

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Creating List or Multiple Choice Q&A

Last Modified on 12/10/2019 9:24 am EST

Version 14.19

The List question type is used to create questions in a 'multiple choice' format. To enter answers for List questions:

1. Follow Steps 1-6 in [Creating a new survey](#).
2. Select **List** from the drop-down menu at the top of the Answer properties window. A large text field will appear in the window.
3. Click the **Add** button below the text field.
4. In the pop-up window, enter the text of the answer in the **Answer Text** field. To assign a score to the question, enter a number in the **Score** field.
5. Repeat for each answer in the list.
6. To edit any of the answers in the list, click to highlight the answer, then click the **Edit** button.
7. To allow survey respondents to check off multiple answers, rather than choose one answer from the list, click to check the box labeled **Multiple choices**.



Note: For lists that allow the respondent to select more than one answer, the associated scores for all selected items are summed to compute the total score.

8. If you entered scores for the questions, click to check the box labeled *List has scores*.
9. To allow survey respondents to write in an answer to the question, click to check the box labeled **Enable custom answer**.
10. When finished entering the set of answers, click the **OK** button on the right side of the form.

Version 14.10

The List question type is used to create questions in a 'multiple choice' format. To enter answers for List questions:

1. Follow Steps 1-6 in [Creating a new survey](#).
2. Select **List** from the drop-down menu at the top of the Answer properties window. A large text field will appear in the window.

3. Click the **Add** button below the text field.
4. In the pop-up window, enter the text of the answer in the **Answer Text** field. To assign a score to the question, enter a number in the **Score** field.
5. Repeat for each answer in the list.
6. To edit any of the answers in the list, click to highlight the answer, then click the **Edit** button.
7. To allow survey respondents to check off multiple answers, rather than choose one answer from the list, click to check the box labeled **Multiple choices**.

i For lists that allow the respondent to check more than one answer, the associated scores for ALL selected items are summed to compute the total score.

8. If you entered scores for the questions, click to check the box labeled *List has scores*.
 9. To allow survey respondents to write in an answer to the question, click to check the box labeled **Enable custom answer**.
 10. When finished entering the set of answers, click the **OK** button on the right side of the form.
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