



# Create Questions - FAS

 This article describes the Create Questions screen as part of the built-in Focus Assessment System. For the Create Questions screen that is part of the add-on Learnosity assessment module, click [here](#).

Administrators can create a variety of test questions, including multiple choice, fill-in-the-blank, true/false, extended response, short response, and more. The Create Questions screen is used to set up questions to be used on future tests. Questions can be linked to standards so that student performance can be analyzed in the test reports. Questions can also be shared with other users.

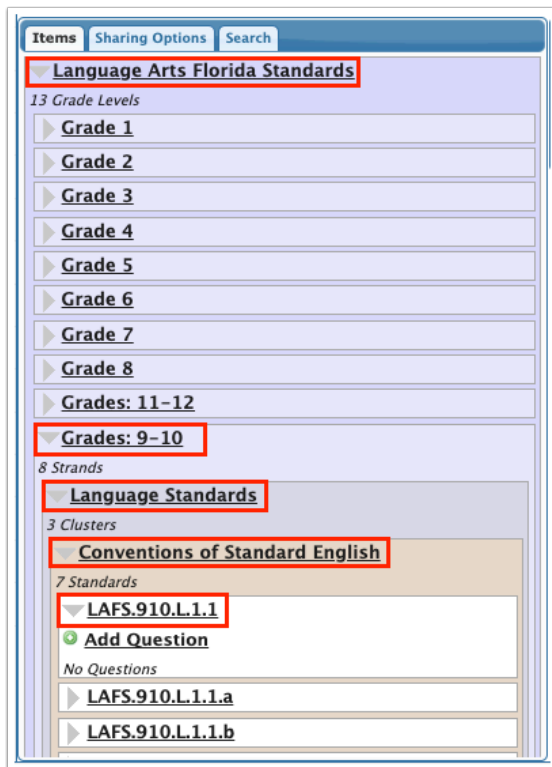
 Additionally, questions can be created while you are setting up a test on the [Create Test](#) screen.

## Adding a New Question

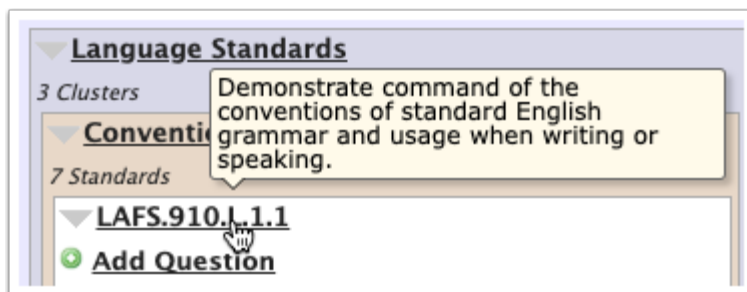
Questions can be set up and linked to a specific standard, or can be set up independent of a standard.

 Depending on your district's setup, standards may be organized by subject area, grade level, strand, and cluster.

**1.** To add a question for a particular standard, click the subject area, grade level, strand, cluster, and standard.



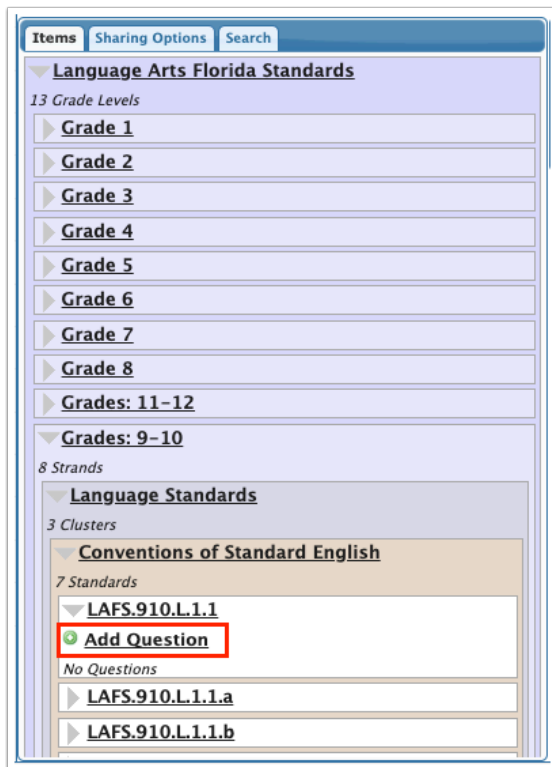
💡 Hover over the standard to view its description in a tool-tip.



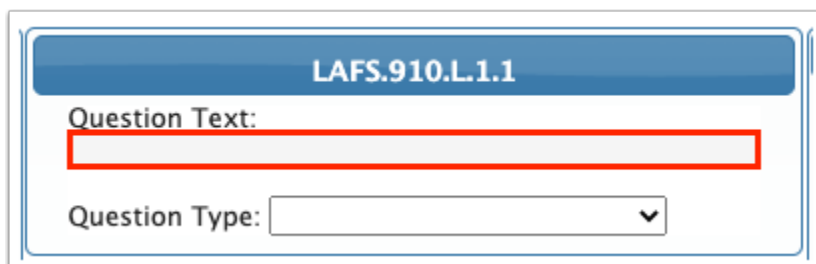
Alternatively, click **Non Standard** to add a question not associated with a standard.



2. Click **Add Question**.



3. In the center of the screen, click the **Question Text** box to open the editor in a pop-up window.



4. In the pop-up window, enter the question text. A variety of formatting tools are provided.

5. Click **OK** when finished.

Question Content

ABC

I<sub>x</sub>

B

I

U

S

X<sub>2</sub>

X<sup>2</sup>

Z≡

:≡

≡≡

≡≡

"

≡

≡

≡

Ω

√x

≡

FormatSizeSourceA A

What is a concrete noun?

body

CancelOk

**6. Select the Question Type.** Each question type will be set up differently.

LAFS.910.L.1.1

Question Text:

What is a concrete noun?

Question Type:

Multiple Choice

Answer Count:

4

1. Correct Answer:

2. Incorrect Answer:

3. Incorrect Answer:

4. Incorrect Answer:

# Multiple Choice

Multiple choice questions require the student to select the best answer from multiple options. This question type can be auto-graded by Focus.

a. Select the **Answer Count**. This determines how many answer options there are for students to select from.

LAFS.910.L.1.1

Question Text:  
What is a concrete noun?

Question Type: Multiple Choice

Answer Count: 4

1. Correct Answer:

2. Incorrect Answer:

3. Incorrect Answer:

4. Incorrect Answer:

b. Click each **Correct Answer** and **Incorrect Answer** box.

LAFS.910.L.1.1

Question Text:  
What is a concrete noun?

Question Type: Multiple Choice

Answer Count: 4

1. Correct Answer:

2. Incorrect Answer:

3. Incorrect Answer:

4. Incorrect Answer:



## Select Multi Multiple Choice

Multi multiple choice questions require students to select multiple correct answers from the provided options. This question type can be auto-graded by Focus.

**a.** Select the **Answer Count**. This determines how many answer options there are for students to select from.

The screenshot shows a question editor interface for the standard LAFS.910.L.1.1. The 'Question Text' field contains 'Which of the following are abstract nouns?'. The 'Question Type' is set to 'Select Multi Multiple Choice'. The 'Answer Count' is set to 4, which is highlighted with a red box. Below the question type, there are four answer options, each with a label 'Incorrect Answer: Is Correct:' and a checkbox.

