

## How to Create a Practice Exercise

The Practice Exercise is a built-in Activity Type that use self-assessment style questions to reinforce listening, speaking and reading skills. A Practice Exercise can include a mix of XpressLab's built-in question types, which includes: Audio Response, Multiple Choice (Oral and Text), True/False, Text Passage Correction, Written Response, Fill-in-the-blank, and Matching Questions. Practice Exercises are not submitted for marks. However, a Practice Exercise can be easily converted into a Standard Test, which can then be submitted for marking.

The following Help Guide provides detailed instructions on creating Practice Exercises in XpressLab. This Help Guide is comprised of three (3) parts:

- [Part 1: Creating a Practice Exercise Activity Type](#)
- [Part 2: Authoring a Practice Exercise](#)
- [Part 3: Adding and Authoring Practice Exercise Questions](#)

### Part 1: Creating a Practice Exercise Activity Type

1. Activities are created within the context of a course. Click the **Courses** link within the main navigation bar at the top of your screen. Clicking on the **Courses** link will direct you to the **My Course List**.



Image: Accessing the My Course List

- To create a Practice Exercise within an existing course, click on the name of a course from within the **My Course List**. Clicking on an existing course from within the My Course List will direct you to the **Course Dashboard**.
- To create a new course, click on the red **New Course +** button located in the top left corner of the My Course List. Complete the Add Course page and click the red **Save** button. Clicking Save will direct you to the **Course Dashboard**.

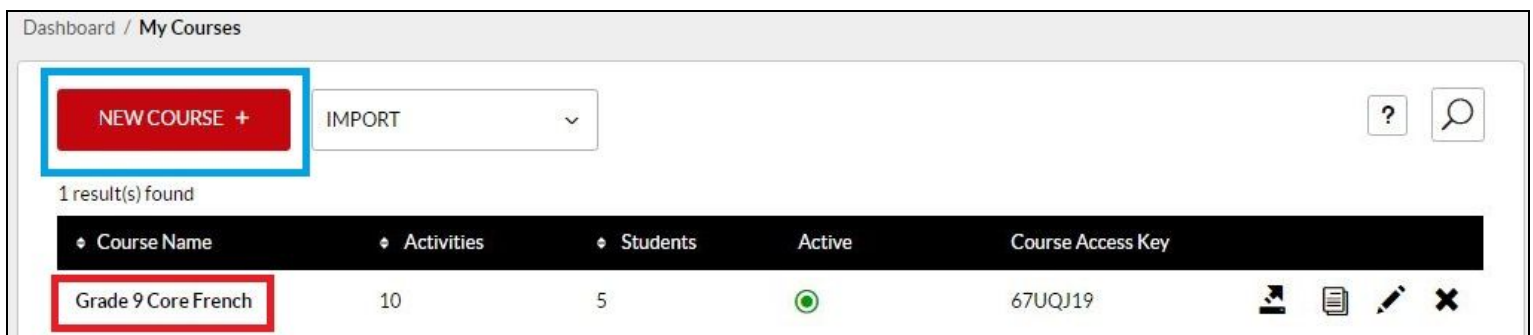


Image: Accessing the Course Dashboard (Creating a New Course + or clicking on an existing Course Name)

2. Course activities are listed within the Activity List, located on the **Course tab** found on the left side of the Course Dashboard. Create a new activity by clicking the red **New**

**Activity +** button, found in the top left corner of the Activity List.

3. Clicking the red **New Activity +** button will direct you to the Activity Information page. Complete the five steps found within the Activity Information form by configuring the following settings:

#### **Activity Information - Step 1: Activity Settings:**

1. **Select an Activity Type:** To create a Practice Exercise, be sure to select the **Practice Exercise** activity type from within the Select an Activity Type drop down. The remaining configurable Settings will be updated to reflect the Practice Exercise activity type.
2. **Activity Name:** Enter the name of your Practice Exercise.
3. **Description:** Enter a brief description of the Practice Exercise.
4. **Activity Code:** Assign an Activity Code to the Practice Exercise if you wish to integrate activity results within your Student Information System. Adding an Activity Code is *optional* You may leave this field blank. **Note:** XpressLab can automatically send student Result Codes and the Activity Codes entered here, to the Student Information System (if any) associated with your XpressLab account. If your Student Information System is *not* linked to your XpressLab account, this functionality may not exist.
5. **Activity Language:** Identify the target language of your Practice Exercise by selecting either French or English from the options listed here.
6. **Test Requires Payment:** Select the **Yes** option if students are required to pay for the Practice Exercise. Selecting **Yes** will open the Payment URL field. Enter the URL to the webpage test-takers must use to complete their activity payment transaction. If completing the activity does *not* require payment, select the **No** option. **Note:** By default, the No option is selected.
7. **Set the order in which questions will be displayed to students:** Select **Sequential** to ensure that students answer questions in order, from first to last. Select **Non Sequential** to allow students to answer questions in any order they choose.
8. **Default/Randomize Question Delivery:** By default, the questions in your activity will be displayed to students **in the order in which they appear** in the Test Planner. Select the **Randomize** option to shuffle the order of questions in your activity **for each student**. The Randomize option is recommended in computer lab settings so that each student views questions in a unique order.

#### **Activity Information - Step 2: Test Taker & Permission Settings**

1. **Auto Assign:** Select the **Yes** option to automatically assign the Practice Exercise to *all* of the students currently enrolled in the activity's course. Select the **No** option if you do *not* wish to automatically assign the Practice Exercise to all of the students enrolled in the activity's course. If the **No** option is selected, a list of the students enrolled in the

course will be displayed. Use this list of student names to manually select which students will gain access to the Practice Exercise.

2. **Is Restricted:** Restricted activities require teachers to manually approve each student's access to the activity. If the activity is Restricted, select the **Yes** option. If the activity is Restricted, each student attempting to access the activity will require manual approval from the teacher(s) associated with the course. If the activity is *not* restricted, select the **No** option. **Note:** By default, the No option is selected.

### **Activity Information - Step 3: Introduction & End Message**

1. **Introduction Message:** The introductory message entered here will be displayed to students prior to beginning the Practice Exercise. You may wish to use the **Introduction Message** to provide instructions or important notes about completing the activity. To format your introductory message, use the Formatting Toolbar found along the top of the **Introduction Message** text field. **Note:** The **Introduction Message** is *optional*. You may leave this field blank.
2. **End Message:** The closing message entered here will be displayed to students after they have completed the activity. You may wish to use the **End Message** to provide any closing remarks or next steps. To format your closing message, use the Formatting Toolbar found along the top of the **Introduction Message** text field. **Note:** Adding an **End Message** is *optional*. You may leave this field blank.

