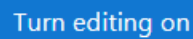# Adding a Select Missing Words Question to the Quiz

Select missing word items require students to use a drop-down menu and select a word which is missing from the question.

Step-by-Step Instructions for Adding a Select Missing Words Question

Steps 1-9 below guide you through the process of creating a new quiz from scratch. If you already have a quiz and want to add a **Select missing words** item, click on your quiz name in the course. Then click on the **Actions** menu. Choose **Question bank** from the drop-down menu, and click on **Create a new Question**. Then go to step 10 below.
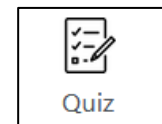
1. On your course, click the **Turn editing on** button.

2. In the topic where the link to the **Quiz** should appear, click on the **Add an activity or resource** link.

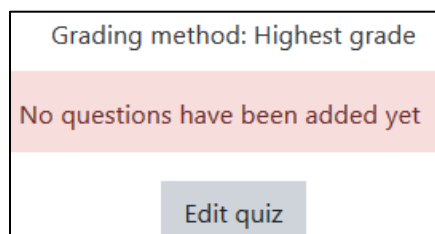The **Add a new activity or resource** pop-up appears.

3. Select **Quiz** in the **Activities** tab. The **Add a new Quiz** window appears.

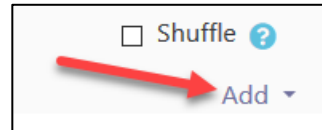4. Input a quiz name, for example "Super Foods".

5. Click on the **Save and Display** button.

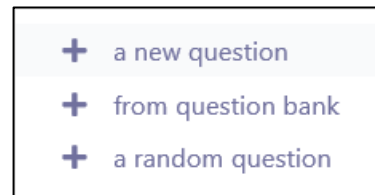6. The quiz editor informs that there are no questions associated with the quiz yet.

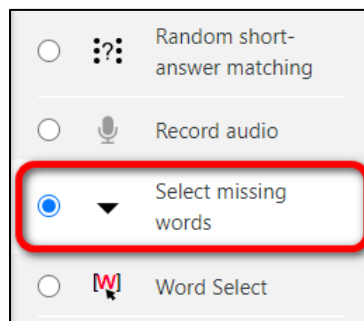7. Click on the **Edit quiz** button.

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8. To add a new quiz question, click on the **Add** link.

9. Choose **+ a new question** from the drop-down list.

10. Choose **Select missing words.**

11. Click on the **Add** button.

12. Choose the **Category** to which you want to add the question.

13. Type a **Question name**.

14. In the **Question text** textbox, type in the stem of the question and instructions on how to answer it. For example, type "Read the sentence and select the missing word from the drop down menu. These chemicals [[1]] important organs like our hearts, eyes and brains from aging."

Note that the target word is replaced by a number surrounded by double square brackets. Also note that you can have more than one blank.

15. Set the **Default mark** for the question.

17. If you would like to give general feedback after the students respond to the question, type it in the **General feedback** textbox. Note that this is not feedback for correct or incorrect responses, but rather more information about the content of the question. You can add links, images, audio or video files here. This feedback will be the same for all students.

18. Assign an **ID number** to your question if you wish.

19. Click to expand the **Choices** section.

20. Check the Shuffle box to shuffle choices each time the question loads.

☑ Shuffle

21. Add the correct answer, type the word in **the Choice [[1]] Answer** field. For example, type "protect".

22. Add distractors to the other **Choice** fields.

23. To select only a few distractors (rather than all distractors) for each blank in the question text, select **Group A** for the ones to show and **B** for the ones you wish to hide.

Choice [[1]]
Answer: protect   Group: A

Choice [[2]]
Answer: enjoy   Group: B

Choice [[3]]
Answer: damage   Group: A

Choice [[4]]
Answer: maintain   Group: B

24. Click to expand the **Combined Feedback** section.

Here there are generic sentences for correct, partially correct or incorrect responses. You can keep the default responses or change the wording. You can also use audio and video files or emojis as feedback.