Question Text:
Which of the following are abstract nouns?

Question Type: Select Multi Multiple Choice ▼

Answer Count: 4 ▼

1. Incorrect Answer: Is Correct: ☐
2. Incorrect Answer: Is Correct: ☐
3. Incorrect Answer: Is Correct: ☐
4. Incorrect Answer: Is Correct: ☐

**b.** Select **Is Correct** on each answer option that will be a correct answer.

**LAFS.910.L.1.1**

Question Text:  
Which of the following are abstract nouns?

Question Type: Select Multi Multiple Choice ▾

Answer Count: 4 ▾

1. Correct Answer: Is Correct: ☒
2. Correct Answer: Is Correct: ☒
3. Incorrect Answer: Is Correct: ☐
4. Incorrect Answer: Is Correct: ☐

c. Click each **Correct Answer** and **Incorrect Answer** box.

**LAFS.910.L.1.1**

Question Text:  
Which of the following are abstract nouns?

Question Type: Select Multi Multiple Choice ▾

Answer Count: 4 ▾

1. Correct Answer: Is Correct: ☒
2. Correct Answer: Is Correct: ☒
3. Incorrect Answer: Is Correct: ☐
4. Incorrect Answer: Is Correct: ☐

d. In the pop-up window, enter the answer text.

e. Click **OK** to save the answer text and close the pop-up window.



**Question Content**

love

body

Cancel Ok

f. To rearrange the answer options, click and drag the options into the desired order.

**LAFS.910.L.1.1**

Question Text:  
Which of the following are abstract nouns?

Question Type: Select Multi Multiple Choice ▾

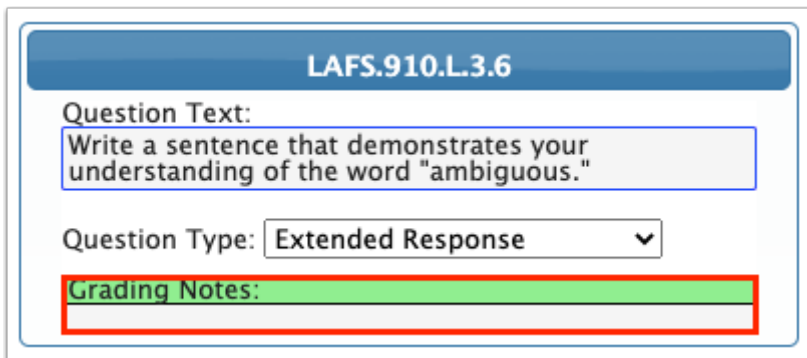
Answer Count: 4 ▾

- Correct Answer: Is Correct: ☒  
peace
- Incorrect Answer: Is Correct: ☐  
chair
- Correct Answer: Is Correct: ☒  
love
- Incorrect Answer: Is Correct: ☐  
Antarctica

## Extended Response

Extended response questions require students to answer an open-ended question in a long text format. There is no character limit for extended response questions. This question type cannot be auto-graded by Focus.

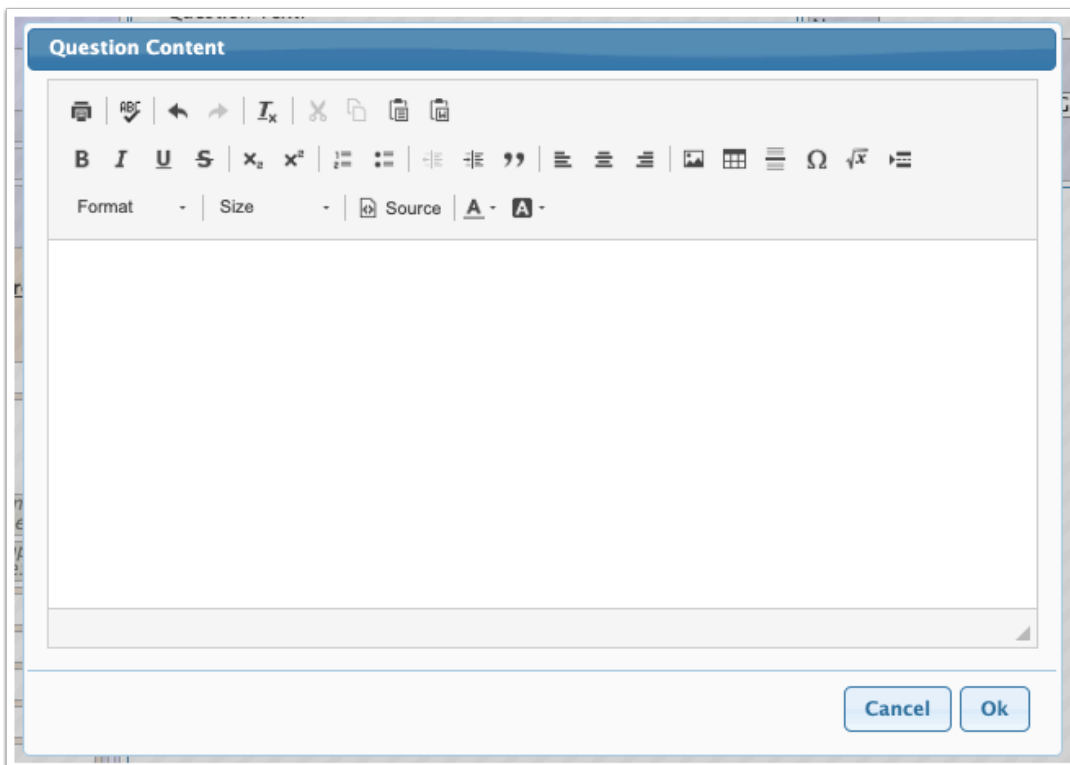
- a. Click the **Grading Notes** box.



The screenshot shows a question editor window for the standard LAFS.910.L.3.6. The 'Question Text' field contains the prompt: 'Write a sentence that demonstrates your understanding of the word "ambiguous."' The 'Question Type' is set to 'Extended Response'. The 'Grading Notes' field is highlighted with a green background and a red border, indicating it is the next step in the process.

- b. In the pop-up window, enter any notes to display when grading the student's response. The notes will not be visible to students.

- c. Click **OK** to save and close the pop-up window.

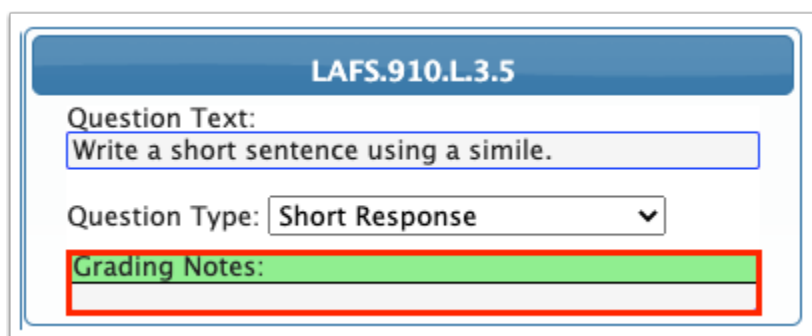


The screenshot shows the 'Question Content' pop-up window. It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, table, indent, and outdent. Below the toolbar are dropdown menus for 'Format' and 'Size', and a 'Source' button. The main area is a large text box for entering grading notes. At the bottom right are 'Cancel' and 'Ok' buttons.