### **Activity Information - Step 4: Create Activity**

1. Click the red **Save** button when you have completed the Activity Information form. Clicking the **Save** button directs you to the **Activity Dashboard**.

## **Part 2: Authoring a Practice Exercise**

Activity authoring occurs within the Test Planner. Practice Exercise questions are added to Testlets within the Test Planner. Within the Test Planner, you'll gain access to the following built-in question types:

- **Blank Questions:** The Blank question represents an empty question slide which can be used to communicate test instructions, notes, or lengthy text passages. Multimedia elements such as audio recordings, video clips, images, shapes, and more, can be added to the Blank question using **Design Mode**.
- **Fill in the Blank Questions:** The Fill in the Blank question represents a cloze style exercise in which a sentence or paragraph is provided to students, with words or phrases omitted. Students must supply the correct word or phrase to complete the sentence or paragraph. Cloze content (i.e. the omitted words/phrases), can be displayed in a **Dropdown List** in which students must select the correct answer from a dropdown list of options, or in a **Textbox** format in which students are responsible for typing the

correct word or phrase in order to fill in the blank, without the option of selecting a correct answer from a list of options. The Fill in the Blank question type is a subjective style question. This means that Fill in the Blank questions are **auto marked** within the XpressLab system. Teachers specify the correct answer during the question authoring process, and XpressLab then automatically marks student responses against the correct answer specified by the teacher.

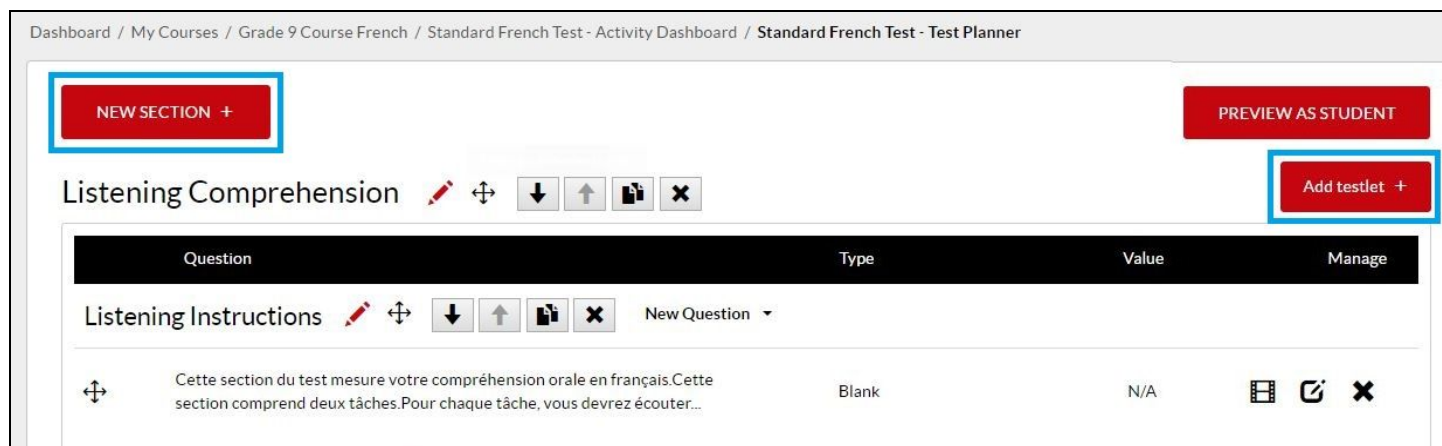
- **Matching Questions:** Matching Questions allow teachers to specify either an audio or text-based question prompt, followed by words or phrases which students must then match to either **images**, **audio recordings**, or other words/phrases that are specified by teachers during the authoring process. The Matching Question type is a subjective style question. This means that Matching Questions are **auto marked** within the XpressLab system. Teachers specify the correct answer during the question authoring process, and XpressLab then automatically marks student responses against the correct answer specified by the teacher.
- **Multi-Question Slide:** The Multi-Question Slide is comprised of a Blank slide which includes either a written or audio-based question stimulus. A series of one or more Multiple Choice questions are then attached to the Blank slide. Test authors can set the location of the stimulus and corresponding questions by selecting from one of the pre-built layout options. When viewing the Multi-Question Slide, students will see both the question stimulus and the corresponding questions within one self-contained question slide.
- **Multiple Choice (Oral):** Multiple Choice (Oral) questions allow teachers to specify either an audio or text-based question prompt followed by a series of **oral answer options** (i.e. audio recordings and/or audio clips). Students are required to select the correct oral response to the question prompt using the options provided. The Multiple Choice (Oral) question type is a subjective style question. This means that Multiple Choice (Oral) questions are **auto marked** within the XpressLab system. Teachers specify the correct answer during the question authoring process, and XpressLab then automatically marks student responses against the correct answer specified by the teacher.
- **Multiple Choice (Text):** Multiple Choice (Text) questions allow teachers to specify either an audio or text-based question prompt followed by a series of **text-based answer options** (i.e. written words or phrases). Students are required to select the correct text-based response to the question prompt using the options provided. The Multiple Choice (Text) question type is a subjective style question. This means that Multiple Choice (Text) questions are **auto marked** within the XpressLab system. Teachers specify the correct answer during the question authoring process, and XpressLab then automatically marks student responses against the correct answer specified by the teacher.
- **Oral Question with Sample Answer:** The Oral Question with Sample Answer question allows teachers to provide an oral question prompt by recording an audio question prompt *or* by uploading an existing audio file. Teachers can specify how many times students can replay the question prompt before recording their own response. Teachers also provide an oral sample answer by recording a sample response *or* by uploading an

existing file. Students can replay the question prompt (if the setting is configured), and may then record their own answer to the question. Then, students can replay the Sample Answer recording to compare and contrast their oral response against the sample answer provided.

- Text Passage Correction Question:** The Text Passage Correction Question allows teachers to provide an audio or text-based question prompt followed by a passage of text that contains spelling or grammar errors. Students must highlight each mistake within the text passage and annotate each highlighted word or phrase with the correct answer. Within this Practice Exercise question type, teachers are able to specify answer options. Students are able to select the correct answer from the list of options. The Text Passage Correction Question is a subjective style question. This means that Text Passage Correction Question is **auto marked** within the XpressLab system. Teachers specify the correct answer during the question authoring process, and XpressLab then automatically marks student responses against the correct answer specified by the teacher.

