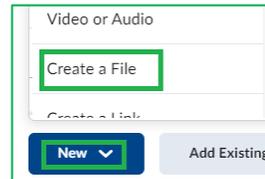
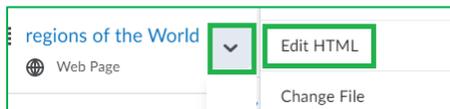


The Creator+ Insert Practice tool enables you to create formative and interactive learning activities to let learners test their comprehension and get immediate feedback on their understanding of a topic outside of a formal assessment. You can access this tool when:

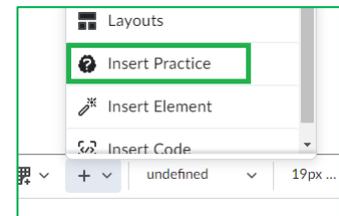
- Creating a new file in the Content page
- Opening an existing content file in Edit HTML mode



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

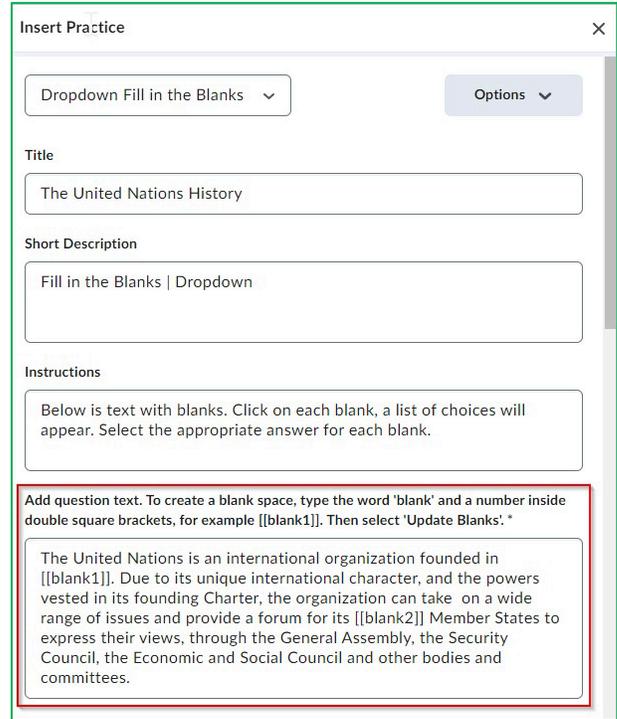
- From the practice list, click **Dropdown Fill in the Blanks**.
- Add a **Title**, **Short Description**, and **Instructions**. (Learners will not see the **Short Description**.)
- Add your **Question Text**. To create a blank space, type the word 'blank' and a number inside double square brackets,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

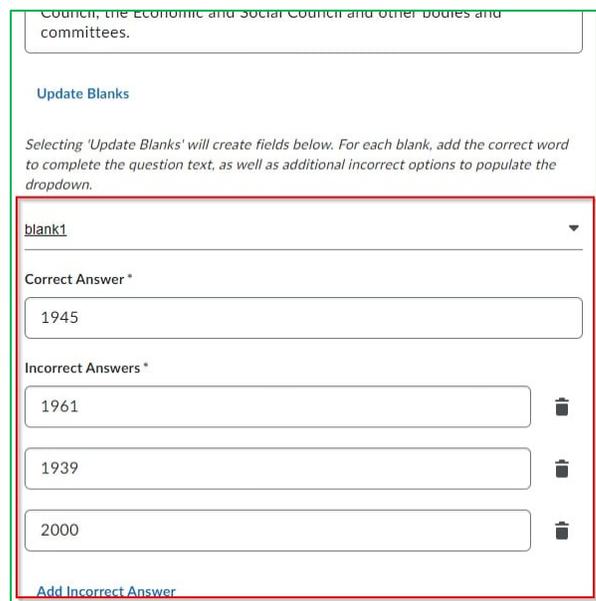
- In the *How will this practice be scored?* field, choose one of the following options:
 - o All or Nothing (default)
 - o Correct Selections

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.