## Short Response

Short response questions prompt students to answer an open-ended question in a short text format. Students are limited to 150 characters. This question type cannot be auto-graded by Focus.

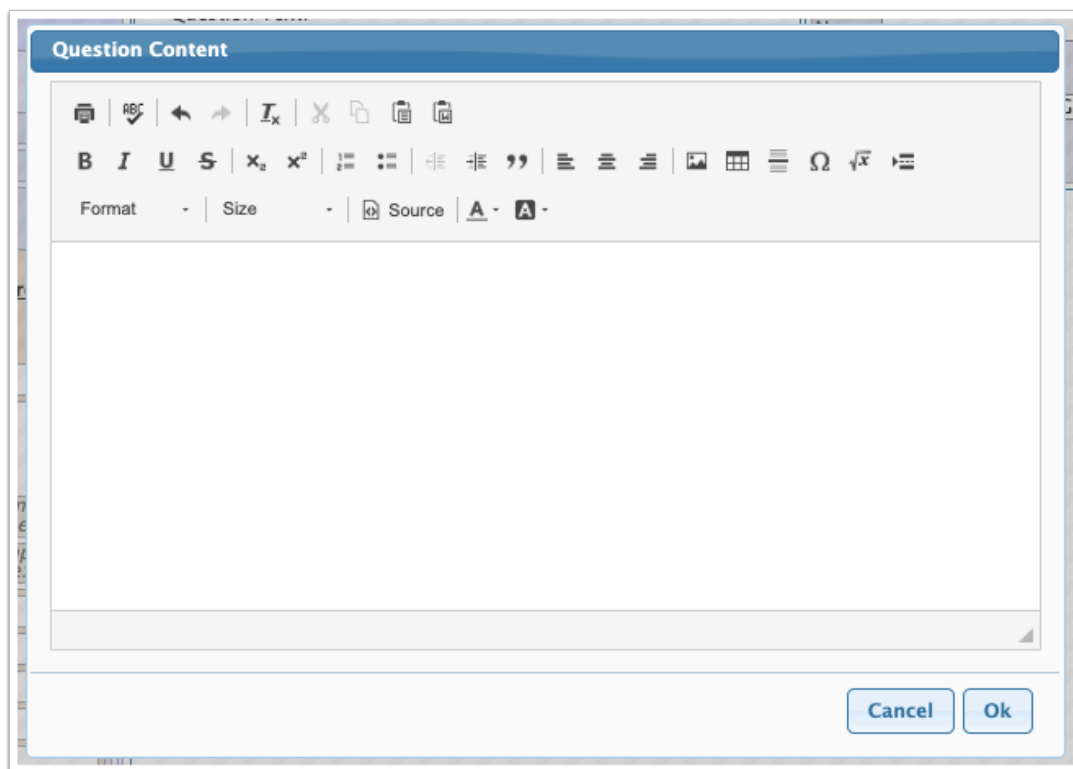
- a. Click the **Grading Notes** box.



The screenshot shows a question editor window for the standard LAFS.910.L.3.5. It contains a text box for the question text with the value "Write a short sentence using a simile." Below this is a dropdown menu for "Question Type" set to "Short Response". At the bottom, the "Grading Notes" field is highlighted with a red rectangle, indicating it is the next step in the process.

- b. In the pop-up window, enter any notes to display when grading the student's response. The notes will not be visible to students.

- c. Click **OK** to save and close the pop-up window.

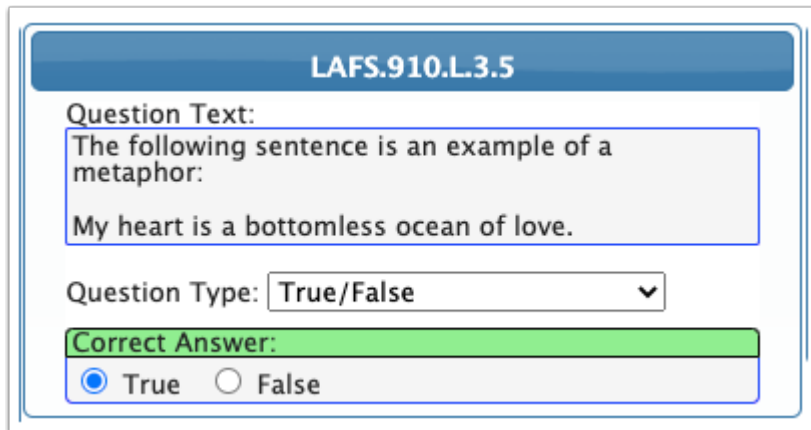


The screenshot shows a "Question Content" pop-up window. It features a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, and other formatting options. The main area is a large text box for entering grading notes. At the bottom right, there are "Cancel" and "Ok" buttons.

## True/False

True/False questions require students to mark a statement as true or false. True/False questions can be auto-graded by Focus.

Select the correct answer, **True** or **False**.



The screenshot shows a question editor interface. At the top, a blue header bar contains the text "LAFS.910.L.3.5". Below this, the "Question Text:" label is followed by a text box containing the question: "The following sentence is an example of a metaphor: My heart is a bottomless ocean of love." Below the question text, the "Question Type:" label is followed by a dropdown menu currently set to "True/False". At the bottom, a green bar highlights the "Correct Answer:" label, which is followed by two radio button options: "True" (which is selected) and "False".

## Gridded Response

Gridded response questions require students to mark their numerical answer using a grid. Gridded response questions can be auto-graded by Focus.

Use the grid to select the correct answer.

**MAFS.912.A-APR.1.1**

Question Text:  
 If  $x + y = 12$  and  $xy = 27$ , find the value of  $x^3 + y^3$ .

Question Type: Gridded Response ▼

				7	5	6
-	-	-	-	-	-	-
/	/	/	/	/	/	/
.	.	.	.	.	.	.
0	0	0	0	0	0	0
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9

## Audio Response

Audio response questions require students to record an answer through their device's microphone. This question type cannot be auto-graded by Focus.

**SS.912.W.5.2**

Question Text:  
 Explain how the Enlightenment impacted the French Revolution.

Question Type: Audio Response ▼

## Fill in the Blank Response

Fill in the blank questions require students to fill in the correct answer for each blank included in the question. Fill in the blank questions can be auto-graded by Focus. Responses are case-sensitive.

- a. Select the **Blank Count** (how many blanks are included in the question text).

**LAFS.910.L.3.5**

Question Text:  
In this quote from Romeo & Juliet, "Too rude, too boist'rous, and it pricks like thorn" is an example of a \_\_\_\_\_, a literary device that involves the comparison of one thing with another thing of a different kind.

Question Type:

Blank Count:

Word 1:

- b. Click each word box.

**LAFS.910.L.3.5**

Question Text:  
In this quote from Romeo & Juliet, "Too rude, too boist'rous, and it pricks like thorn" is an example of a \_\_\_\_\_, a literary device that involves the comparison of one thing with another thing of a different kind.

