Adding Questions to the MonQcle

1. **SIGN INTO THE MONQCLE AT MONQCLE.COM**
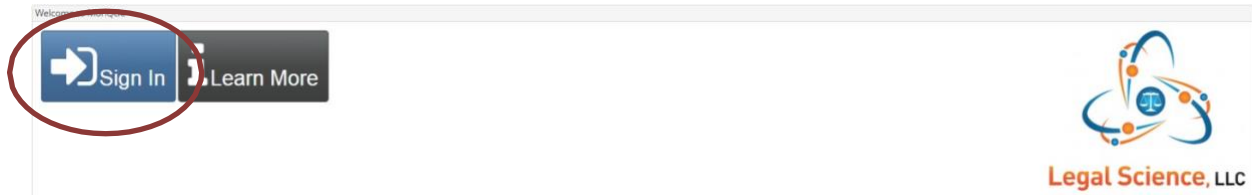
2. **SELECT YOUR DATASET FROM THE LIST**

3. **CLICK "ADD QUESTION" ON THE LEFT SIDE OF YOUR DATASET HOMEPAGE**
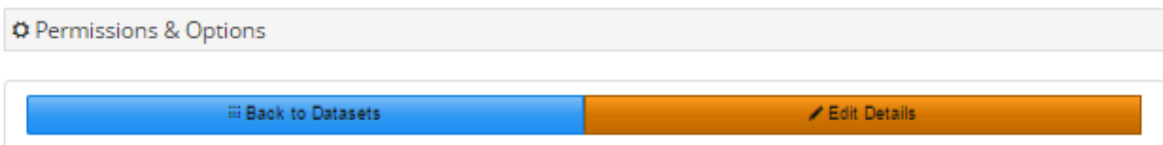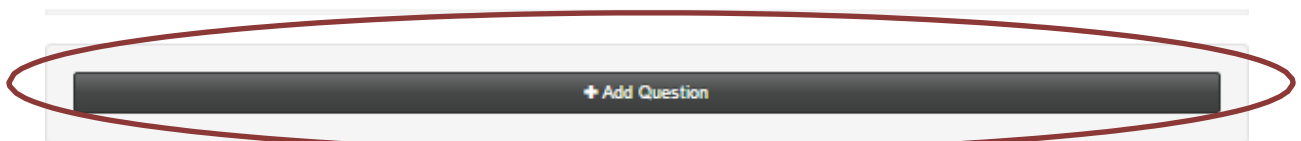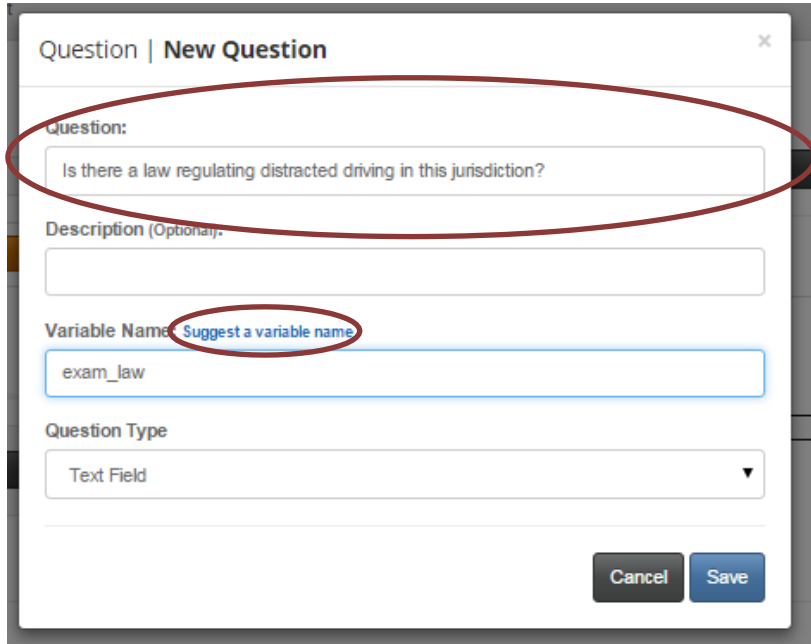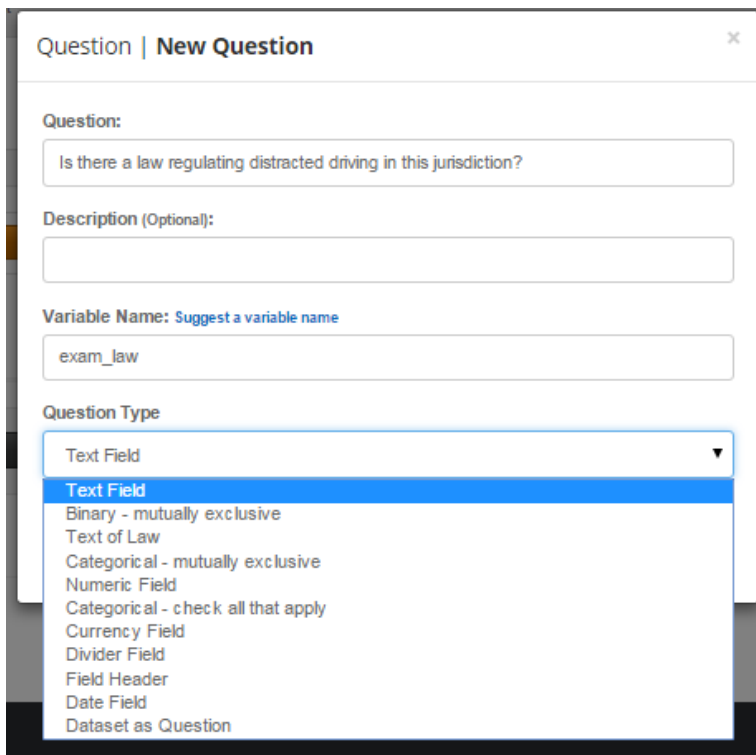
4. TYPE IN YOUR QUESTION, AND CLICK "SUGGEST A VARIABLE NAME"