The screenshot shows the 'Insert Practice' dialog box. At the top, there is a dropdown menu set to 'Dropdown Fill in the Blanks' and an 'Options' dropdown. Below this are three text input fields: 'Title' (containing 'The United Nations History'), 'Short Description' (containing 'Fill in the Blanks | Dropdown'), and 'Instructions' (containing 'Below is text with blanks. Click on each blank, a list of choices will appear. Select the appropriate answer for each blank.'). A red-bordered box highlights a section of text below the instructions, which reads: 'Add question text. To create a blank space, type the word 'blank' and a number inside double square brackets, for example [[blank1]]. Then select 'Update Blanks':'. Below this is a text area containing the question text: 'The United Nations is an international organization founded in [[blank1]]. Due to its unique international character, and the powers vested in its founding Charter, the organization can take on a wide range of issues and provide a forum for its [[blank2]] Member States to express their views, through the General Assembly, the Security Council, the Economic and Social Council and other bodies and committees.'



The screenshot shows the 'Update Blanks' configuration screen. It features a blue 'Update Blanks' button. Below the button is a note: 'Selecting 'Update Blanks' will create fields below. For each blank, add the correct word to complete the question text, as well as additional incorrect options to populate the dropdown.' A red-bordered box highlights the configuration for 'blank1', which includes a dropdown menu showing 'blank1', a 'Correct Answer *' field containing '1945', and an 'Incorrect Answers *' section with three input fields containing '1961', '1939', and '2000'. Each incorrect answer field has a trashcan icon to its right. At the bottom of the red box is a blue link that says 'Add Incorrect Answer'.

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.

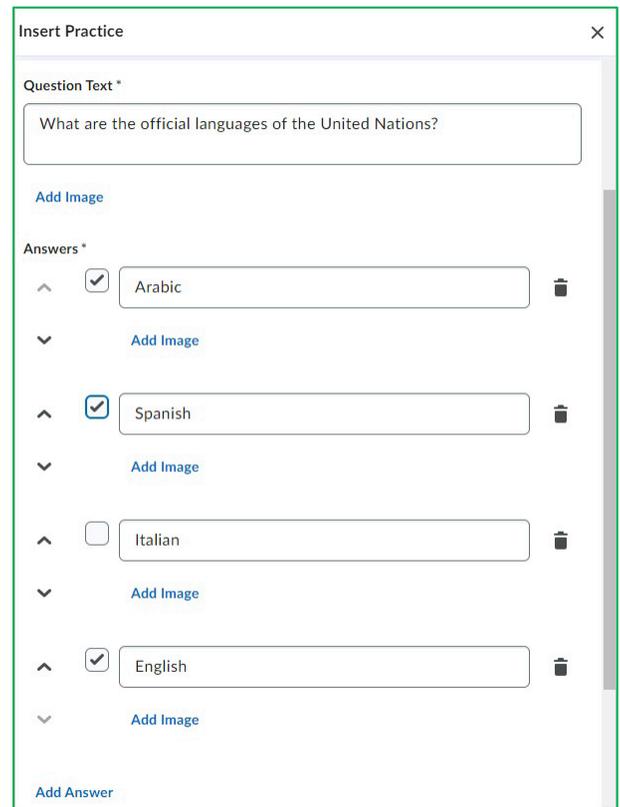
- In the *How will this practice be scored?* field, choose one of the following options:
 - All or Nothing (default)
 - Correct Inputs

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.
 - o Click the *Add Answer* link to add more answers.
 - o To delete an answer, click the trashcan icon.
 - o 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:
 - o All or Nothing (default)
 - o Right Minus Wrong Selection



The screenshot shows the 'Insert Practice' dialog box. At the top, there is a close button (X). Below it is the 'Question Text *' field containing the text 'What are the official languages of the United Nations?'. Underneath is an 'Add Image' link. The 'Answers *' section contains four answer entries, each with a checkbox, a text input field, and a trashcan icon. The first entry is 'Arabic' with a checked checkbox. The second is 'Spanish' with a checked checkbox. The third is 'Italian' with an unchecked checkbox. The fourth is 'English' with a checked checkbox. Each entry has an 'Add Image' link below it. At the bottom of the dialog is an 'Add Answer' link.