Question Type:

Blank Count:

Word 1:

- c. In the text box, enter the correct response. Responses are case-sensitive.

**LAFS.910.L.3.5**

Question Text:  
In this quote from Romeo & Juliet, "Too rude, too boist'rous, and it pricks like thorn" is an example of a \_\_\_\_\_, a literary device that involves the comparison of one thing with another thing of a different kind.

Question Type:

Blank Count:

Word 1:

# Passage

Passages allow students to refer to a text, image, table, formula, or other information in order to answer the linked questions. On the test, the passage will display for students to reference when answering the linked questions.

The content of the passage is set up in the Question Text.

**LAFS.910.L.3.5**

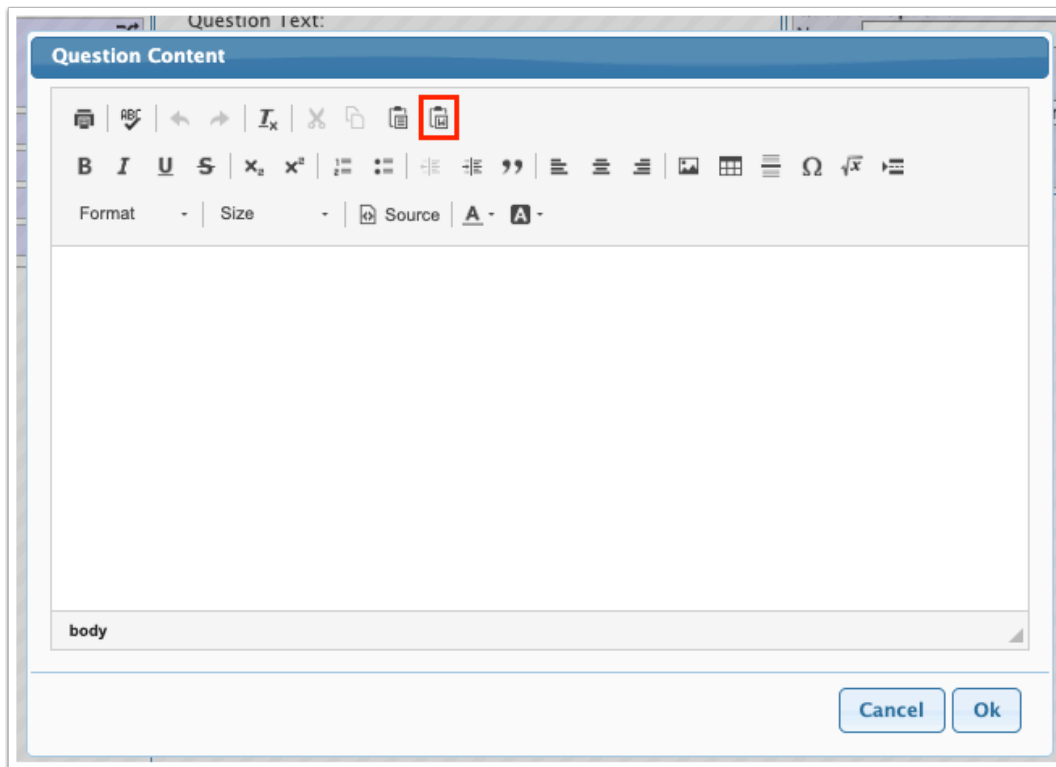
Question Text:

**This passage is adapted from Jane Austen, Mansfield Park. Originally published 1814. Fanny has recently moved to live with her relatives at Mansfield Park.**

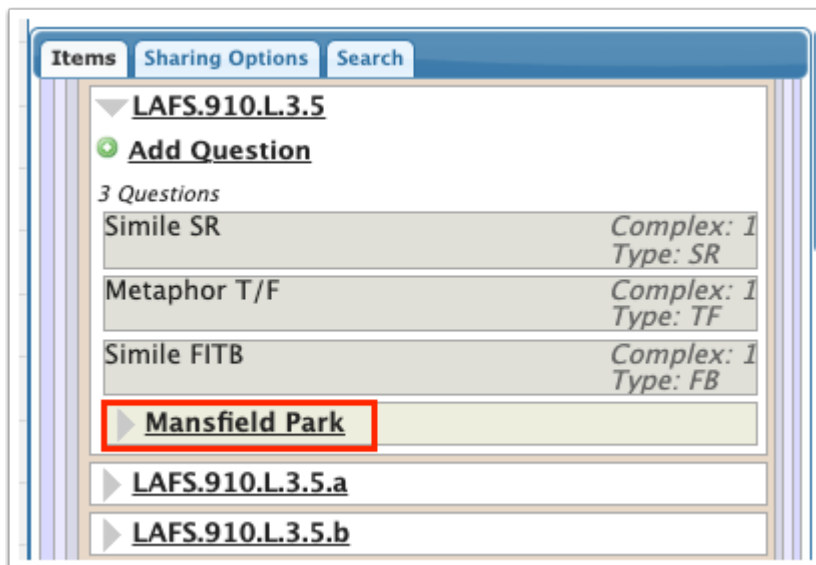
They were a remarkably fine family, the sons very well-looking, the daughters decidedly handsome, and all of them well-grown and forward of their age, which produced as striking a difference between the cousins in person, as education had given to their address; and no one would have supposed the girls so nearly of an age as they really were. There were in fact but two years between the youngest and Fanny. Julia Bertram was only twelve, and Maria but a year older.

Question Type: Passage

💡 Use the Copy from Word option to maintain the passage formatting when copying the passage from a Word document.

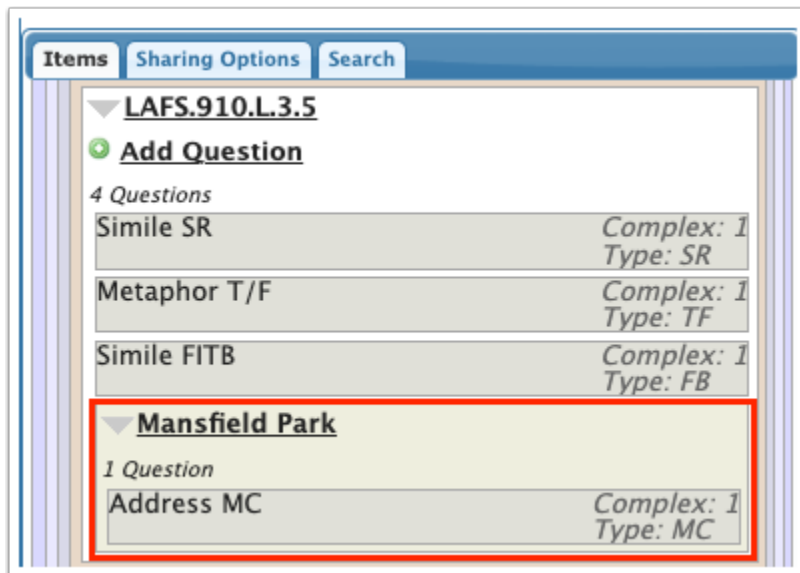


When passages are saved, they appear in bold in the Items tab of the left side of the screen.



Clicking the passage will display any linked questions.