5. SELECT YOUR QUESTION TYPE
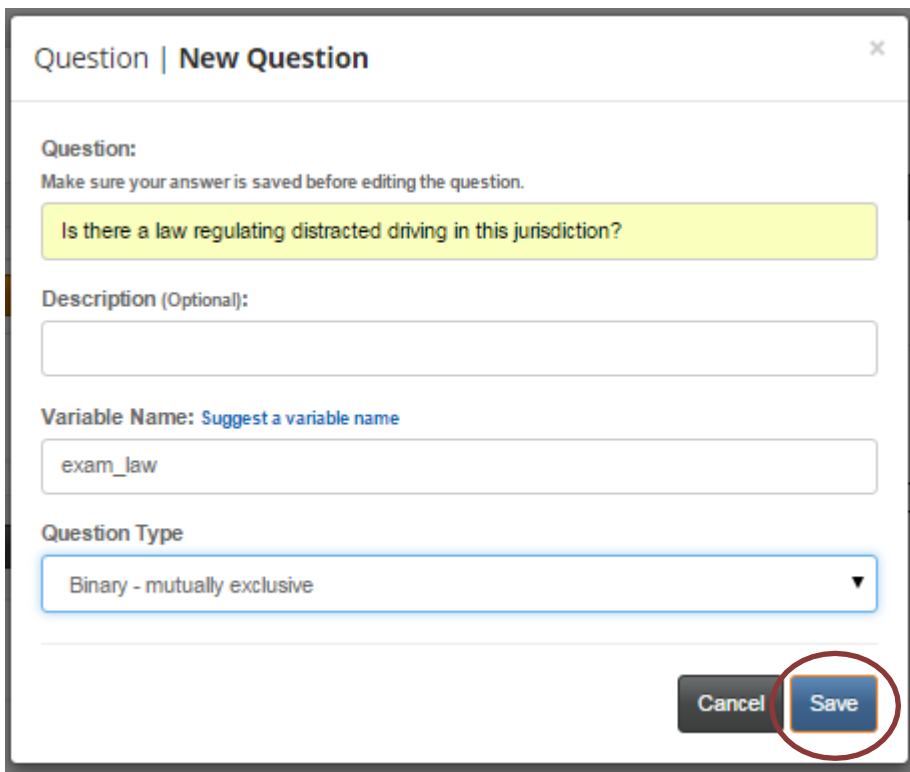
- **Text field** allows text entry for the response
- **Binary-mutually exclusive** is for a yes or no question
- **Categorical-mutually exclusive** is for a question with two or more answer choices, where you would only select one of the answers
    - **Example:** What is the penalty?
        - $100, $200, or $300
- **Categorical-check all that apply** is for a question with two or more answer choices, where you would be able to select multiple answers
    - **Example:** What behaviors are prohibited while driving?
        - Calling, Texting or Watching TV

6. PRESS "SAVE"

Question | **New Question**   ✕

Question:
Make sure your answer is saved before editing the question.

Is there a law regulating distracted driving in this jurisdiction?

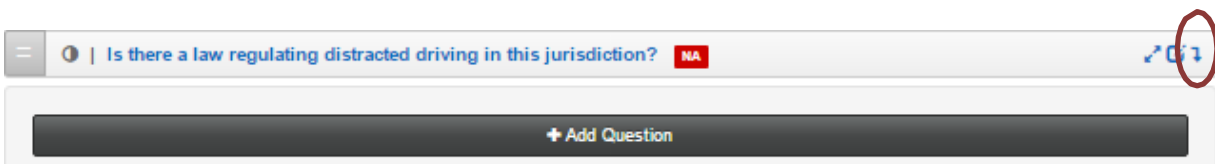Description (Optional):

Variable Name: Suggest a variable name

exam_law

Question Type

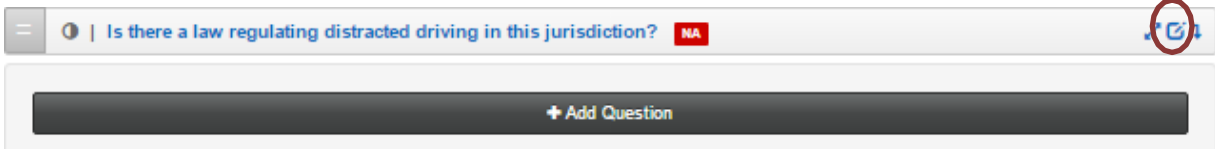Binary - mutually exclusive ▾

Cancel   Save

7. TO ADD A CHILD QUESTIONS, OR SUB QUESTION, PRESS THE ARROW ON THE RIGHT SIDE OF THE QUESTION YOU JUST CREATED

☰ ◐ | Is there a law regulating distracted driving in this jurisdiction? **NA**

➕ Add Question

8. **TO EDIT A QUESTION, CLICK ON THE SQUARE ON THE RIGHT SIDE OF YOUR QUESTION**

9. **A PARENT QUESTION CAN BE TURNED INTO A CHILD QUESTION BY CLICKING AND DRAGGING THE BOX ON THE LEFT SIDE OF THE QUESTION TO THE INDENT YOU WANT**