**Author a Practice Exercise using the steps detailed below.**

- Once your Practice Exercise is [created within the context of a course](#), you may begin authoring the activity in the Test Planner. From the Activity Dashboard, select the **Test Planner** button, located directly above the Student Activity graph.
- The Test Planner uses **Sections** and **Testlets** to structure language tests and activities. **Sections** are used to define the common content groups or learning objectives within the Practice Exercise. Sections are also used to contain Testlets, which are used to group together similar question types or learning objectives. Questions are then added within a Testlet.
- By default, a Section and Testlet are already created for you within the Test Planner. To create a new Section, select the red **New Section +** button found in the top left corner of each Section. Similarly, to create a new Testlet, click the red **Add Testlet +** button found in the top right corner of each Section.



**Image: Creating a new Section and adding a new Testlet**

- Click the red **Edit** button located to the right of a **Section Name** to modify Section details, such as Name and Description, or to set configurable Section Settings such as randomizing question delivery or applying Section time limits.

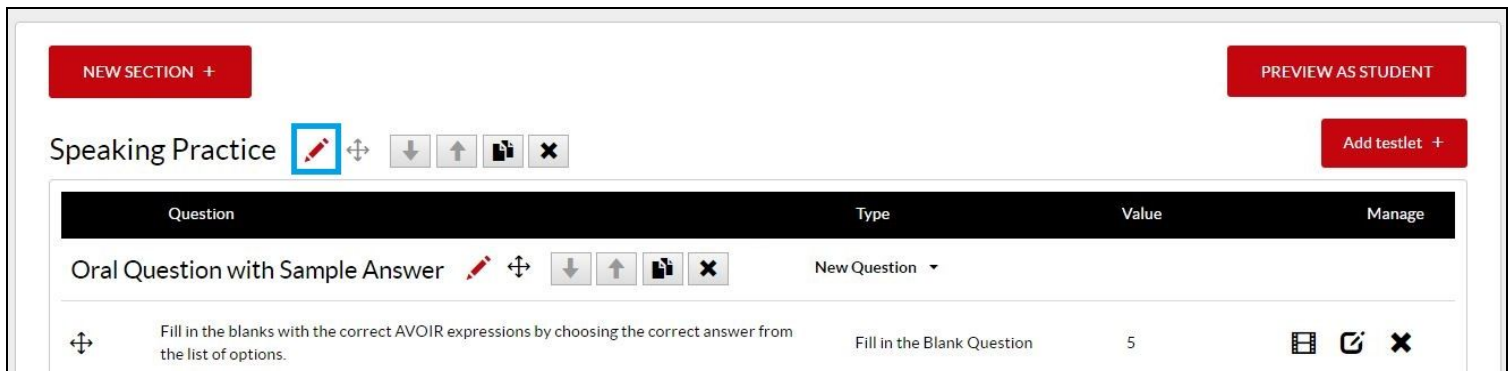


Image: Editing a Test Section

- Click the red **Edit** button located to the right of a **Testlet Name** to modify Testlet details, such as Name and Description, or to set configurable Testlet Settings such as applying Testlet time limits.

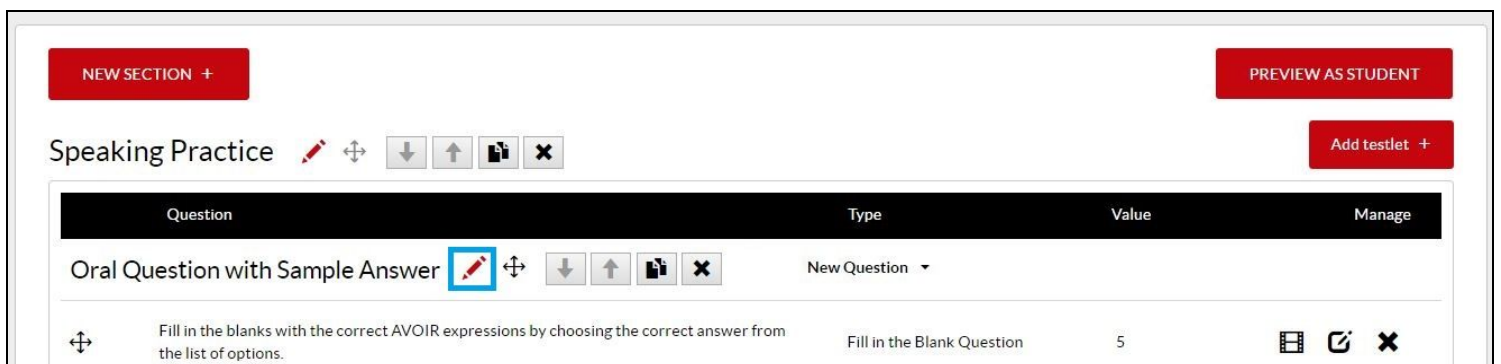


Image: Editing a Testlet

- To begin adding questions to the Practice Exercise, click the **New Question** button, located below the **Type** column within a Section and Testlet. Then, use the New Question drop down list of options to select the Question Type you wish to add to your Practice Exercise.



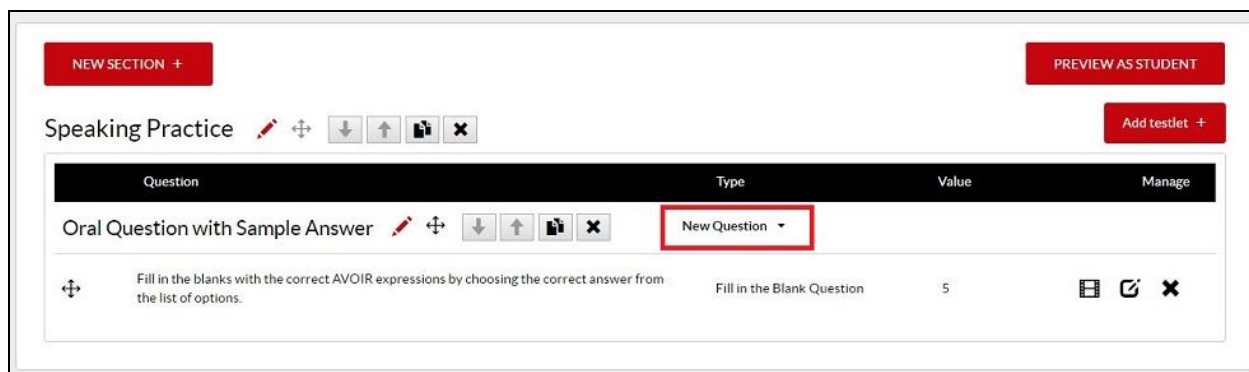


Image: Adding a Question to a Practice Exercise


7. After creating a question within a Testlet using the Question Properties described in [Part 3: Adding and Authoring Practice Exercise Questions](#), you can enhance your question slide by adding additional multimedia elements such as more audio recordings, video clips, images, text, and shapes, using the **Design Mode**, slide-based authoring interface.
  - To open a question in **Design Mode**, click the **Design Mode** icon  located to the right of a question within the **Manage** column of the Test Planner.
  - Selecting the **Design Mode** icon directs you to the slide-based authoring environment. Use the Formatting Toolbar found along the top of the slide to format and adjust your question content.
  - To add additional multimedia elements to the question slide, click the **Add Object** link from within the main navigation bar found along the top of the Design Mode slide based authoring screen.