7. In the Question Options on the right side of the screen, enter a **Name** for the question.

8. Select the **Cognitive Complexity**.

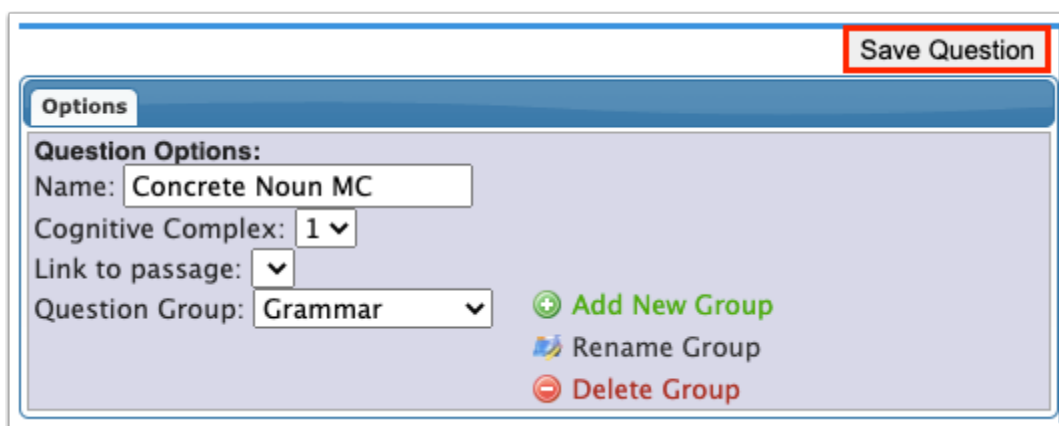
9. To link the question to a passage, select the passage in the **Link to passage** pull-down.

When a question is linked to a passage, the passage will display for students to reference when answering the questions on the test.

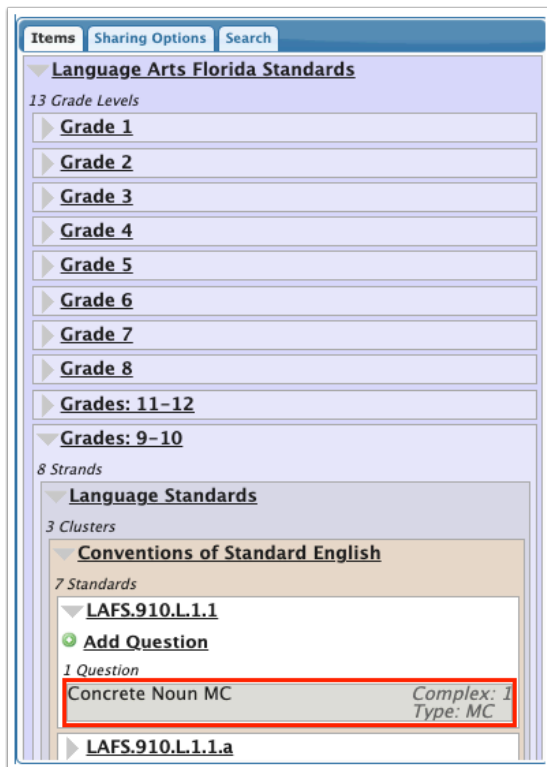
10. Select a **Question Group**, if desired.

Question groups help organize questions when teachers and administrators share questions. See [Adding a Question](#) group for how to create question groups.

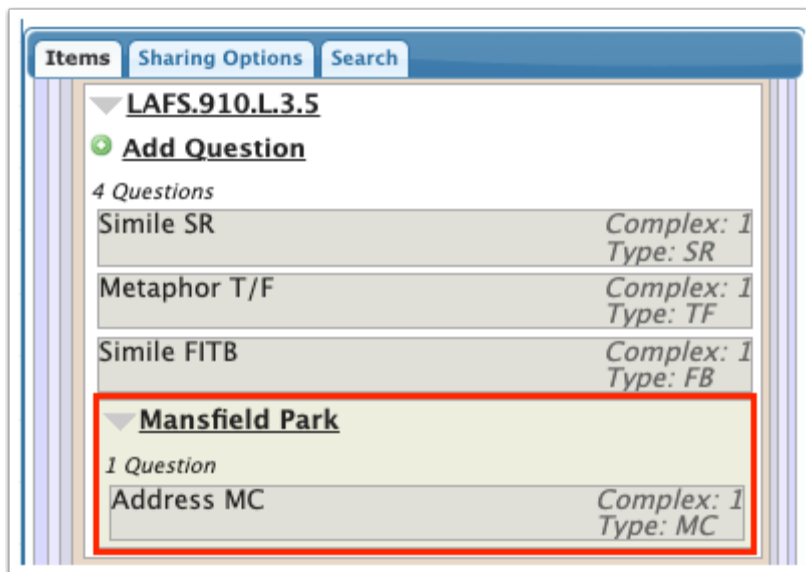
11. Click **Save Question**.



The question is displayed beneath the standard on the left side of the screen, or is listed under Non Standard if the question was added there.



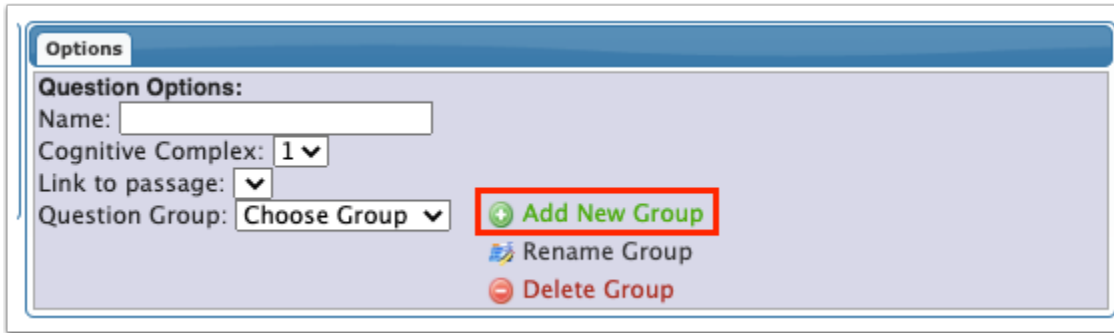
Questions linked to a passage are displayed after clicking the passage in the Items list.



## Adding a Question Group

Question groups help organize questions when teachers and administrators share questions. See [Sharing Questions](#) for how to share questions by question group.