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.

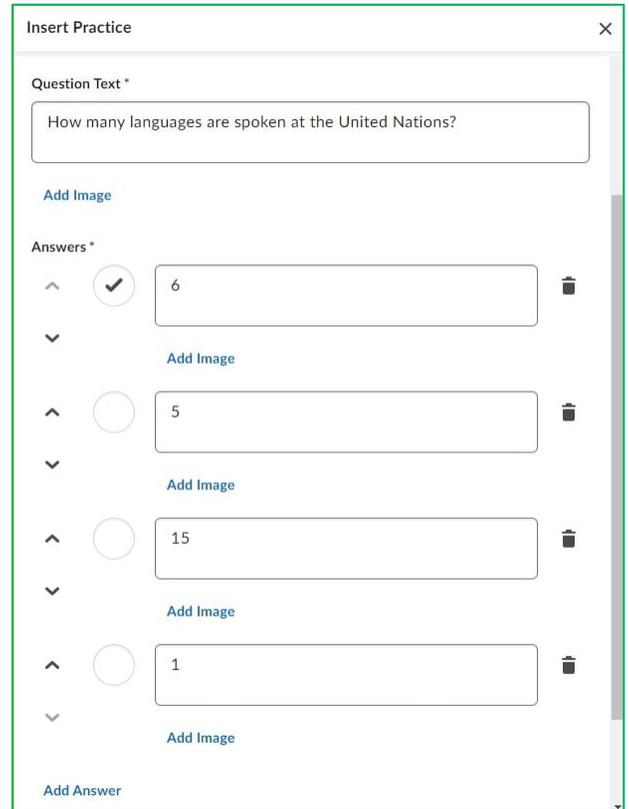
- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the X button to close the Practice interface.

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*.
 - o Click the *Add Answer* link to add additional answers.
 - o To delete an answer, click the *Trashcan* icon.
 - o 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:
 - o All or Nothing (default)
 - o 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.

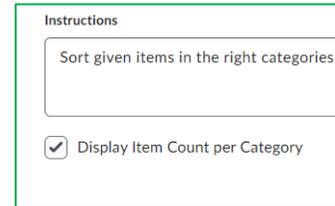
- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the *X* button to close the Practice interface.



The screenshot shows the 'Insert Practice' dialog box. At the top, there is a 'Question Text' field containing the text 'How many languages are spoken at the United Nations?'. Below this is an 'Add Image' button. The 'Answers' section contains four answer entries, each with a radio button, a text input field, and a trash icon. The first entry has the value '6' and a checked radio button. The other three entries have values '5', '15', and '1' with unchecked radio buttons. Each answer entry has an 'Add Image' button below it. At the bottom of the dialog is an 'Add Answer' button.

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.



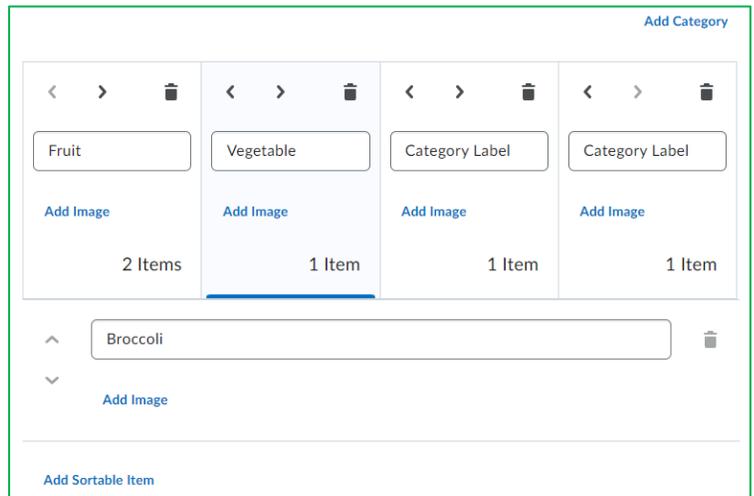
Instructions

Sort given items in the right categories.

