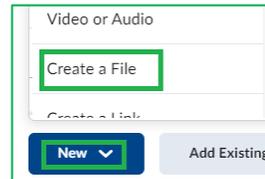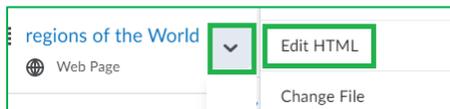The Creator+ Insert Practice tool enables you to create formative and interactive learning activities to let learners test their comprehension and get immediate feedback on their understanding of a topic outside of a formal assessment. You can access this tool when:

- Creating a new file in the Content page
- Opening an existing content file in Edit HTML mode

In the HTML editor toolbar click on *Other Insert Options* and find the *Insert Practice* option.

This will list different types of practice to choose from.

Each practice has its own workflow to complete the required information, and a preview accompanies the build so that course creators can observe how learners will experience the created practice. Practice scores are not saved or tracked; they are only intended to provide the learner with immediate feedback.
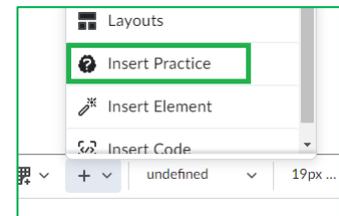
Click on a practice type in the list below to see the instructions on how to insert them in a content page.

Drop-down Fill in the Blanks

Fill in the Blanks

Multi-Select

Multiple Choice

Sorting

Sequencing

True or False

Edit an inserted practice

Disclaimer: Major parts of this document is adapted from the D2L Brightspace Community resources on Using the Creator+ Features of Brightspace Editor to suit the needs of BVC instructors.
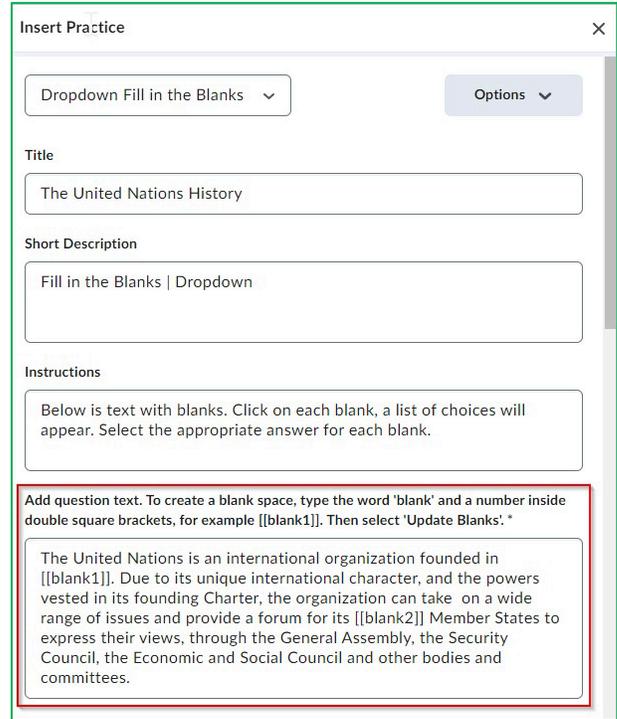
Drop-down Fill in the Blanks

- From the practice list, click **Dropdown Fill in the Blanks**.
- Add a **Title**, **Short Description**, and **Instructions**. (Learners will not see the **Short Description.)**
- Add your **Question Text**. To create a blank space, type the word 'blank' and a number inside double square brackets, for example, [[blank1]].

- Click *Update Blanks*.
- Add the *Correct Answer* and at least one *Incorrect Answer* for each blank space. Use *Add Incorrect Answer* to add additional incorrect answers. To delete an answer, click the trashcan icon.
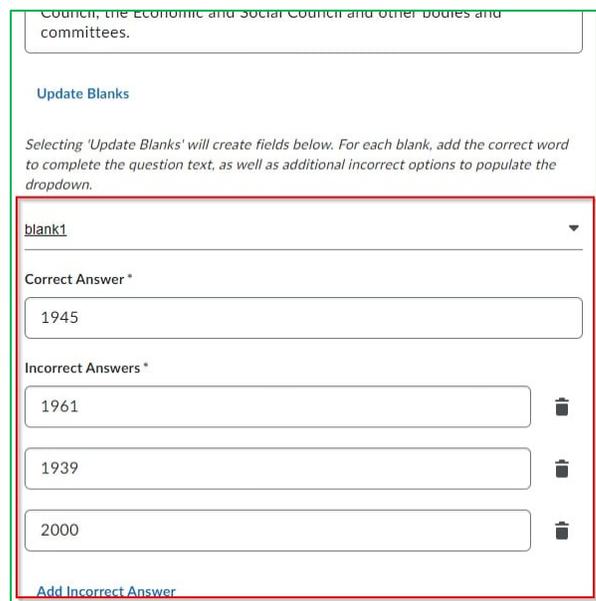
- In the *How will this practice be scored?* field, choose one of the following options:
  - o All or Nothing (default)
  - o Correct Selections

