How to Create a Fill-in-the-Blanks Quiz

The **Fill-in-the-blank** question is useful when you want your learners to finish an incomplete sentence by providing the answer in the blank space.

Watch this quick **video guide** to learn about creating a fill-in-the-blank quiz.
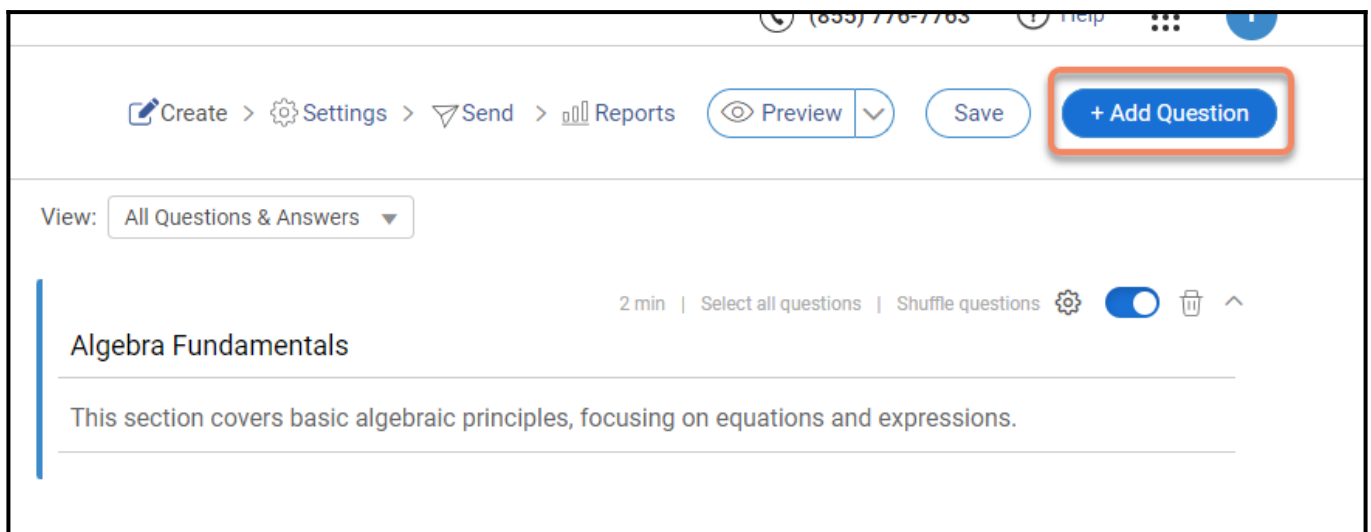
Or **continue reading** to learn it step-by-step.

Benefits of creating a fill-in-the-blank quiz:

- Test knowledge retention of quiz takers

- Useful for trainers, recruiters, & teachers to analyze quiz takers' recall ability

How to Add a Fill-in-the-Blanks Question in a Quiz

1. In the editor, go to **Add Question**.

2. Select **Fill-in-the-blanks** in the question panel. You'll see two options:

A. Fill in the Blanks (Text)**-** An incomplete statement that learners can complete by filling in the blank space.

B. Fill in the Blanks (Numeric Range)**-** A question seeking a numeric value between the upper and lower limit defined as a range by you.

When you choose Fill in the Blanks (Text)-

2.A.1: Select Fill in the Blanks (Text) and click **Add**.

Here's what the added question will look like in the editor.

2.A.2: Replace the **placeholder** with your **question** and click **Add Blank Space** to add boxes at the required places. You will see corresponding answer fields for every box you will add.

