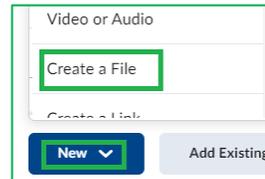
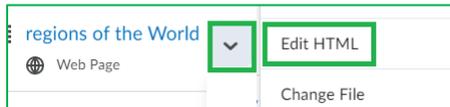


The Creator+ Insert Practice tool enables you to create formative and interactive learning activities to let learners test their comprehension and get immediate feedback on their understanding of a topic outside of a formal assessment. You can access this tool when:

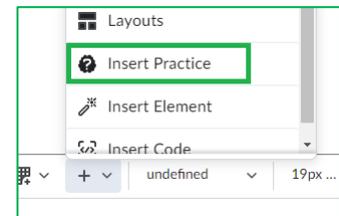
- Creating a new file in the Content page
- Opening an existing content file in Edit HTML mode



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

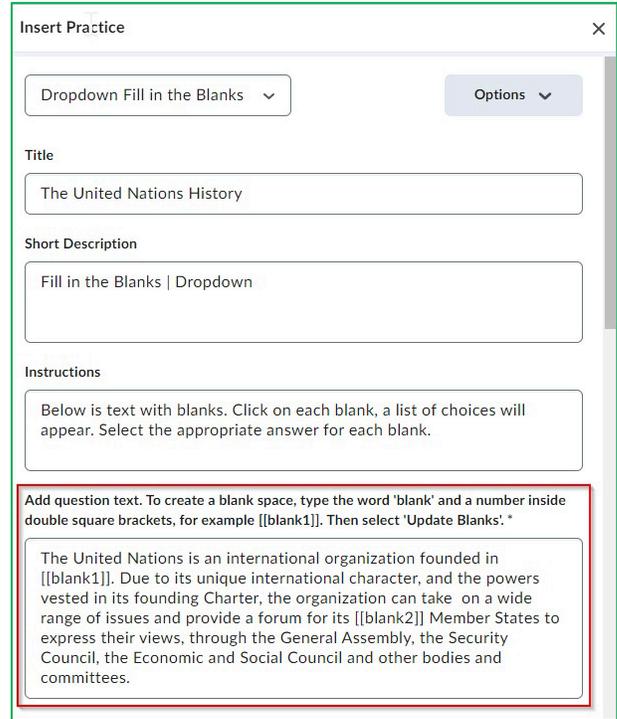
- From the practice list, click **Dropdown Fill in the Blanks**.
- Add a **Title**, **Short Description**, and **Instructions**. (Learners will not see the **Short Description**.)
- Add your **Question Text**. To create a blank space, type the word 'blank' and a number inside double square brackets,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

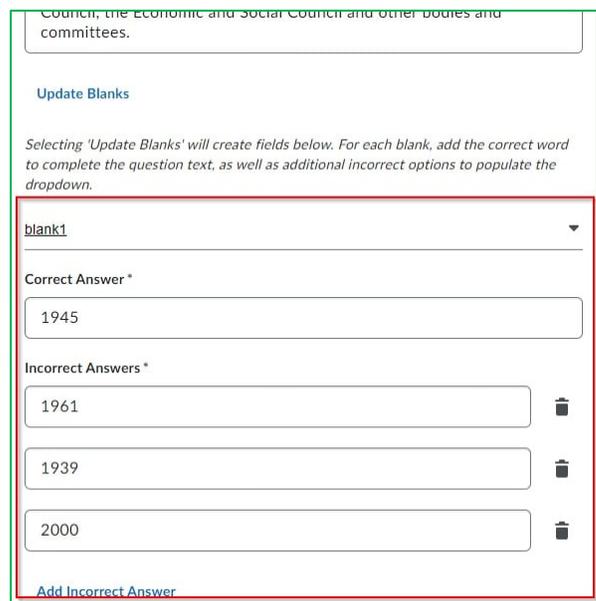
- In the *How will this practice be scored?* field, choose one of the following options:
  - o All or Nothing (default)
  - o Correct Selections

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: '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, another red-bordered box highlights 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' interface. It features a dropdown menu labeled 'blank1'. Below it is a 'Correct Answer \*' field containing '1945'. Underneath is an 'Incorrect Answers \*' section with three input fields containing '1961', '1939', and '2000', each with a trashcan icon to its right. At the bottom, there is a link that says 'Add Incorrect Answer'.

