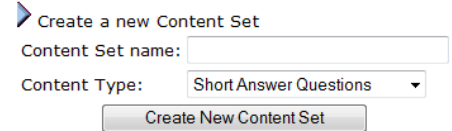



CREATING PCS – SPECIFY TYPE

1. From Teacher Center, click **Personal Content Sets**.
2. Scroll to the bottom and type in a **Content Set name** in the box.
3. Click on the drop down arrow to select **Content Type**.
 - Short Answer Questions
 - Vocabulary for Flash Cards
 - Constructed Response
 - Documents
4. Click **Create New Content Set**.
5. Select Add a Question, Add a Vocabulary, or Add a Document depending on the type selected.



SHORT ANSWER

Multiple Choice or True/False

1. Type the question – do not number the question.
2. Use Enter key at least once after the question.
3. Click the **Insert/Remove Numbered List** button. Do not type your own numbers. 
4. Type answer choices using Enter after each choice except the last choice.
5. At top, click the Answer tab, click circle next to **Multiple Choice**. Select the correct Answer choice and the Number of choices.
6. At top, you may click on the Hint and Reason tabs. These are **OPTIONAL** and not required.
7. Click the Info tab and add a standard if desired. From here, click on **Save**.

Fill-in the Blank

1. Type the question – do not number the question.
2. Use ~1~ where you want the answer box to appear to the student.
 - a. **Example:** The ~1~ river is found on the northern most border of New York State.
 - b. **NOTE:** The ~ symbol (tilde) is found just above the tab key.
3. At top, click on the Answer tab. Select the circle next to **Fill-in**.
4. Type in the **Answer** (the student's answer will need to match this exactly – not case sensitive).
5. Change the **Answer Box Width** to be larger than the original answer.
6. Leave Answer Box Font Size to 3 unless you need a larger size than a typical 10-12 point font.
7. At top, you may click on the Hint and Reason tabs. These are **OPTIONAL** and not required.
8. Click the Info tab and add a standard if desired. From here, click on **Save**.

VOCABULARY FLASH CARDS

1. In the Vocabulary Name box replace **new vocabulary** with a word you want to use.
2. In the definition section type in the definition of the vocabulary word.
3. At the bottom, click on **Save**.

CONSTRUCTED RESPONSE

1. Type the question – do not number the question.
2. At top, click on the Answer tab, type in the model answers students can view when using Open mode.
3. At top, click on the Options tab and select appropriate choices.
 - a. **Number of lines for the answer** allowed for students to type out their answer.
 - b. **Maximum points** to be used when scoring.
 - c. **Answer Type** depends on if the student will write out their answer (Standard) or use pre-typed text to make corrections (Edit Paragraph).
4. Click on **Save**.

ADDING AN IMAGE TO A PCS QUESTION, HINT or ANSWER



1. Within the question editor window click where you want the image to be inserted.
2. Click on the Image icon found on the toolbar then Click **Browse Server** in the upper right corner.
3. Click [Your Images](#) in upper left corner.
4. Scroll to the bottom left and click on **Choose a File** next to File1, File2, etc. to upload - these must be previously saved png, gif or jpg images no larger than 1mb.
5. Once files are selected, click on **Upload Image Files**.
6. Scroll up to see the image(s) you have uploaded. To select, click on the blue link next to the image then **OK** at the bottom of the Image Properties window.
7. Click on the image. It will have square handles on all sides - grab the square handles and drag to size. If the image does not have the sizing handles, right click, image properties and change the Width. The Height will automatically adjust.

ADDING DOCUMENTS TO ASSIGNMENTS & QUESTIONS

Text, Web Link, Diagram/Chart, PDF, PowerPoint, MP3

1. Select type of document by clicking on the circle next to the choice and then click on Add.
2. Fill in information requested and click on **Save**.
3. To add these documents to an assignment, within the assignment editor window, select **Attach Document**. Multiple documents can be added to any assignment. You can also select what questions go with what document.

ADDING PCS QUESTIONS TO AN ASSIGNMENT

1. From Teacher Center, click **Assignments**.
2. Create new or edit and select Add More Questions. At top select **Personal Content Sets**.
3. Click on the **Personal Content Sets** tab at the top.
4. Click on the blue + next to the content set you want to use then click the check boxes next to each desired question. When finished selecting, click **Done**.