25. Click to expand the **Multiple tries** section.
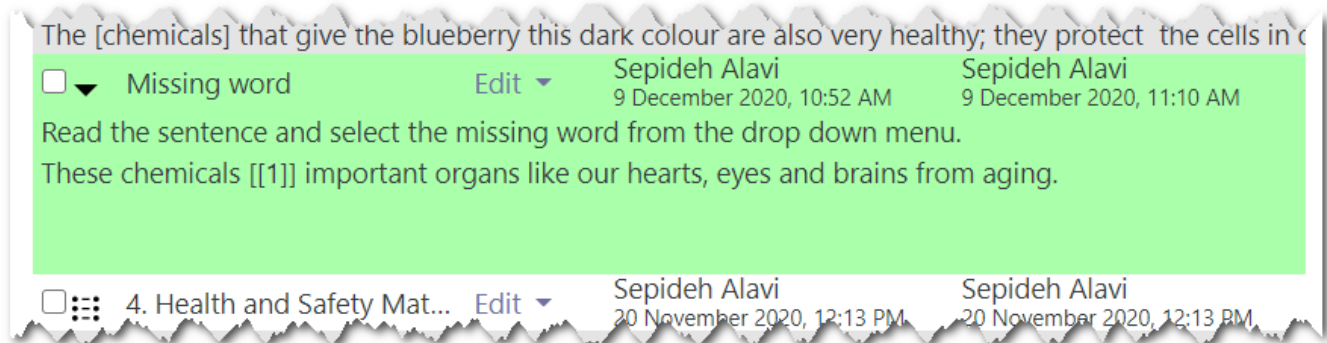
Here you can set a penalty for each incorrect try, or provide up to three hints for the learners to help them choose the correct answer.

26. Click on the **Tags** section to expand it. Note that you should only use keywords or tags from the unit that enable you to search the question in the question bank, and not tags used for the eportfolio.

27. Click on the **Save changes** button.

28. The **Select missing words** question is now added to your quiz. Scroll down the list of questions to see the new item highlighted in green on the **Quiz bank** page.

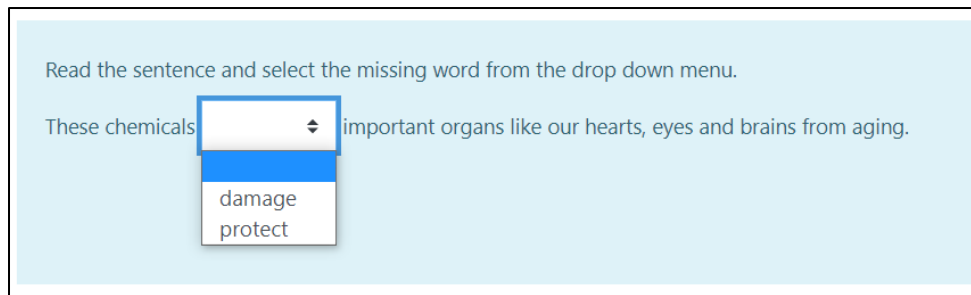The [chemicals] that give the blueberry this dark colour are also very healthy; they protect the cells in c

☐ ▼ Missing word   Edit ▼   Sepideh Alavi   Sepideh Alavi
9 December 2020, 10:52 AM   9 December 2020, 11:10 AM

Read the sentence and select the missing word from the drop down menu.

These chemicals [[1]] important organs like our hearts, eyes and brains from aging.

☐ ⁘ 4. Health and Safety Mat...   Edit ▼   Sepideh Alavi   Sepideh Alavi
20 November 2020, 12:13 PM   20 November 2020, 12:13 PM

29. Click on the **Edit** drop-down menu to **Edit** the question if needed, or **Preview** the item.

30. Try out the question in **Preview** mode by choosing the answer and clicking on **Submit and finish**.

Read the sentence and select the missing word from the drop down menu.

These chemicals [▲▼] important organs like our hearts, eyes and brains from aging.

damage
protect

Note that only the two words checked as **Group A** in step 23 appear in the drop down menu. It is also possible to show all words if all were assigned to the same group.

Resources

https://docs.moodle.org/310/en/Select_missing_words_question_type