### Fill in the Blanks

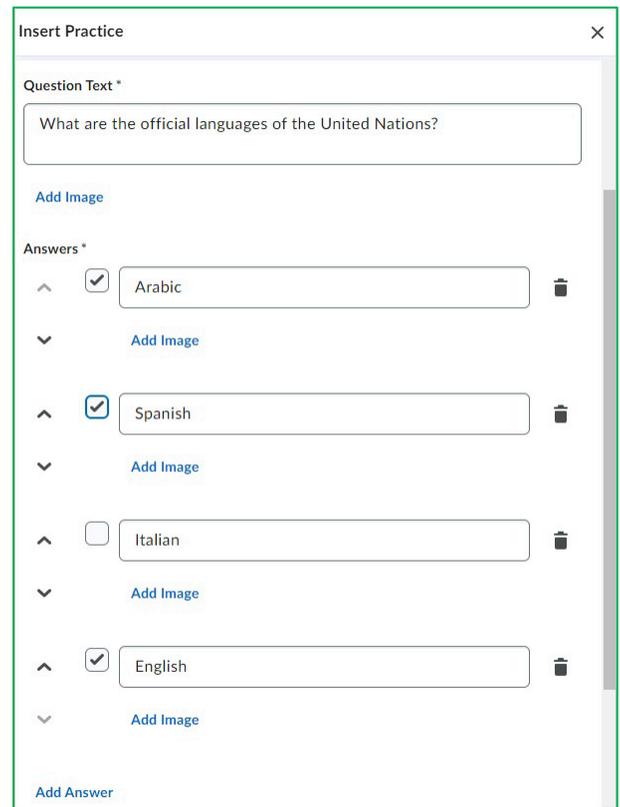
- From the practice list, click *Fill in the Blanks*.
- Add a *Title*, *Short Description*, and *Instructions*.  
(Learners will not see the *Short Description*.)
- Add your *Question Text*. To create a blank space, type the word 'option' and a number inside double square brackets, for example `[[option1]]`.
- 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, the 'Question Text' field contains the text: 'What are the official languages of the United Nations?'. Underneath the question text 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 entry is 'Spanish' with a checked checkbox. The third entry is 'Italian' with an unchecked checkbox. The fourth entry is 'English' with a checked checkbox. Below each answer entry is an 'Add Image' link. 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.

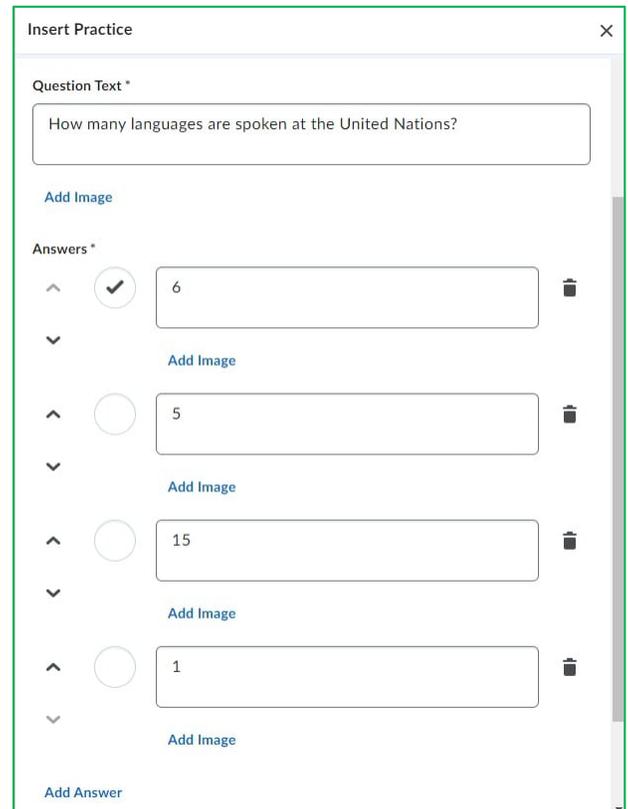
- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the X button to close the Practice interface.