1. On the right side of the screen in the Question Options, click **Add New Group**.

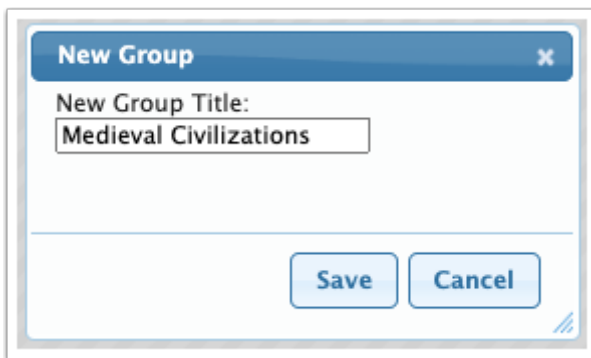


The screenshot shows the 'Options' panel with the following fields and buttons:

- Question Options:**
- Name:** [Text input field]
- Cognitive Complex:** 1 [Dropdown arrow]
- Link to passage:** [Dropdown arrow]
- Question Group:** Choose Group [Dropdown arrow]
- Add New Group** (Green button with a plus icon, highlighted with a red box)
- Rename Group** (Blue button with a pencil icon)
- Delete Group** (Red button with a minus icon)

2. In the pop-up window, enter the **New Group Title**.

3. Click **Save**.



The screenshot shows the 'New Group' pop-up window with the following elements:

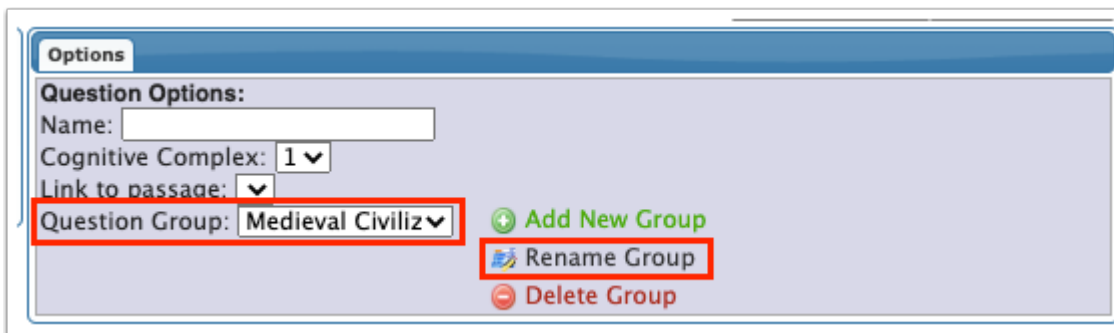
- New Group Title:** Medieval Civilizations [Text input field]
- Save** (Blue button)
- Cancel** (Blue button)

The question group is now available for selection in the Question Group pull-down.

## Renaming a Question Group

1. On the right side of the screen in the Question Options, select the **Question Group** to rename.

2. Click **Rename Group**.



The screenshot shows the 'Options' panel with the following fields and buttons:

- Question Options:**
- Name:** [Text input field]
- Cognitive Complex:** 1 [Dropdown arrow]
- Link to passage:** [Dropdown arrow]
- Question Group:** Medieval Civiliz [Dropdown arrow, highlighted with a red box]
- Add New Group** (Green button with a plus icon)
- Rename Group** (Blue button with a pencil icon, highlighted with a red box)
- Delete Group** (Red button with a minus icon)

3. In the pop-up window, edit the **Group Title**.

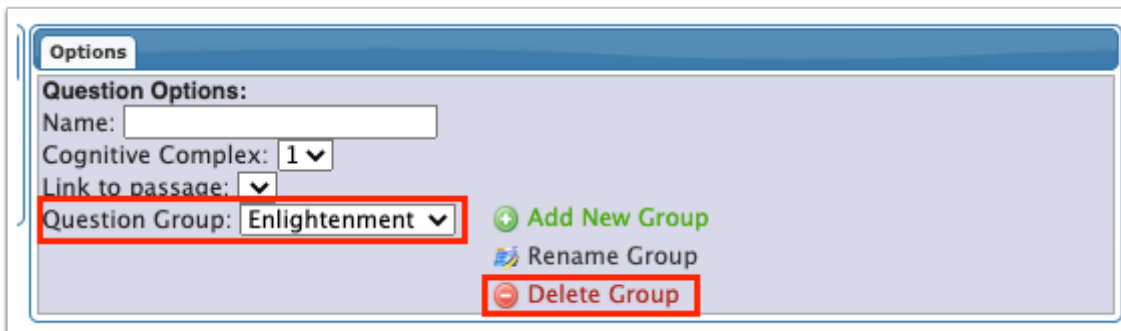
4. Click **Save**.



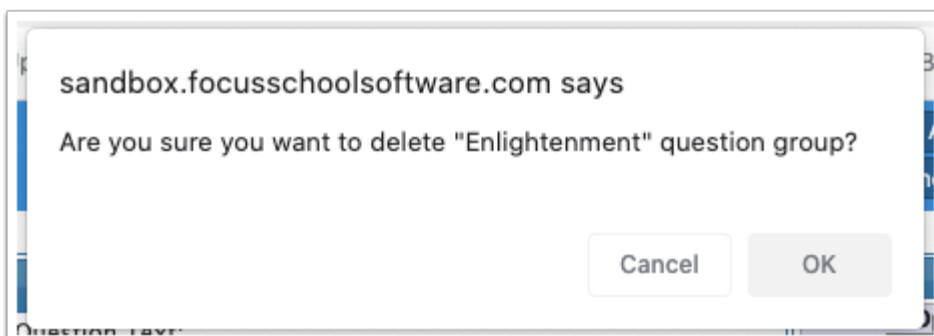
## Deleting a Question Group

**i** Deleting a question group does not delete the questions that are within the group.


1. On the right side of the screen in the Question Options, select the **Question Group** to delete.
2. Click **Delete Group**.



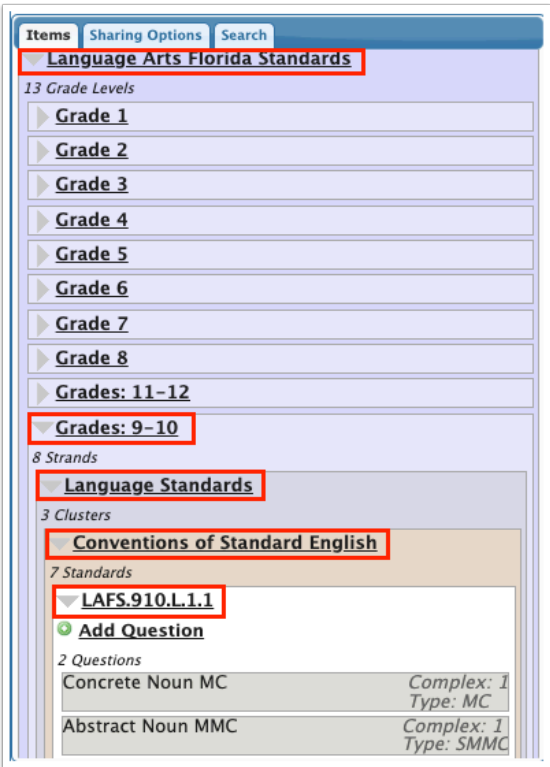
3. In the confirmation message, click **OK**.



# Editing a Question

 Passages can only be edited on the [Edit Passages](#) screen.

1. Click the subject area, grade level, strand, cluster, and standard that houses the question, or click **Non Standard** to view questions not linked to a standard.



2. Click the question to edit.

Items Sharing Options Search

**Language Arts Florida Standards**

13 Grade Levels

- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grades: 11-12

Grades: 9-10

8 Strands

**Language Standards**

3 Clusters

**Conventions of Standard English**

7 Standards

**LAFS.910.L.1.1**

[Add Question](#)

2 Questions

Concrete Noun MC	Complex: 1 Type: MC
Abstract Noun MMC	Complex: 1 Type: SMMC

3. Make any edits to the question text, answers, or question options as needed.

4. Click **Save Question**.

Items Sharing Options Search

**Grade 3**

**Grade 4**

**Grade 5**

**Grade 6**

**Grade 7**

**Grade 8**

**Grades: 11-12**

**Grades: 9-10**

8 Strands

**Language Standards**

3 Clusters

**Conventions of Standard English**

7 Standards

**LAFS.910.L.1.1**

[Add Question](#)

2 Questions

Concrete Noun MC	Complex: 1 Type: MC
Abstract Noun MMC	Complex: 1 Type: SMMC

**LAFS.910.L.1.1.a**

**LAFS.910.L.1.1.b**

**LAFS.910.L.1.2**

**LAFS.910.L.3.5**

Question Text:  
What is a concrete noun?

