



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 <b>Remove</b>
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

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)

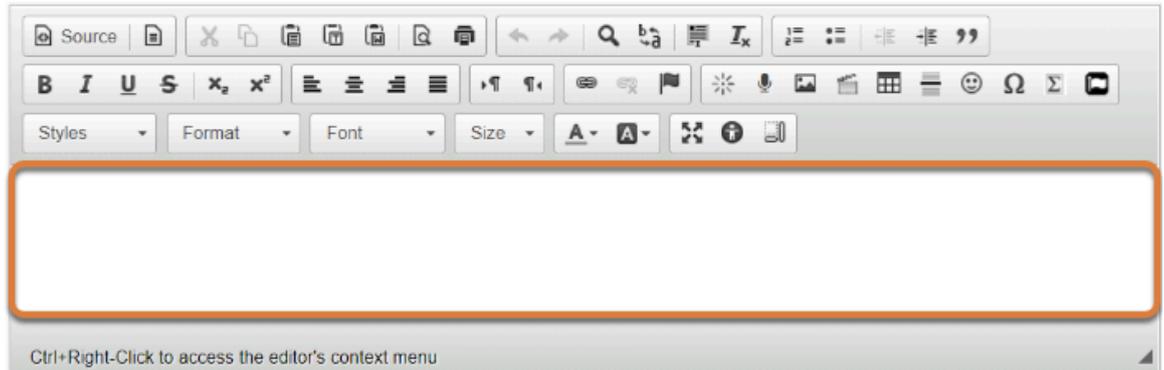
Assign to Question Pool

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?](#)

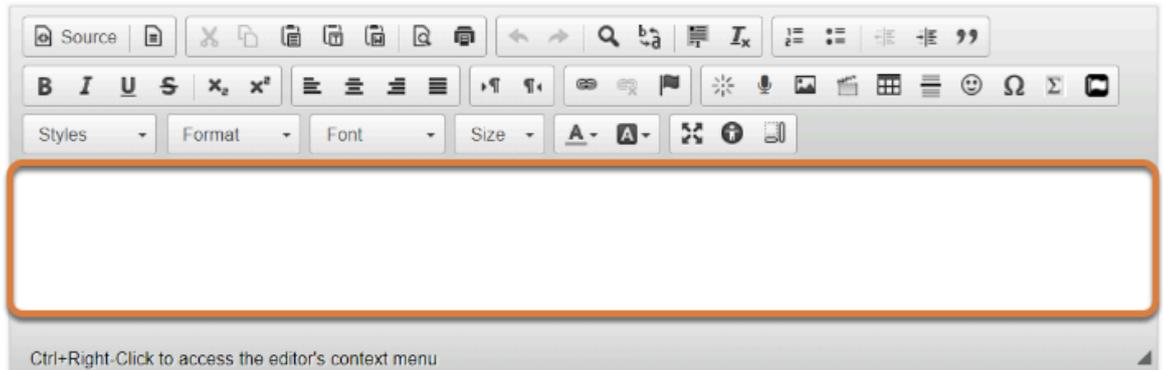
## Provide answer feedback. (Optional)

Correct Answer  
Feedback (optional)



A screenshot of a rich text editor interface. The top toolbar includes icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Text Background Color, Font Color, Font Size, Font Family, Font Weight, Font Style, Font Variant, Font Color Picker, Font Size Picker, Font Family Picker, Font Weight Picker, Font Style Picker, Font Variant Picker, Font Color Picker, Font Size Picker, Font Family Picker, Font Weight Picker, Font Style Picker, Font Variant Picker. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main text area is empty and highlighted with an orange border. At the bottom, there is a small text prompt: "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. The top toolbar includes icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Text Background Color, Font Color, Font Size, Font Family, Font Weight, Font Style, Font Variant, Font Color Picker, Font Size Picker, Font Family Picker, Font Weight Picker, Font Style Picker, Font Variant Picker. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main text area is empty and highlighted with an orange border. At the bottom, there is a small text prompt: "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: a blue 'Save' button with a white border and a white 'Cancel' button with a grey border. The 'Save' button is highlighted with an orange border.