### 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 rows, each with a radio button, a text input field, and a trash icon. The first row has the number '6' in the input field and a checkmark in the radio button. The other three rows have the numbers '5', '15', and '1' in their respective input fields. Each row also has an 'Add Image' button below the input field. 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

<div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt;</span> <span>&gt;</span> <span>🗑️</span> </div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin: 2px;">Fruit</div> <div style="text-align: center; font-size: x-small; color: blue; margin: 2px;">Add Image</div> <div style="text-align: center; font-weight: bold; margin-top: 5px;">2 Items</div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt;</span> <span>&gt;</span> <span>🗑️</span> </div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin: 2px;">Vegetable</div> <div style="text-align: center; font-size: x-small; color: blue; margin: 2px;">Add Image</div> <div style="text-align: center; font-weight: bold; margin-top: 5px;">1 Item</div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt;</span> <span>&gt;</span> <span>🗑️</span> </div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin: 2px;">Category Label</div> <div style="text-align: center; font-size: x-small; color: blue; margin: 2px;">Add Image</div> <div style="text-align: center; font-weight: bold; margin-top: 5px;">1 Item</div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt;</span> <span>&gt;</span> <span>🗑️</span> </div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin: 2px;">Category Label</div> <div style="text-align: center; font-size: x-small; color: blue; margin: 2px;">Add Image</div> <div style="text-align: center; font-weight: bold; margin-top: 5px;">1 Item</div>
--	---	--	--

^

🗑️

v
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

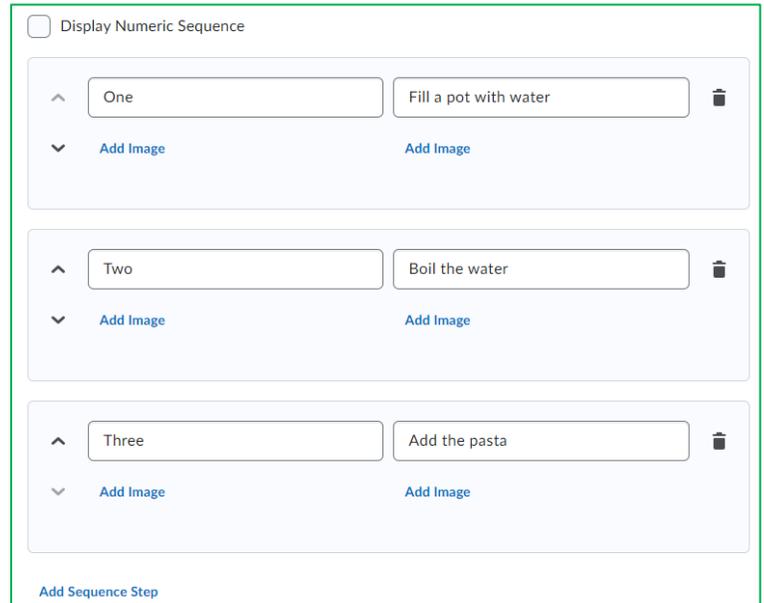
- From the list of practices, select *Sequencing*.
- Add a *Title*, *Short Description*, and *Instructions*.
- (Learners will not see the *Short Description* field)

- 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" which is currently unchecked. Below this, there are three sequence steps, each with a numbered input field and a text input field for the instruction. 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". Each step has an "Add Image" button below the instruction field and a trashcan icon to the right of the instruction field. 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.

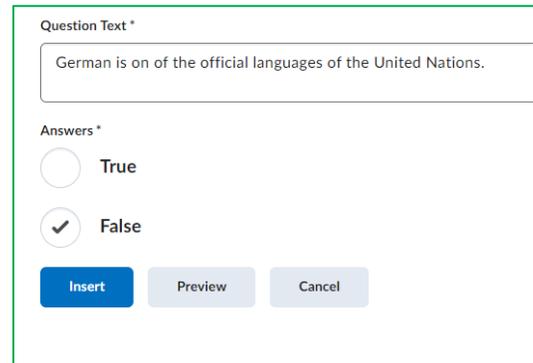
- To view the practice as a learner would see it, click *Preview*.
- Click *Insert* once you have completed the practice; then click the *X* button to close the Practice interface.

### 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.

