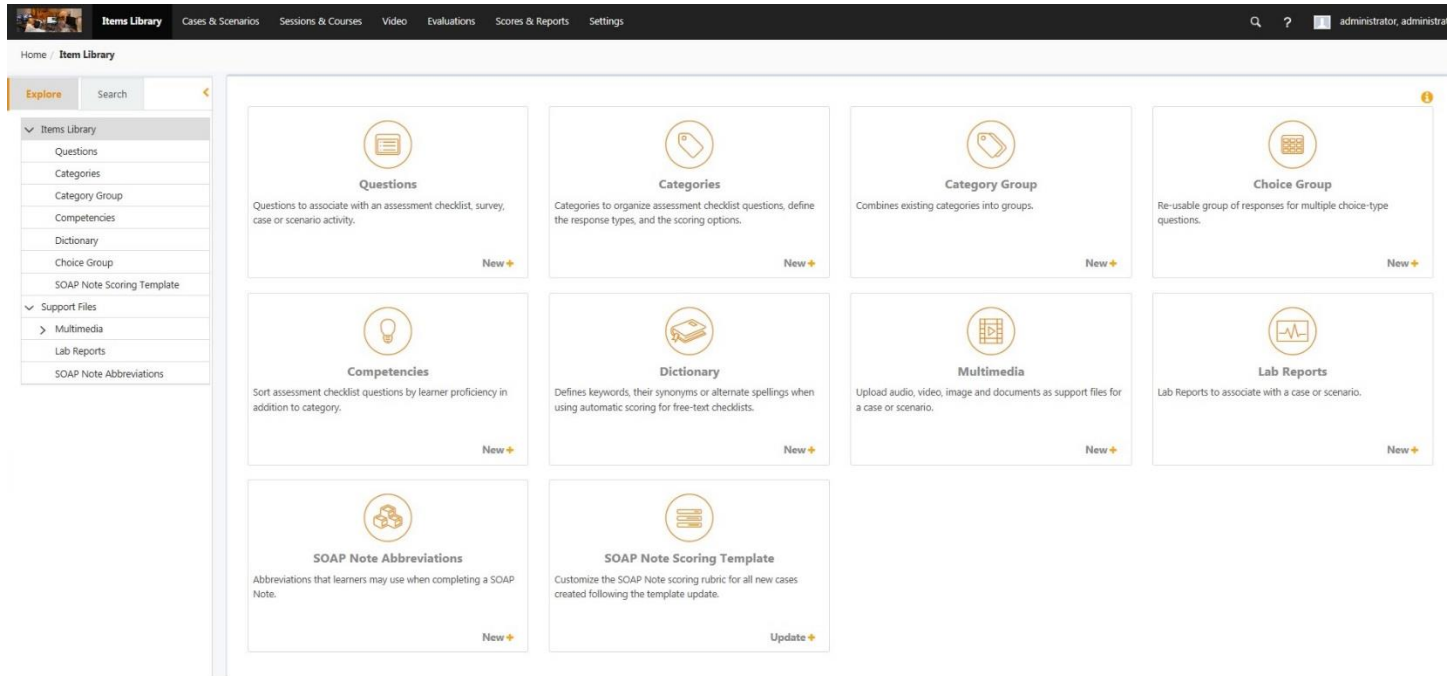


## Choice Groups

Create a group of responses to associate with multiple choice-type questions.



The screenshot shows the 'Item Library' interface. On the left is a navigation menu with categories like 'Items Library', 'Support Files', and 'Multimedia'. The main area displays a grid of item types, each with an icon, title, description, and a 'New' or 'Update' button. The 'Choice Group' item is highlighted, with a description: 'Re-usable group of responses for multiple choice-type questions.'

To create a choice group:

1. Click **Items Library > Choice Group > Add New**

### Choice Group

To add a new choice group, type a unique choice group name, complete the required fields, and then click **Create**.

**Choice Group Name\***

**Status**

This Group Requires Lab Report

Add Choice

**Choices\***

Order	Choice	Score	Weight	Delete
No record(s) found.				

Create

2. Complete the required fields:

Field	Description
<b>Choice Group Name*</b>	Enter the name of the choice group (30 characters max).
<b>Status</b>	Select <b>Active</b> or <b>Retired</b> from the drop-down list.
<b>This Group Requires Lab Report</b>	Check this box if a checklist associated with this Choice Group is associated with a lab report.
<b>Choices*</b>	Click <b>Add Choice</b> .

**Add Choice** ×

---

**Choice\***

Score and Weight is Applicable

**Score\***

**Weight\***

**Add**

3. Complete the required field to add a choice:

Field	Description
<b>Choice*</b>	Enter the name of the choice. (255 characters max.)
<b>Score and Weight is Applicable</b>	Click this checkbox to allow for score and weight values to be associated with this choice.
<b>Score*</b>	Enter the score value that the student gets if they select the option. The default score is 1.0.
<b>Weight*</b>	Enter the weight of the response in calculating the score if it is a multiple choice multiple selection option.

4. Click **Add** to include the choice in the choice group.

### Choice Group ×

To edit a choice group, modify the fields as needed, and then click **Save**.

**Choice Group Name\***

**Status**

This Group Requires Lab Report

Add Choice

**Choices\***

Order	Choice	Score	Weight	Delete
1 ▾	<a href="#">Below expectations</a>	1	1	
2 ▾	<a href="#">Meets expectations</a>	2	1	
3 ▾	<a href="#">Exceeds expecttions</a>	3	1	

3 record(s) found... 20 ▾ 1

Save

5. Change the **Order** of the choices if needed.
6. Click **Save**.