A preview of the practice appears to the right of the interface.

- Click the Check Answers button to test the setup of correct and incorrect answers.
- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice. Then click the *X* button to close the practice interface.

Fill in the Blanks

- From the practice list, click *Fill in the Blanks.*
- Add a *Title, Short Description,* and *Instructions.*
  (Learners will not see the *Short Description*.)
- Add your *Question Text*. To create a blank space, type the word 'option' and a number inside double square brackets, for example [[option1]].
- Click *Update Blanks.*
- Add the *Correct Answer* for each blank space.

- In the *How will this practice be scored?* field, choose one of the following options:
  o All or Nothing (default)
  o Correct Inputs

A preview of the practice appears to the right of the interface.

- Click the *Check Answers* button to test the setup of correct answer.
- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice.
- Click the *X* button to close the Practice interface.

Multi-Select

- From the practice list, select *Multi-Select* option.
- Add a *Title, Short Description*, and *Instructions*. (Learners will not see the *Short Description* field)
- Add your *Question Text*. To add an image to your question, click *Add Image* and follow the prompts.
- Enter answers.
    - Click the *Add Answer* link to add more answers.
    - To delete an answer, click the trashcan icon.
    - If needed, add an image to your answer by clicking *Add Image* and following the prompts.
- Select all correct answers.

- To randomize the answer order, select *Randomize answer order*.
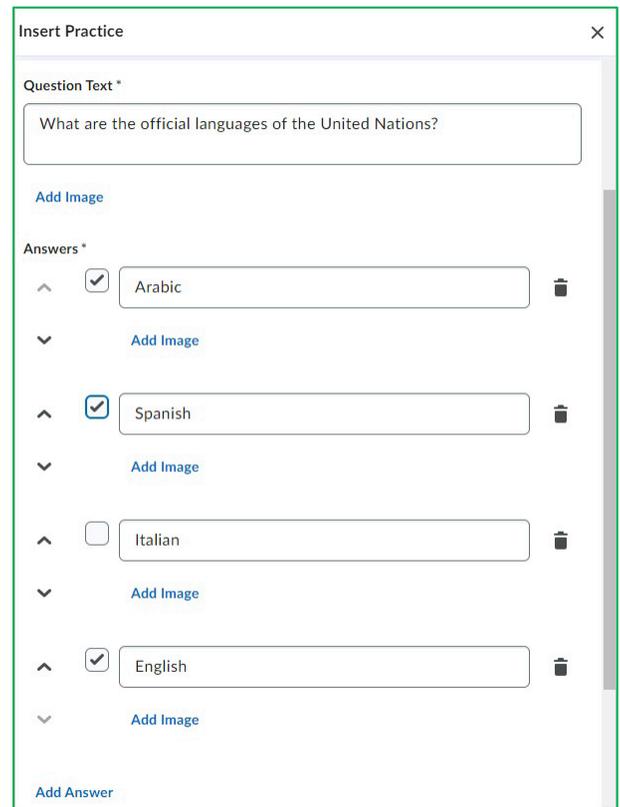- In the field *How will this practice be scored?*, choose one of the following options:
    - All or Nothing (default)
    - Right Minus Wrong Selection

A preview of the practice appears to the right of the interface. *Check Answers* button allows you to test the setup of correct/incorrect answers.

- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the *X* button to close the Practice interface.