Image: Accessing Design Mode from within the Test Planner

### Part 3: Adding and Authoring Practice Exercise Questions

The final portion of this Help Guide provides step-by step instructions on adding and authoring each of the built-in Question Types available within the Practice Exercise Activity Type.

#### Adding Blank Questions to a Practice Exercise

1. Use the Blank question type to communicate activity instructions or to provide an audio

or text-based question prompt. To add a **Blank** question slide, select the **Blank** option using the **Select Question Type** drop down list of options. Selecting the Blank question type directs you to the Question Properties page.

2. If you wish to communicate the question in written text, select the **Text Question** option at the top of the Question Properties page. Type your question in the text field labeled **Text to Display**. To modify for format your question content, use the Formatting Toolbar found along the top of the Text to Display field.

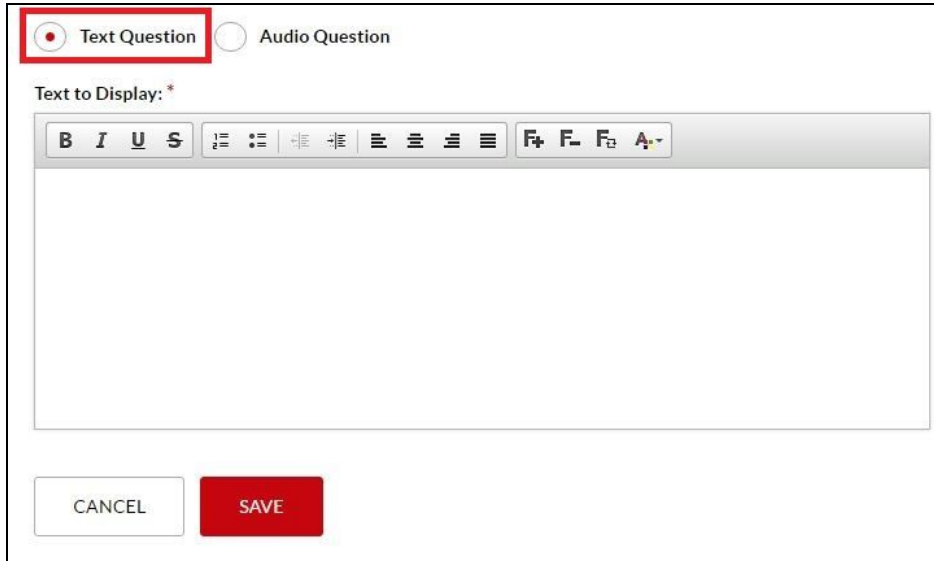
The screenshot shows a web interface for creating a question. At the top, there are two radio buttons: 'Text Question' (which is selected and highlighted with a red box) and 'Audio Question'. Below these is a text area labeled 'Text to Display: \*'. Above the text area is a formatting toolbar with buttons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, decrease indent, increase indent, bulleted list with square markers, numbered list with square markers, bulleted list with circle markers, numbered list with circle markers, font color (F+), background color (F-), font size (F), and a text color icon (A). Below the text area are two buttons: 'CANCEL' and 'SAVE'.

Image: Adding a Text-Based Question Prompt



3. To add an audio question prompt, select the **Audio Question** option found at the top of the Question Properties page.
  - Click the red **Record** button within the audio recording widget to record your an audio question prompt.
  - To upload an existing audio file from you local computer, click the **Upload Audio** icon  , located in the right corner of the audio recording widget. Use the **Upload File** window to locate the audio file from your local computer.
  - To limit the number of audio question prompt replays, enter a numerical value in the **Limit question replays to** field.
  - Select the **Autoplay checkbox** if you wish to have the question prompt play immediately, when a student arrives to the question slide. If the **Autoplay** checkbox is not selected, students are required to select the Play button within the audio widget in order to play the question prompt.



Image: Adding an Audio Question prompt


4. When you have finished entering the Blank question content, click the red **Save** button. Clicking Save will return you back to the **Test Planner**.

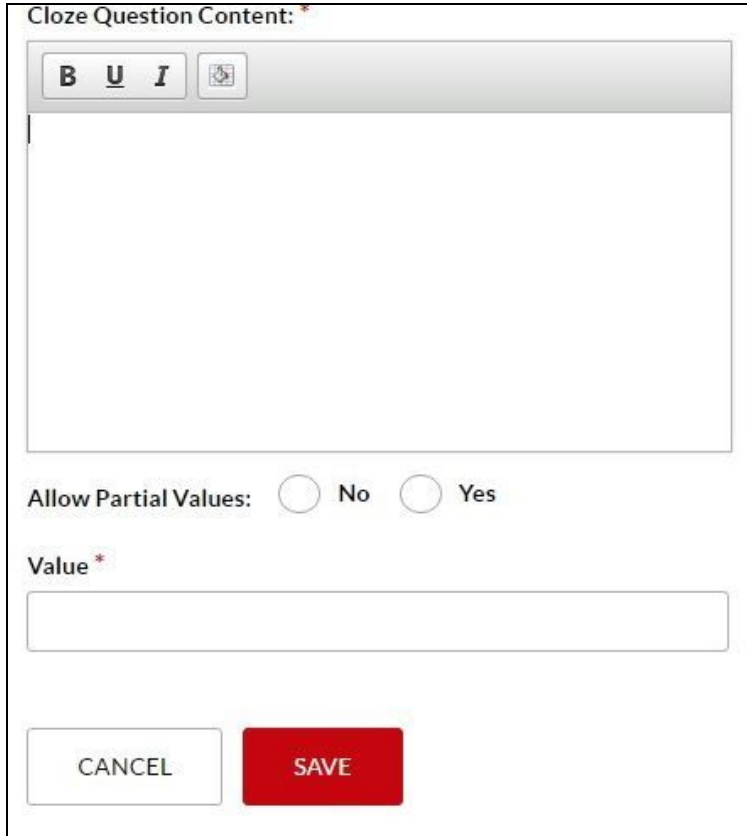
### Adding Fill in the Blank Questions to a Practice Exercise