Question Type: Multiple Choice

Answer Count: 4

- Incorrect Answer:**  
Any noun that describes a person, place, thing, or idea.
- Incorrect Answer:**  
Any noun that describes something harder than concrete.
- Correct Answer:**  
Any noun that can be recognized through any of the five senses.
- Incorrect Answer:**  
Any noun that describes a type of building material.

**Options**

**Question Options:**

Name: Concrete Noun MC

Cognitive Complex: 1

Link to passage:

Question Group: Grammar

[Add New Group](#)

[Rename Group](#)

[Delete Group](#)

Search Screen **Simple List**


**Item Analytics**

-1	0	1
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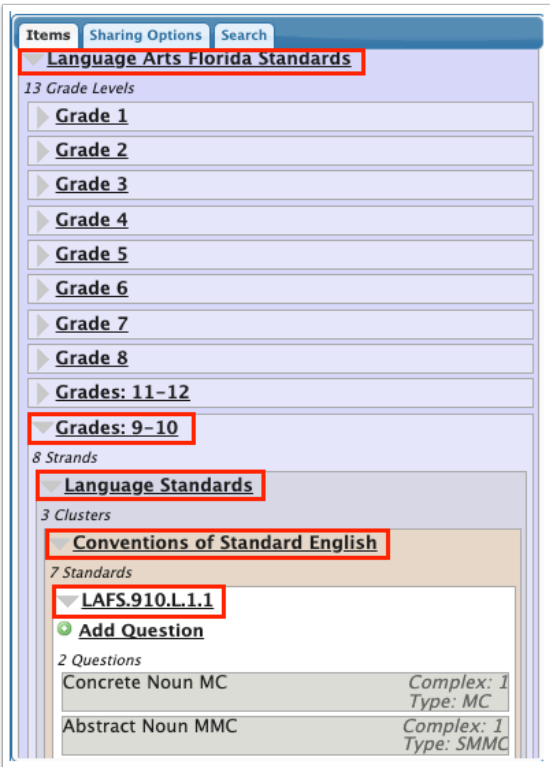
**Tests That Include Question:**

Delete Question **Save Question**

# Deleting a Question

 Passages can only be deleted on the [Edit Passages](#) screen.

1. Click the subject area, grade level, strand, cluster, and standard that houses the question, or click **Non Standard** to view questions not linked to a standard.



2. Click the question to delete.

**Items** | **Sharing Options** | **Search**

**Language Arts Florida Standards**

13 Grade Levels

- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grades: 11-12

**Grades: 9-10**

8 Strands

**Language Standards**

3 Clusters

**Conventions of Standard English**

7 Standards

**LAFS.910.L.1.1**

**Add Question**

2 Questions

Concrete Noun MC	Complex: 1 Type: MC
Abstract Noun MMC	Complex: 1 Type: SMMC

3. Click **Delete Question**.

**Items** | **Sharing Options** | **Search**

**Grade 3**

**Grade 4**

**Grade 5**

**Grade 6**

**Grade 7**

**Grade 8**

**Grades: 11-12**

**Grades: 9-10**

8 Strands

**Language Standards**

3 Clusters

**Conventions of Standard English**

7 Standards

**LAFS.910.L.1.1**

**Add Question**

2 Questions

Concrete Noun MC	Complex: 1 Type: MC
Abstract Noun MMC	Complex: 1 Type: SMMC

**LAFS.910.L.1.1.a**

**LAFS.910.L.1.1.b**

**LAFS.910.L.1.2**

**LAFS.910.L.3.5**

Question Text:  
What is a concrete noun?

Question Type: Multiple Choice

Answer Count: 4

- Incorrect Answer:**  
Any noun that describes a person, place, thing, or idea.
- Incorrect Answer:**  
Any noun that describes something harder than concrete.
- Correct Answer:**  
Any noun that can be recognized through any of the five senses.
- Incorrect Answer:**  
Any noun that describes a type of building material.

**Options**

**Question Options:**

Name: Concrete Noun MC

Cognitive Complex: 1

Link to passage:

Question Group: Grammar

**Add New Group**

**Rename Group**

**Delete Group**

**Search Screen** | **Simple List**

**Item Analytics**

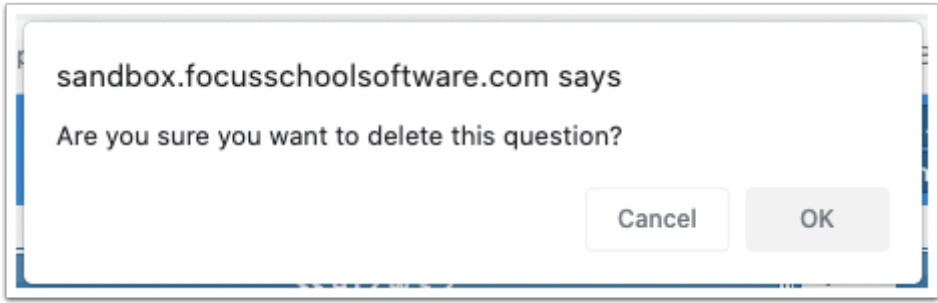
-1	0	1
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**Tests That Include Question:**

**Delete Question** | **Save Question**

4. In the confirmation message, click **OK**.

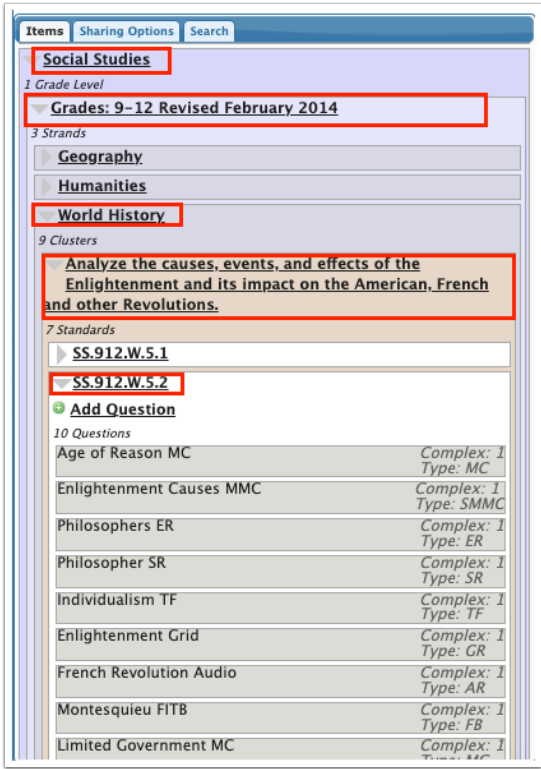




# Viewing Item Analytics

When a question has been used on a test, the Item Analytics section will display a graph when viewing the question. It will display the number of students who selected each answer, and the tests that used this question.