Multiple Choice

- From the list of practices, select *Multiple Choice*.
- Add a *Title, Short Description*, and *Instructions*.
- (learners will not see the *Short Description* field)
- Add your *Question Text*. To add an image to your question, click *Add Image* and follow the prompts.
- Enter *Answers*.
    - Click the Add Answer link to add additional answers.
    - To delete an answer, click the Trashcan icon.
    - To add an image to your answer, click Add Image and follow the prompts
- Select the correct answer.
  Note: You can select only one correct answer for each question.
- To randomize the answer order, select *Randomize answer order*.
- In the field *How will this practice be scored?*, choose one of the following options:
    - All or Nothing (default)
    - Right Minus Wrong Selection

A preview of the practice appears to the right of the interface. *Check Answers* button allows you to test the setup of correct/incorrect answers.
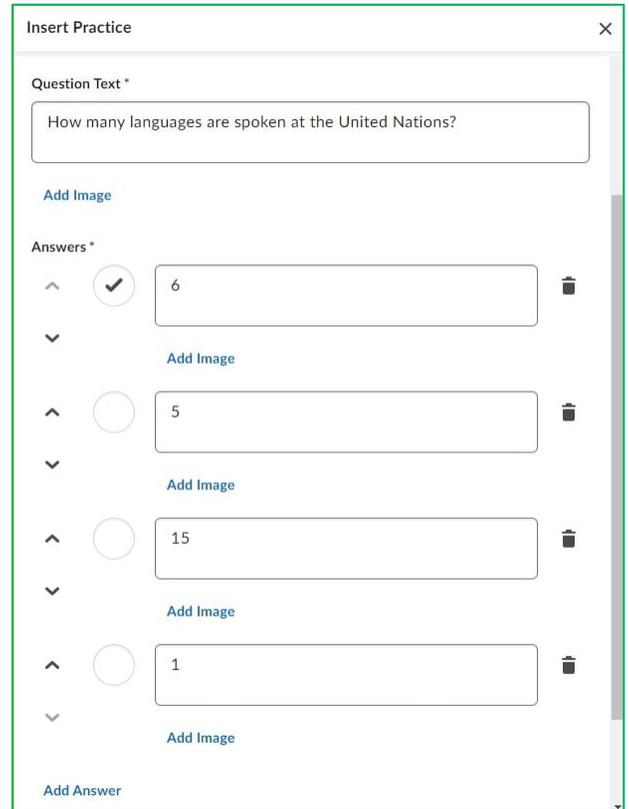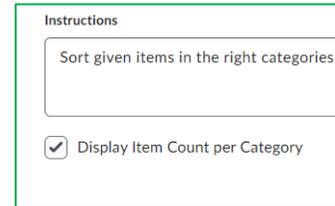
- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the *X* button to close the Practice interface.

Sorting

- From the list of practices, select *Sorting*.
- Add a *Title, Short Description*, and *Instructions*.
- (Learners will not see the *Short Description* field)
- To indicate the total number of items in each category, click the *Display Item Count per Category* check box.
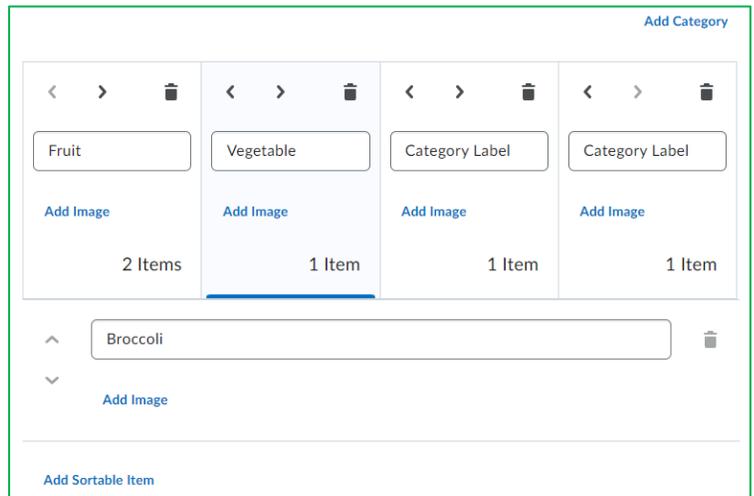
- For each category, add a *Category Label*. Additionally, you have the following options:
  - o There are four categories by default.
  - o Use the arrow buttons to re-arrange the order of categories.
  - o To delete a category, click the trashcan icon.
  - o To add an image to a category, click *Add Image* and follow the prompts.
- To add sortable items to a category, click the Category box and then enter the name of the item. Additionally, you have the following options:
  - o Each category has one sortable item by default.
  - o To delete a sortable item, click the Trashcan icon.
  - o To add additional sortable items to the category, click *Add Sortable Item*.
  - o To add an image to a sortable item, click *Add Image* and follow the prompts.

