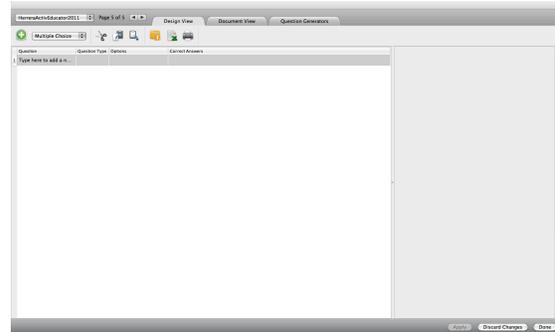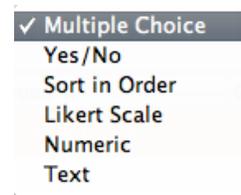# How to Create a Basic Self Paced Test

1. Open up a new flipchart. To do this, go to **File > New Flipchart**.

2. In the menu at the top of the screen, go to **Insert > Questions**. The **Question Manager** window will appear.
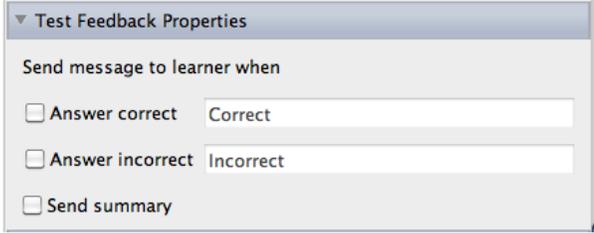
3. In the upper left hand corner of the window is a dropdown menu that allows you to choose the question type for Question 1. Choose the question type that you would like to use. For this tutorial, we will use Multiple Choice.

4. Below this menu, double click the **Type here to add a new question** field. You will now be able to type in your question. Click **Enter** on your keyboard when you are done. The **Question Proper**ties window will appear on the right-hand side.

5. In the **Question Properties** window, you may edit your question, type in your answer choices and select the correct answer. If you only wish to have four answer choices, click the **X** on the right hand side of the answer choices to eliminate possible answers.

6. To add more questions to the test, repeat steps 3 – 5.

7. Once you have created the second question, the **Question Properties** window will have new options. In the **Question Properties** window, scroll down to **Test Properties**. This section will allow you to insert a test title and test description on the flipchart page. You may also add a time limit to the test. The default is one hour. You may also allow students to retry incorrect answers by checking the box **Allow students to retry incorrect answers**.

8. Under the **Test Feedback Properties** tab, you may provide students immediate feedback if they select the right or wrong answers by checking the corresponding checkboxes. By checking the **Send Summary** checkbox, student will be notified in what order they finished their test. So for example, if a student finishes their test 5th out of the entire class, a message will be displayed on their device that indicates they are 5 out of 32.

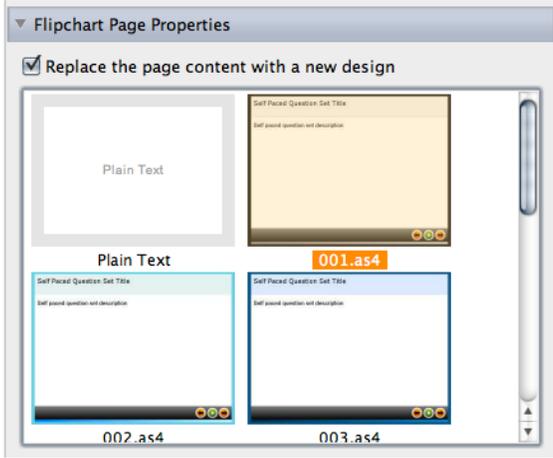9. The final option is the **Flipchart Page Properties** tab. By checking **Replace the page content with a new design** you will be provided a formal title page with an icon that allows you to begin the voting session.

10. When you are finished creating all of the questions on the test, select **Apply** and then select **Done**.