1. Click the subject area, grade level, strand, cluster, and standard that houses the question, or click **Non Standard** to view questions not linked to a standard.



2. Click the question to view.

Items   Sharing Options   Search

**Social Studies**

1 Grade Level

Grades: 9–12 Revised February 2014

3 Strands

Geography

Humanities

World History

9 Clusters

Analyze the causes, events, and effects of the Enlightenment and its impact on the American, French and other Revolutions.

7 Standards

SS.912.W.5.1

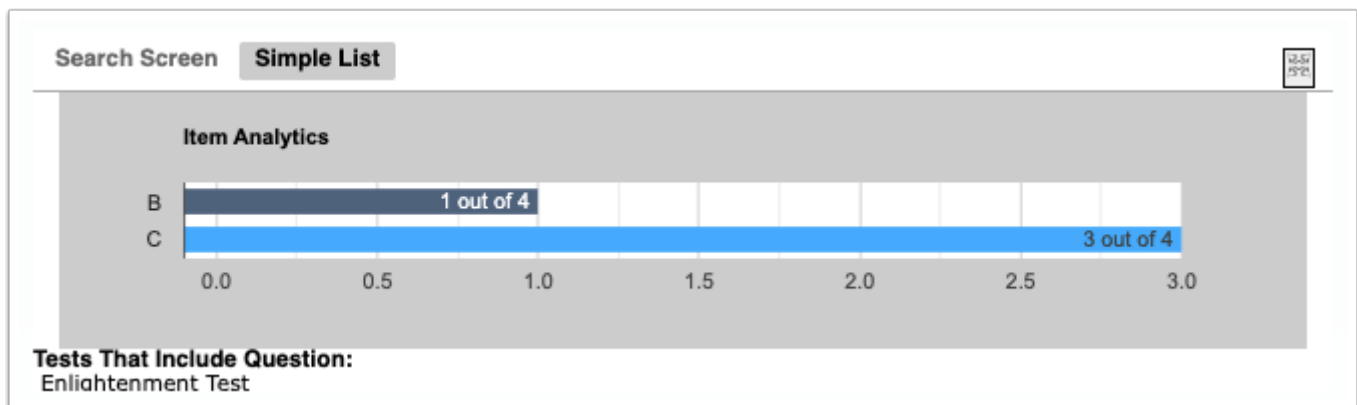
SS.912.W.5.2

Add Question

10 Questions

Age of Reason MC	Complex: 1 Type: MC
Enlightenment Causes MMC	Complex: 1 Type: SMMC
Philosophers ER	Complex: 1 Type: ER
Philosopher SR	Complex: 1 Type: SR
Individualism TF	Complex: 1 Type: TF
Enlightenment Grid	Complex: 1 Type: GR
French Revolution Audio	Complex: 1 Type: AR
Montesquieu FITB	Complex: 1 Type: FB
Limited Government MC	Complex: 1 Type: MC

On the right side of the screen, the Item Analytics graph will display if the question has been used on a test. It will indicate how many students selected each answer, and which tests the questions has been included on.



## Sharing Questions

Questions can be shared with all users, district administrators, or specific users. When sharing with specific users, you can choose to share all of your questions or only specific question groups.

1. Click the **Sharing Options** tab on the left side of the screen.

Items **Sharing Options** Search

Items Tests Drafts Save Settings

☒ No Sharing  
☐ All Users  
☐ All District Admins  
☐ Custom  
 Add New

2. In the **Items** tab, select a sharing option.

**No Sharing** - None of your questions are shared.

**All Users** - All of your questions are shared with administrator and teacher users.

**All District Admins** - All of your questions are shared with district administrators.

**Custom** - Only share some or all of your questions with specific users.

Items **Sharing Options** Search

Items Tests Drafts Save Settings

☒ No Sharing  
☐ All Users  
☐ All District Admins  
☐ Custom  
 Add New

3. When **Custom** is selected, click **Add New** to select a user to share with.

Items **Sharing Options** Search

Items Tests Drafts Save Settings

☐ No Sharing  
☐ All Users  
☐ All District Admins  
☒ Custom  
 Add New

4. In the pull-down, select the user to share with.

💡 You can begin typing the user's name in the Filter box to locate the user in the list.

Items | **Sharing Options** | Search

Items | Tests | Drafts | Save Settings

☐ No Sharing  
☐ All Users  
☐ All District Admins  
☒ Custom

All Questions
   
 ar
   
 lary

Varela, Suzi Mylene

Add

5. Select **Share All Questions** to share all of your questions, or select the specific question groups to share.

Items | **Sharing Options** | Search

Items | Tests | Drafts | Save Settings

☐ No Sharing  
☐ All Users  
☐ All District Admins  
☒ Custom

☐ Share All Questions
   
☒ Grammar
   
☐ Vocabulary

Groups

Add New

6. To add an additional user to share with, click **Add New** and repeat steps 4 and 5.

7. Click **Save Settings** when finished.

Items | **Sharing Options** | Search

Items | Tests | Drafts | **Save Settings**

☐ No Sharing  
☐ All Users  
☐ All District Admins  
☒ Custom

✖

▼

☐ Share All Questions  
☒ Grammar  
☐ Vocabulary

Groups

Add New

## Searching for Questions

You can search for questions by subject area, grade level, strand, cluster, standard, question ID, or user.

1. On the left side of the screen, click the **Search** tab.

Items | Sharing Options | **Search**

Subject Area

Grade Level

Strand

Cluster

Standard

Question ID

User

Search

2. Enter search criteria in the **Subject Area**, **Grade Level**, **Strand**, **Cluster**, **Standard**, **Question ID**, and/or **User** fields.

3. Click **Search**.

Items

Sharing Options

Search

Subject Area

Grade Level

Strand

Cluster

Standard

Question ID

User

The pop-up window displays any questions that match the search criteria.

4. Click **Edit** next to the desired question.

Filter: OFF

	Name	Type	Passage	Subject Area	Grade Level	Strand	Cluster	Standard	User
<input type="button" value="Edit"/>	Abstract Noun MMC	SMMC		Language Arts Florida Standards	Grades: 9-10	Language Standards	Conventions of Standard English	LAFS.910.L.1.1	Ashley Weiss
<input type="button" value="Edit"/>	Concrete Noun MC	MC		Language Arts Florida Standards	Grades: 9-10	Language Standards	Conventions of Standard English	LAFS.910.L.1.1	Ashley Weiss

The question is displayed for viewing and editing.

Items

Sharing Options

Search

Subject Area

Grade Level

Strand

Cluster

Standard

Question ID

User

Question Text:

Which of the following are abstract nouns?

Question Type:

Select Multi Multiple Choice ▼

Answer Count:

4 ▼

1. Correct Answer: Is Correct: ☒

peace

2. Incorrect Answer: Is Correct: ☐

chair

3. Correct Answer: Is Correct: ☒

love

4. Incorrect Answer: Is Correct: ☐

Antarctica

Options

Question Options:

Name: Abstract Noun MMC

Cognitive Complex: 1 ▼

Link to passage: ▼

Question Group: Grammar ▼

Delete Question

Save Question