1. To add a **Fill in the Blank** question slide, select the **Fill in the Blank** option using the **Select Question Type** drop down list of options. Selecting the Fill in the Blank question type directs you to the Question Properties page.
2. If you wish to communicate the question in written text, select the **Text Question** option at the top of the Question Properties page. Type your question in the text field labeled **Text to Display**. To modify for format your question content, use the Formatting Toolbar found along the top of the Text to Display field.
3. To add an audio question prompt, select the **Audio Question** option found at the top of the Question Properties page.
  - Click the red **Record** button within the audio recording widget to record your an audio question prompt.
  - To upload an existing audio file from you local computer, click the **Upload Audio** icon  , located in the right corner of the audio recording widget. Use the **Upload File** window to locate the audio file from your local computer.
  - To limit the number of audio question prompt replays, enter a numerical value in the **Limit question replays to** field.
  - Select the **Autoplay checkbox** if you wish to have the question prompt play immediately, when a student arrives to the question slide. If the **Autoplay** checkbox is not selected, students are required to select the Play button within the audio widget in order to play the question prompt.
4. Type the cloze question(s) or paragraph(s) in the **Cloze Question Content** field. Using the formatting tools to bold, underline or italicize words within your cloze question

content.

5. When you are ready to add a 'blank' (i.e cloze option placeholder), select the **Insert**

**Cloze Option Placeholder** icon . Selecting the Insert Cloze Option Placeholder launches the **Manage Cloze Question Input** window.



The image shows a window titled "Cloze Question Content:". Inside the window, there is a text area at the top with a toolbar containing buttons for Bold (B), Underline (U), Italic (I), and an icon for inserting a cloze option placeholder. Below the text area, there is a section labeled "Allow Partial Values:" with two radio buttons, "No" and "Yes". Below this is a label "Value \*" followed by a text input field. At the bottom of the window, there are two buttons: "CANCEL" and "SAVE".

Image: Adding Cloze Question Content

6. Select the format of the cloze option display using the **Render Mode** option. The 'blanks' or cloze question options can appear as a **Dropdown List** with selectable answer options, or as a **Textbox** which appears as a blank field within the cloze paragraph.

Manage Cloze Question Input

Render Mode: Dropdown List

1  Correct ☐ X

2  Correct ☐ X

3  Correct ☐ X

4  Correct ☐ X

ADD OPTION +

OK Cancel

Image: Setting the Render or *Display* of Cloze Question Content

- Enter the answer options to fill in the cloze question content using the numbered text boxes found within the **Manage Cloze Question Input** window. **Note:** By default, there are four (4) cloze question fields. To add additional cloze question fields, click the read **Add Option +** button. To remove cloze option placeholder fields, click the **X** button to the right of the cloze question field you wish to remove.

Manage Cloze Question Input

Render Mode: Dropdown List

1  Correct ☐ X

2  Correct ☐ X

3  Correct ☐ X

4  Correct ☐ X

ADD OPTION +

OK Cancel

Image: Adding Cloze Option Placeholder Content, Deleting

- Select the correct answer by clicking the **Correct** checkbox to the right for the cloze question field that contains the correct answer.

9. When you have finished entering the cloze question content, click the green **OK** button, found in the bottom right corner of the **Manage Cloze Question Input** window.
10. To award students partial points for correctly identifying *some* of the correct cloze answers, click the **Yes** option next to the **Allow Partial Values** field. Selecting **Yes** will open the **Incorrect Answer Penalty** field. Enter the number of points students will lose for each incorrect answer. Selecting the **No** option ensures that students do not receive partial marks for any correct answers. When **No** is selected, students will lose all of the points available for the question if they fail to answer any of the cloze questions correctly.
11. Enter the total possible marks award for a perfect response by typing a numerical question value in the **Value** field. The number entered here represents the total possible marks a student receives for a perfect answer.

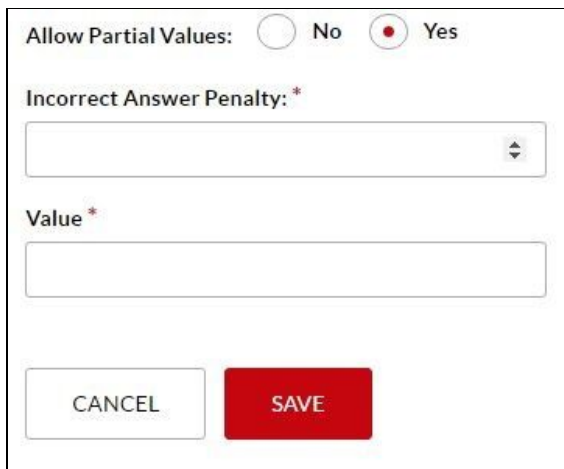





Image: Adding Partial Values and Overall Question Values

12. Click the red **Save** button when you have finished entering your Question Properties. Clicking Save will direct you back to the Test Planner.

### Adding Matching Questions to a Practice Exercise

1. To add a **Matching Question**, select the **Matching Question** option using the **Select Question Type** drop down list of options. Selecting the Matching Question question type directs you to the Question Properties page.
2. If you wish to communicate the question prompt in written text, select the **Text Question** option at the top of the Question Properties page. Type your question prompt in the text field labeled **Text to Display**. To modify for format your question content, use the Formatting Toolbar found along the top of the Text to Display field.
3. To add an audio question prompt, select the **Audio Question** option found at the top of the Question Properties page.
  - Click the red **Record** button within the audio recording widget to record your an

audio question prompt.


- To upload an existing audio file from your local computer, click the **Upload Audio** icon  , located in the right corner of the audio recording widget. Use the **Upload File** window to locate the audio file from your local computer.
  - To limit the number of audio question prompt replays, enter a numerical value in the **Limit question replays to** field.
  - Select the **Autoplay checkbox** if you wish to have the question prompt play immediately, when a student arrives to the question slide. If the **Autoplay** checkbox is not selected, students are required to select the Play button within the audio widget in order to play the question prompt.
4. The Matching Question allows you to enter **word** which can then be matched to either a corresponding Audio recording, Image, or Words. Select the matching stimulus by using the **Match words to** drop down.
5. **To match your words to audio recordings**, select the **Audio** option from within the **Match Words To** drop down. A column of Audio to Match recording widgets will appear to the right of the **Text to Match** column in the Matching Question table found below the **Match words to** drop down stimulus selector.
- Enter the text or words students must match to the correct corresponding audio recordings by typing in the **Text to Match** field.
  - Then click the red **Record** button from within the audio recording widget located in the Audio to Match column to the right of Text to Match column in the Matching Question table. Record the correct corresponding audio response for your Text to Match words. Alternatively, you may upload an existing audio file using the Upload Audio icon  located in the right corner of the audio recording widget.
  - By default, you may include four (4) Text to Match items with the corresponding Audio to match. If you wish to *delete* Text to Match items, click the **Delete** icon  to the right of the Audio to match column.