NOTE: *When you try to delete the default answer option(s), you will be prompted to leave at least one option and keep editing your question.*
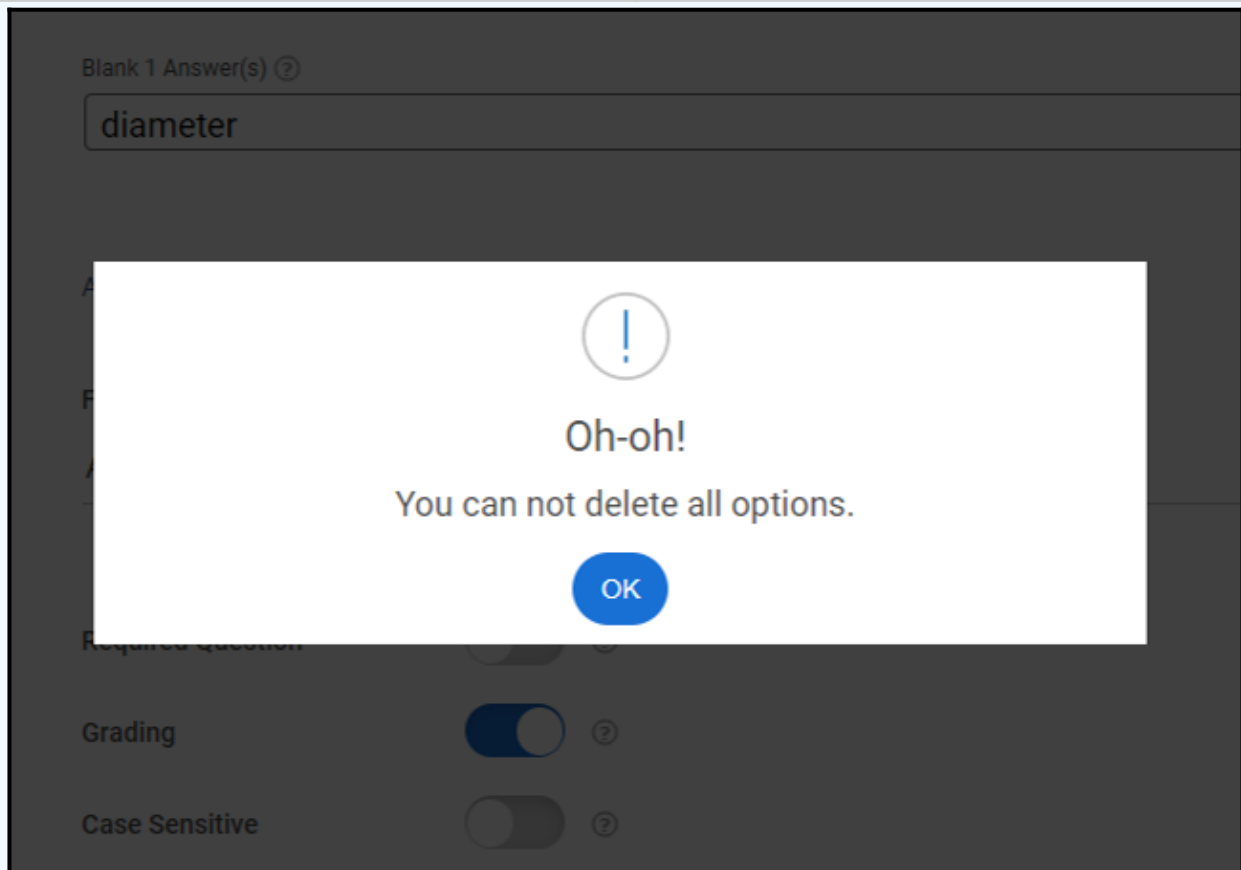
When you choose Fill in the Blanks (Numeric Range)-

2.B.1: Select Fill in the Blanks (Numeric Range) and click **Add**.

Here's what the question will look like in the editor:

2.B.2: Replace the **placeholder** with your **question** and click **Add Blank Space** to add boxes at the required places. You will see corresponding answer fields for every box you will add.

- Choose the type **Exact** if you want learners to provide the exact answer.

- Choose the type **Answer With Range** if you want to allow learners to enter a value within the upper and lower limit (both inclusive).

 3. Expand the advanced settings section to configure the following:

1. **Feedback:** Add a comment for the questions as a whole or provide separate feedback for both correct & incorrect options. The feedback will appear after the quiz taker's attempt. Learn more.

2. Required Question: Make the question mandatory using this option.

3. Grading: Include the question into your grading system using this option. Learn more.

4. Case Sensitive: Depending on how the question was created, you can make the response to be case-sensitive (by default, it is set to ignore case). *(Only available for Fill in the Blanks (Text) style)*

5. Symbols: Use this option to add symbols to answer options. *(Only available for Fill in the Blanks (Text) style)*

6. Media: Add an image to your question by enabling it. Learn more.

7. Delete: Remove the question from your quiz.

Once you have configured your question and its settings, you can preview it. Go to **Preview > Question Preview**.
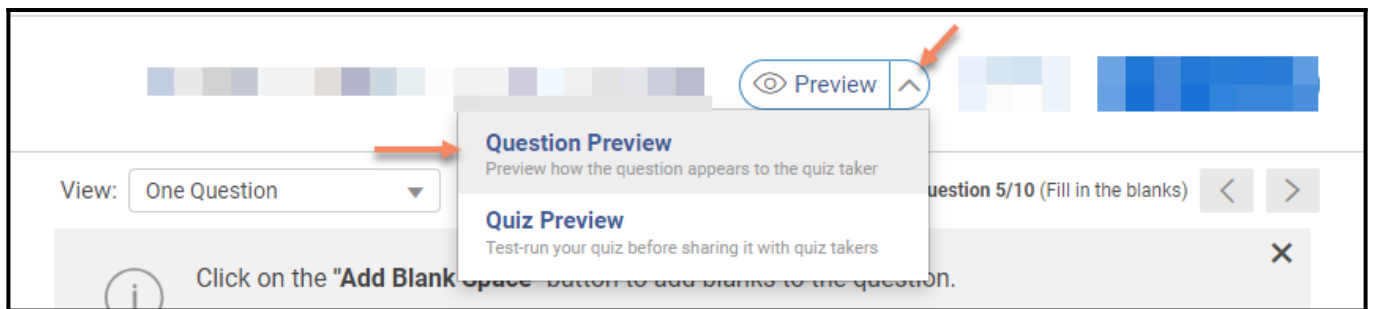
Here's what the preview will look like:

A. Fill in the Blanks (Text) with Symbols option enabled
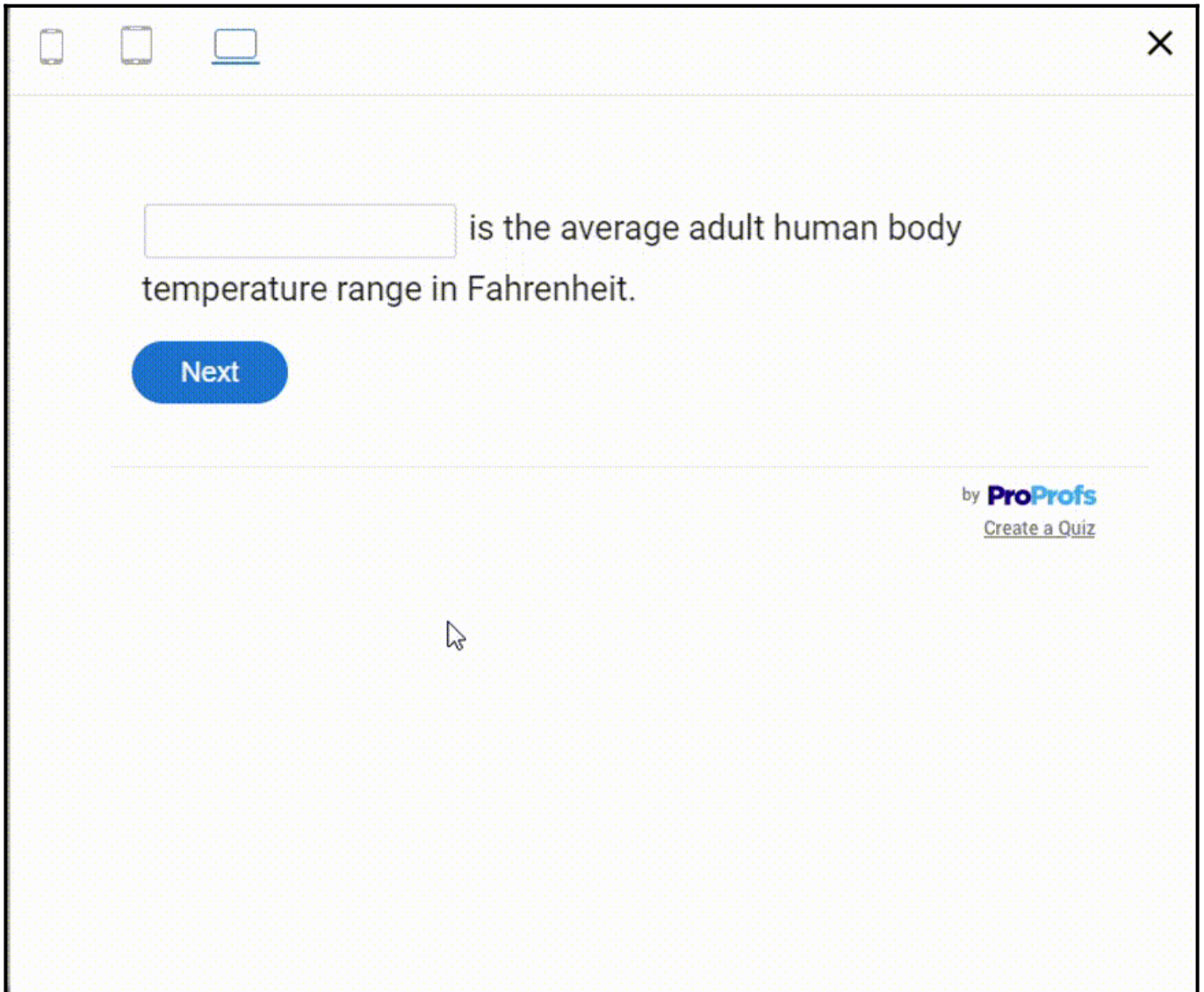
B. Fill in the Blanks (Numeric Range)

And that's it! If you encounter any issues or have any questions, don't hesitate to reach out to our *support team.*

Related Articles:

- How to Create a Cloze Test

- How to Create a True or False Quiz

- How to Create a Comprehension Test