Display Item Count per Category

- 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.



Add Category

< > 🗑️	< > 🗑️	< > 🗑️	< > 🗑️
Fruit	Vegetable	Category Label	Category Label
Add Image	Add Image	Add Image	Add Image
2 Items	1 Item	1 Item	1 Item

^ Broccoli 🗑️

∨ Add Image

Add Sortable Item

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

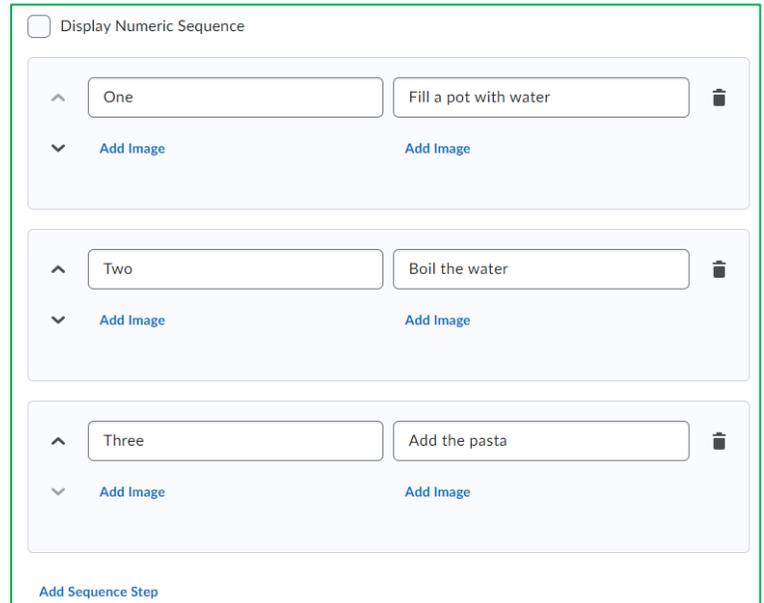
- From the list of practices, select *Sequencing*.
- Add a *Title*, *Short Description*, and *Instructions*.
- (Learners will not see the *Short Description* field)

- 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.



The screenshot shows a user interface for creating a sequence. At the top, there is a checkbox labeled "Display Numeric Sequence". Below it, there are three sequence steps, each with a numbered input field, a text input field for the instruction, and a trashcan icon for deletion. Each step also has an "Add Image" button. The steps are:

- Step 1: "One" with the instruction "Fill a pot with water".
- Step 2: "Two" with the instruction "Boil the water".
- Step 3: "Three" with the instruction "Add the pasta".

At the bottom of the interface, there is a button labeled "Add Sequence Step".

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.

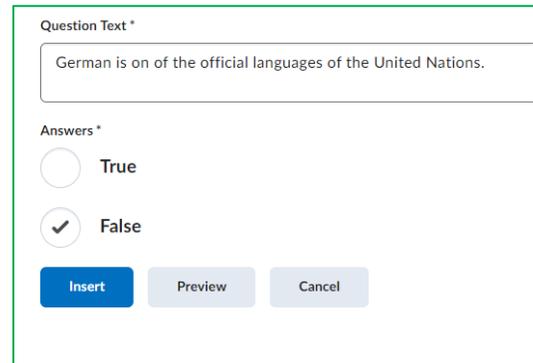
- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the *X* button to close the Practice interface.

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.