To *add* additional Text to Match items, click the red **Add Row +** button located at the bottom of the Matching Question table.

Text to Match	Audio to Match	
A voicemail from the Bank.		✕
A warning that the Train is departing.		✕
A friend asks Paul about his vacation		✕
A daughter calls her mother.		✕

**ADD ROW +**

Image: Adding Text to Match items with the corresponding, correct Audio response

6. **To match your words to images**, select the **Images** option from within the **Match Words To** drop down. A column of Images to Match will appear to the right of the **Text to Match** column and the **Upload Image** buttons in the Matching Question table found below the **Match words to** drop down stimulus selector.
  - Enter the text or words students must match to the correct corresponding image by typing in the **Text to Match** field.
  - Then click the red **Upload Image** button located to the right of each Text to Match field. Click the Choose File button within the **Upload file** window. Located the image file from your local computer and click the Open button.
  - By default, you may include four (4) Text to Match items with the corresponding Image to match. If you wish to *delete* Text to Match items, click the **Delete** icon  to the right of the Image to Match column. To *add* additional Text to Match items, click the red **Add Row +** button located at the bottom of the Matching Question table.

Text to Match		Images to Match	
Mouton	<b>Upload Image</b>	/File/100472/87e876e2-80d7-4ed8-a32	✕
Lapin	<b>Upload Image</b>	/File/100472/918afc95-ba93-44fd-9a01	✕
Proc	<b>Upload Image</b>	/File/100472/c9def98b-16e0-40fe-b93f	✕
Poussin	<b>Upload Image</b>	/File/100472/89f268f3-3dad-4903-ad5c	✕

Image: Adding Text to Match items with the corresponding, correct Images



7. **To match your words to other words or phrases**, select the **Words** option from within the **Match Words To** drop down. A Text to Match column will appear to the right of the existing **Text to Match** column in the Matching Question table found below the **Match words to** drop down stimulus selector.

- Enter the text or words students must match to the correct corresponding image by typing in the **Text to Match** field.
- Then, enter the corresponding words for phrases to be matched using the additional Text to Match field.
- By default, you may include four (4) Text to Match items with the corresponding Words to match. If you wish to *delete* Text to Match items, click the **Delete** icon



to the right of the Text to Match column. To *add* additional Text to Match items, click the red **Add Row +** button located at the bottom of the Matching Question table.



Text to Match	Text to Match	
adore	J'__ les vacances d'hiver!	✕
skions	Nous ____ dans des montagnes.	✕
vendent	Ils ____ des gâteaux excellents.	✕
porte	Je ____ un nouvel anorak violet.	✕

**Image: Adding Text to Match items with the corresponding, correct Words/Phrases**



8. To award students partial points for their correct matches, click the **Yes** option next to the **Allow Partial Values** field. Selecting Yes will open the **Incorrect Answer Penalty** field. Enter the number of points students will lose for each **incorrect** answer. Selecting the **No** option ensures that students do **not** receive partial marks for any correct answers. When No is selected, students will lose *all* of the points available for the question if they fail to answer any of the matching questions correctly.
9. Enter the total possible marks award for a perfect response by typing a numerical question value in the **Value** field. The number entered here represents the total possible marks a student receives for a perfect answer.
10. Select a layout for the Matching Question by choosing one of the **Pick a layout** options. The layout selected here will arrange your question prompt, the word bank, and the corresponding matching stimulus according to the layout template.

11. Click the red **Save** button when you have finished entering your Question Properties. Clicking Save will direct you back to the Test Planner.

### Adding Multi-Question Slides to a Practice Exercise

1. To add a **Multi-Question Slide**, select the **Multi-Question Slide** option using the **Select Question Type** drop down list of options. Selecting the Multi-Question Slide question type directs you to the Question Properties page.
2. Use the Question Properties to enter your Multi-Question stimulus. The Multi-Question stimulus can be audio or text based.
3. Select the **Text Question** option to use a written or text-based question prompt on your Multi-Question Slide. Type your question prompt or reading passage in the **Text to Display** window. Use the Formatting toolbar to adjust the format of your question prompt.
4. To add an audio question prompt or listening-based stimulus, select the **Audio Question** option found at the top of the Question Properties page.
  - Click the red **Record** button within the audio recording widget to record your an audio question prompt.
  - To upload an existing audio file from you local computer, click the **Upload Audio** icon  , located in the right corner of the audio recording widget. Use the **Upload File** window to locate the audio file from your local computer.
  - To limit the number of audio question prompt replays, enter a numerical value in the **Limit question replays** to field.
  - Select the **Autoplay checkbox** if you wish to have the question prompt play immediately, when a student arrives to the question slide. If the **Autoplay** checkbox is not selected, students are required to select the Play button within the audio widget in order to play the question prompt.
5. Use the **Layout Options** to create a template for your Multi-Question Slide. The Stimulus refers to the location of your question prompt, and the bullet points refers to the location of the corresponding Multiple Choice Questions. When you have completed your Multi-Question Slide, click the **Save** button.
6. When a Multi-Question Slide is added to a Testlet, a notification will appear along the top of the Test Planner. This notification indicates that the Multi-Question Slide does **not** contain any questions. To complete your Multi-Question Slide, you **must** add multiple choice questions.
  - To add Multiple Choice Questions to a Multi-Question Slide, you must create the Multiple Choice question and then click the **Insert to Multi-Question Slide** icon  , located in the Manage Question tools, found on the right side of the question within the Test Planner.

