LEHMAN COLLEGE

EDUCATIONAL TECHNOLOGY
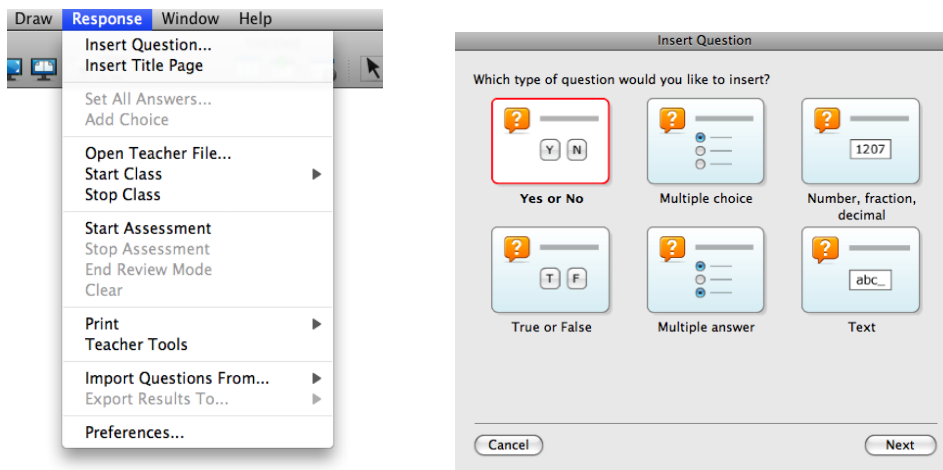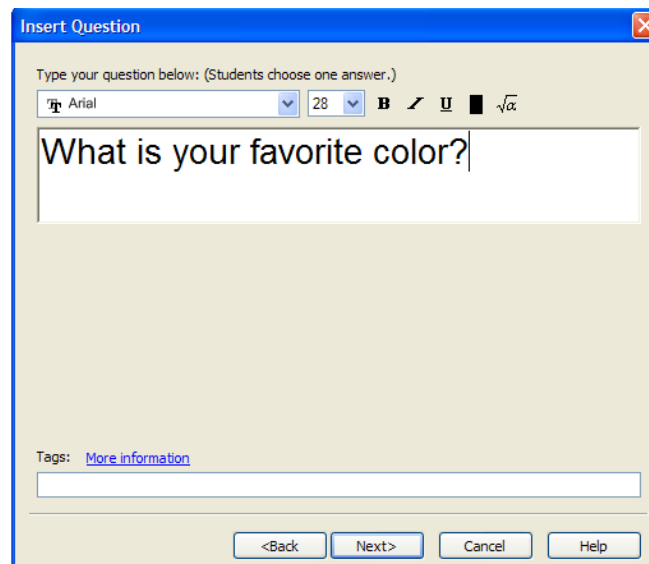SCHOOL OF EDUCATION

Creating an Assessment in Notebook (Response)

Open a new Notebook file > Click Response menu at top toolbar

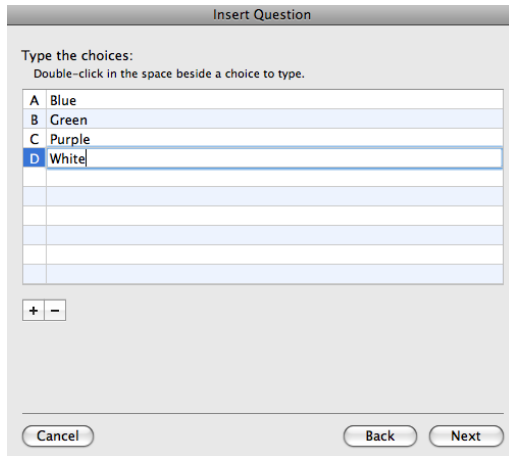**> Select Insert Question > Choose question type > Click Next**
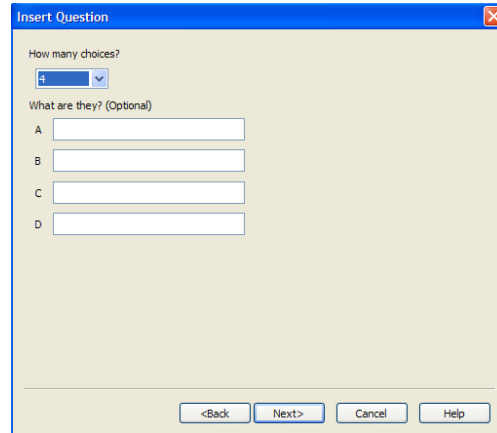

> Insert question > Click Next

NOTE: For multiple choices questions, the answer choice window is different for a Mac and PC.

For Mac > Click plus or minus button to decide on the number choices > Double click in the cell next the letters to input answer > Click Next

PC > Click the drop down menu to select number of choices > Type in choices next to corresponding letter > Click Next
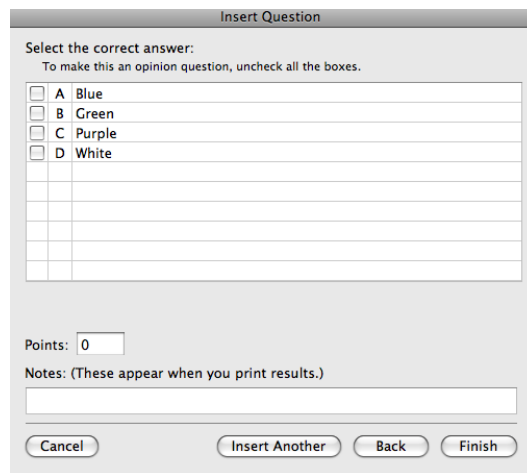
> Set the correct answer > Input point value > Click Finish

NOTE: After a second question is added, a dialogue box will appear on the screen prompting you to create a title page; it is recommended to create a title page because it will group all the questions for that particular assessment together.

In dialogue box: Click Yes > Enter Title >Select Type> Click Add