A preview of the practice appears to the right of the interface. *Check Answers* button allows you to test the setup of correct/incorrect answers.

- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the *X* button to close the Practice interface.
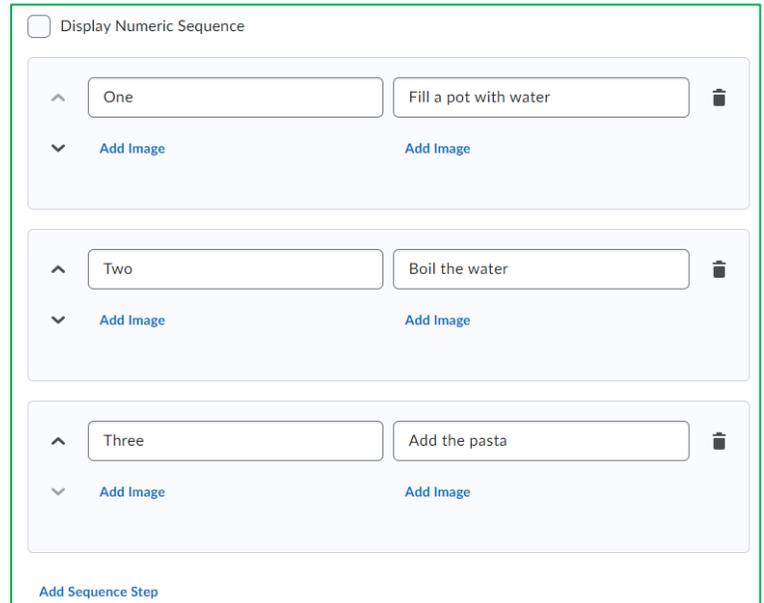
Sequencing

- From the list of practices, select *Sequencing*.
- Add a *Title, Short Description*, and *Instructions*.
- (Learners will not see the *Short Description* field)
- To have the sequence numbered, click the *Display Numeric Sequence* check box. **Note**: If you are using numbers as sequence steps, uncheck the Display Numeric Sequence box to avoid redundancy.
- Add a *Sequence Step* and *Sequenceable Item* for each Sequence Step. Additionally, you have the following options:
  - o There are four *Sequence Steps* by default.
  - o To delete a sequence step, click the trashcan icon.
  - o To add additional sequence steps, click *Add Sequence Step*.
  - o To add an image to a sequence step or sequenceable item, click *Add Image* and follow prompts.

A preview of the practice appears to the right of the interface. *Check Answers* button allows you to test the setup of correct/incorrect answers.

- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the *X* button to close the Practice interface.

True or False

- From the list of practices, select *True or False*.
- Add a *Title, Short Description*, and *Instructions*.
- (Learners will not see the *Short Description* field)
- In the *Question Text* field, add your statement.
- Under *Answers* select whether the statement is true or false.

A preview of the practice appears to the right of the interface. *Check Answers* button allows you to test the setup of correct/incorrect answers.
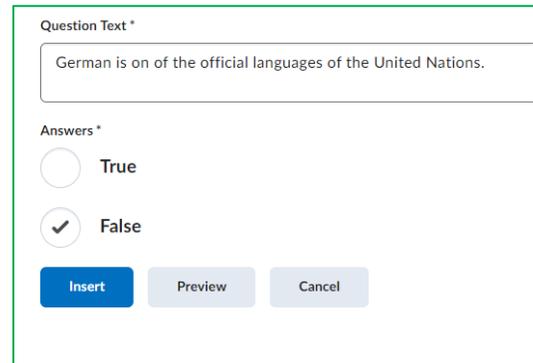

- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the *X* button to close the Practice interface.

Edit an inserted practice

You need to be in the Edit HTML interface of a content page to edit an inserted practice.

- In the HTML editor, select the practice you want to edit. A popup toolbar will appear.
- Click the pencil icon to open the editing interface.

You can also move the practice object up or down to change the order or delete it from this panel.