## Adding Multiple Choice (Oral) Questions to a Practice Exercise

1. To add a Multiple Choice (Oral) question, select the **Multiple Choice Question (Oral)** option using the **Select Question Type** drop down list of options. Selecting the Multiple Choice Question (Oral) question type directs you to the Question Properties page.
2. If you wish to communicate the question prompt in written text, select the **Text Question** option at the top of the Question Properties page. Type your question prompt in the text field labeled **Text to Display**. To modify the format of your question content, use the Formatting Toolbar found along the top of the Text to Display field.
3. To add an audio question prompt, select the **Audio Question** option found at the top of the Question Properties page.
  - Click the red **Record** button within the audio recording widget to record your audio question prompt.
  - To upload an existing audio file from your local computer, click the **Upload Audio** icon  , located in the right corner of the audio recording widget. Use the **Upload File** window to locate the audio file from your local computer.
  - To limit the number of audio question prompt replays, enter a numerical value in the **Limit question replays to** field.
  - Select the **Autoplay checkbox** if you wish to have the question prompt play immediately, when a student arrives to the question slide. If the **Autoplay** checkbox is not selected, students are required to select the Play button within the audio widget in order to play the question prompt.
4. Record each answer option using the audio recorders provided below the section labeled **Options**.
  - To record an answer option, click the red **Record** button within the Audio recording widget. Click the **Stop** button when you are finished your recording. To preview your recording, click the **Play** button . You may re-record your question by clicking the **Record** button again and recording over the existing content.
  - If you wish to use an existing audio file as your answer option, click the **Upload Audio File** icon  located to the right of the Audio recording widget. Use the **Upload File** window to locate the audio file from your local computer.

Options

☐ A


☐ B

☐ C


☐ D

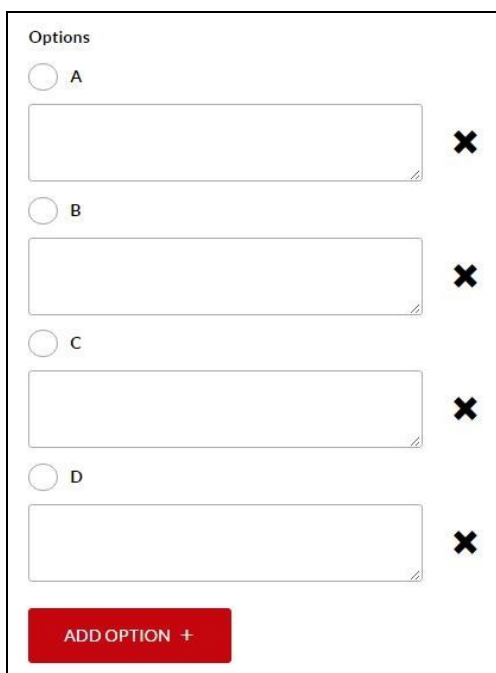
ADD OPTION +

Image: Adding Multiple Choice (Oral) Answer Options

5. By default, four (4) answer options are provided for the Multiple Choice (Oral) Question.
6. To delete an answer option, click the **Delete Option** icon , located to the right of each answer option audio recording widget.
7. To add additional answer options, click the red **Add Option +** button, located below the answer options.
8. Select the **correct** Multiple Choice (Oral) answer option by clicking the circle icon to the *left* of the correct answer option. Selecting the correct answer allows the XpressLab system to automatically mark the question in real-time.
9. Enter a numerical value in the field labelled **Value** to indicate the maximum points a students achieve when answering the question correctly. If the question is not graded, enter the number 0 in the Value field.
10. Select the layout you wish to use when delivering the Multiple Choice (Oral) question to students by clicking on your preferred layout below the section labelled **Pick a layout**. Be sure to review the location of the question stimulus and the answer options.
11. Click the red **Save** button when you have completed the Add Question form. Clicking Save returns you back to the Test Planner interface.

## Adding Multiple Choice (Text) Questions to a Practice Exercise

1. To add a Multiple Choice (Text) question, select the **Multiple Choice Question (Text)** option using the **Select Question Type** drop down list of options. Selecting the Multiple Choice Question (Text) question type directs you to the Question Properties page.
2. If you wish to communicate the question prompt in written text, select the **Text Question** option at the top of the Question Properties page. Type your question prompt in the text field labeled **Text to Display**. To modify for format your question content, use the Formatting Toolbar found along the top of the Text to Display field.
3. To add an audio question prompt, select the **Audio Question** option found at the top of the Question Properties page.
  - Click the red **Record** button within the audio recording widget to record your an audio question prompt.
  - To upload an existing audio file from you local computer, click the **Upload Audio** icon  , located in the right corner of the audio recording widget. Use the **Upload File** window to locate the audio file from your local computer.
  - To limit the number of audio question prompt replays, enter a numerical value in the **Limit question replays to** field.
  - Select the **Autoplay checkbox** if you wish to have the question prompt play immediately, when a student arrives to the question slide. If the **Autoplay** checkbox is not selected, students are required to select the Play button within the audio widget in order to play the question prompt.
4. Type each answer option inside the answer option text fields provided below the section labelled **Options**.



Options

☐ A


☐ B

☐ C

☐ D

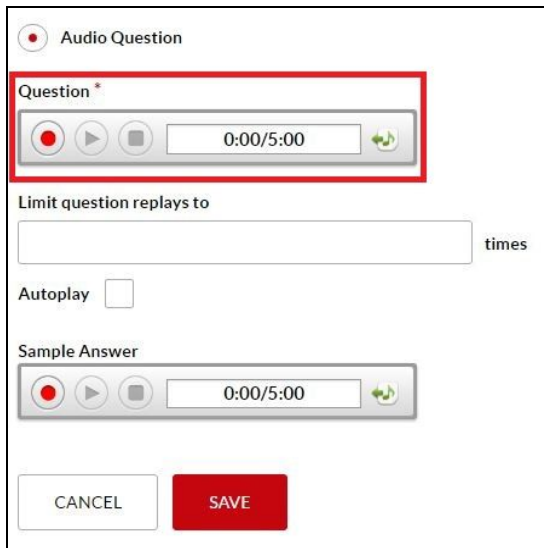
ADD OPTION +

Image: Adding Multiple Choice (Text) Answer Options

5. By default, four (4) answer options are provided for the Multiple Choice (Text) Question.
6. To delete an answer option, click the **Delete Option** icon  , located to the right of each answer option audio recording widget.
7. To add additional answer options, click the red **Add Option +** button, located below the answer options.
8. Select the **correct** Multiple Choice (Text) answer option by clicking the circle icon to the *left* of the correct answer option. Selecting the correct answer allows the XpressLab system to automatically mark the question in real-time.
9. Enter a numerical value in the field labelled **Value** to indicate the maximum points a students achieve when answering the question correctly. If the question is not graded, enter the number 0 in the Value field.
10. Select the layout you wish to use when delivering the Multiple Choice (Oral) question to students by clicking on your preferred layout below the section labelled **Pick a layout**. Be sure to review the location of the question stimulus and the answer options.
11. Click the red **Save** button when you have completed the Add Question form. Clicking Save returns you back to the Test Planner interface.

### Adding Oral Questions with Sample Answers to a Practice Exercise

1. To add an Oral Question with Sample Answer, select the **Oral Question with Sample Answer** option using the **Select Question Type** drop down list of options. Selecting the Oral Question with Sample Answer question type directs you to the Question Properties page.
2. Use the **Question** audio recording widget to record your oral question prompt. Click the red **Record** button to record your own oral question prompt. Or, upload an existing audio file by clicking the **Audio Upload** icon located in the right corner of the audio recording widget. Use the **File Upload** window to locate the audio file from your local computer.



Audio Question

Question \*

0:00/5:00

Limit question replays to  times

Autoplay ☐


Sample Answer

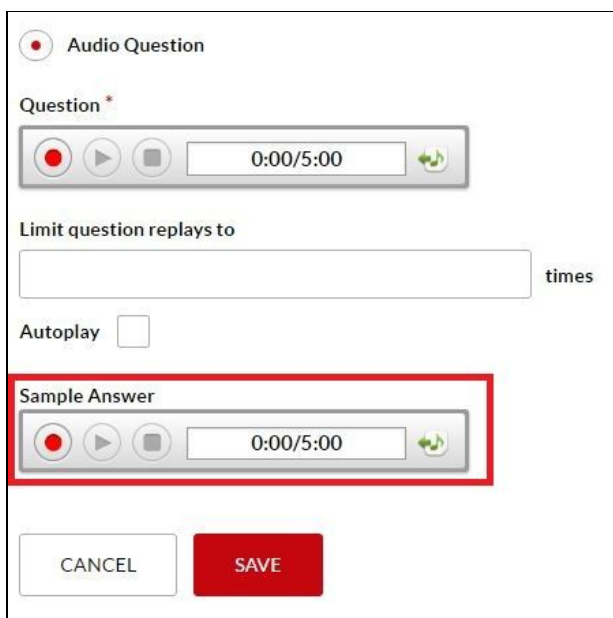
0:00/5:00

CANCEL SAVE



**Image: Adding the Oral Question to the Oral Question with Sample Answer Question Type**

3. To limit the number of times students can replay the question prompt, type a numerical value within the **Limit question replays to** field.
4. Select the Autoplay checkbox to automatically play the question prompt as soon as a student arrives to the question slide. If the Autoplay checkbox is not selected, students will have the option to click the Play button within in the Question Prompt recording widget.
5. Use the **Sample Answer** audio recording widget to record an example of the correct answer to your oral question prompt. Click the red **Record** button to record your own sample answer. Or, upload an existing audio file by click the **Audio Upload** icon  located in the right corner of the audio recording widget. Use the **File Upload** window to locate the audio file from your local computer.






**Image: Adding the Sample Answer to the Oral Question with Sample Answer Question Type**

6. Click the red **Save** button once you have added the Oral Question with Sample Answer Question Properties. Clicking Save will direct you back to the Test Planner.

**Adding Text Passage Correct Questions to a Practice Exercise**

1. To add a Text Passage Correct Question, select the **Text Passage Correct Question** option using the **Select Question Type** drop down list of options. Selecting the Text Passage Correct Question question type directs you to the Question Properties page.
2. If you wish to communicate the question prompt in written text, select the **Text Question** option at the top of the Question Properties page. Type your question prompt in the text field labeled **Text to Display**. To modify for format your question content, use the Formatting Toolbar found along the top of the Text to Display field.
3. To add an audio question prompt, select the **Audio Question** option found at the top of the Question Properties page.

- Click the red **Record** button within the audio recording widget to record your an audio question prompt.
  - To upload an existing audio file from you local computer, click the **Upload Audio** icon  , located in the right corner of the audio recording widget. Use the **Upload File** window to locate the audio file from your local computer.
  - To limit the number of audio question prompt replays, enter a numerical value in the **Limit question replays to** field.
  - Select the **Autoplay checkbox** if you wish to have the question prompt play immediately, when a student arrives to the question slide. If the **Autoplay** checkbox is not selected, students are required to select the Play button within the audio widget in order to play the question prompt.
4. Enter the sentences, phrases, or text passage that will include incorrect grammar, or factual errors into the **Highlight Question Content** field. Use your cursor to highlight the text that contains an error. Then, click the **Configure Highlighted Text** icon  located within the Formatting Toolbar along the top of the Highlight Question Content field.
- Clicking the Configure Highlighted Text icon opens the **Manage Highlighted Text Options** window. Enter a series of answer options into the number option fields provided within the Manage Highlighted Text Options window.
  - Select the **Responses must be in correct case** checkbox if students must select the most grammatically correct answer option.
  - Select the correct answer option by clicking the **Correct checkbox** located to the right of the correct answer option field.
  - By default, there are four (4) answer options. To remove answer options, click the **Delete** icon  to the right of the answer field you wish to remove.
  - To add additional answer options, click the red **Add Option +** button located at the bottom of the Manage Highlighted Text Options window.
  - When you have finished configuring the Highlighted Text Answer Options, click the green **OK** button located in the bottom right corner of the Manage Highlighted Text Options window.

Manage Highlighted Text Options

Responses must be in correct case ☐

1	<input type="text" value="will do"/>	Correct <input checked="" type="checkbox"/>	<input type="button" value="X"/>
2	<input type="text" value="I would do?"/>	Correct <input type="checkbox"/>	<input type="button" value="X"/>
3	<input type="text" value="will I do?"/>	Correct <input type="checkbox"/>	<input type="button" value="X"/>
4	<input type="text" value="correct as is"/>	Correct <input type="checkbox"/>	<input type="button" value="X"/>

Image: Configuring Text Passage Correction errors and setting answer options

5. To award students partial points for correctly identifying some of the highlighted text errors, click the **Yes** option next to the **Allow Partial Values** field. Selecting Yes will open the **Incorrect Answer Penalty** field. Enter the number of points students will lose for each **incorrect** answer. Selecting the **No** option ensures that students do **not** receive partial marks for any correct answers. When No is selected, students will lose *all* of the points available for the question if they fail to identify any of the highlighted text errors.
6. Enter the total possible marks award for a perfect response by typing a numerical question value in the **Value** field. The number entered here represents the total possible marks a student receives for a perfect answer.
7. Click the red **Save** button once you have added the Text Passage Correct Question Properties. Clicking Save will direct you back to the Test Planner.