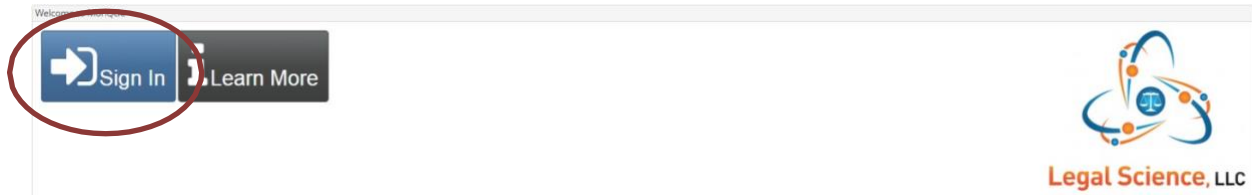


# Adding Questions to the MonQcle

## 1. SIGN INTO THE MONQCLE AT [MONQCLE.COM](https://monqcle.com)



## 2. SELECT YOUR DATASET FROM THE LIST

### Dataset list

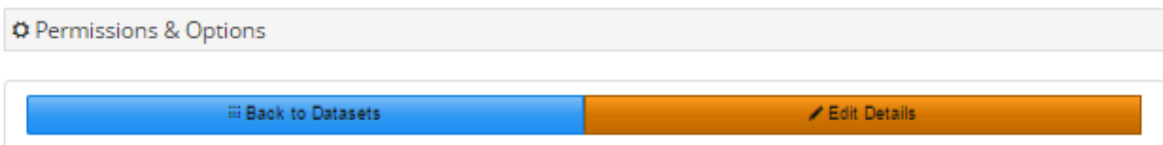
Modified	Title	Author	Actions
08/31/15 07:08 AM	Service Dog Restrictions	@Lizzy Platt	<a href="#">Show</a>
10/01/15 09:10 AM	Registered Nurse Scope of Practice	@Neilheim	<a href="#">Show</a> <a href="#">Edit</a>
10/01/15 09:10 AM	Nurse Practitioner Scope of Practice	@Neilheim	<a href="#">Show</a> <a href="#">Edit</a>
10/02/15 11:10 AM	Transplant and Blood Transfusion Regulations	@Lindsay foster	<a href="#">Show</a>
10/05/15 01:10 PM	Impaired Driving Regulations	@Lindsay foster	<a href="#">Show</a>
11/09/15 09:11 AM	Distracted Driving	@Neilheim	<a href="#">Show</a> <a href="#">Edit</a>
11/20/15 04:11 PM	Advance Directive	@Neilheim	<a href="#">Show</a> <a href="#">Edit</a>
12/03/15 10:12 AM	Distracted Driving Demonstration	@Neilheim	<a href="#">Show</a> <a href="#">Edit</a>
12/10/15 02:12 PM	Distracted Driving Demonstration V2	@Neilheim	<a href="#">Show</a> <a href="#">Edit</a>
12/11/15 03:12 PM	Distracted Driving V2	@Neilheim	<a href="#">Show</a> <a href="#">Edit</a>

Showing 1 to 10 of 13 entries

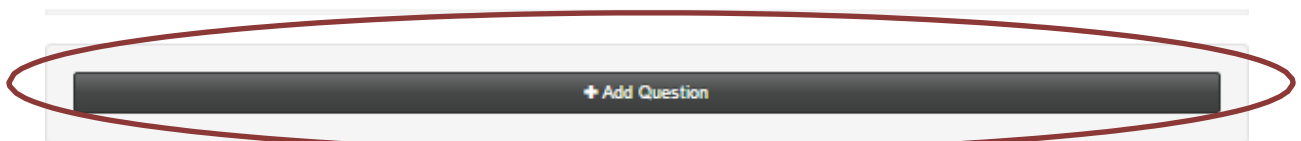
Previous 1 2 Next

## 3. CLICK “ADD QUESTION” ON THE LEFT SIDE OF YOUR DATASET HOMEPAGE

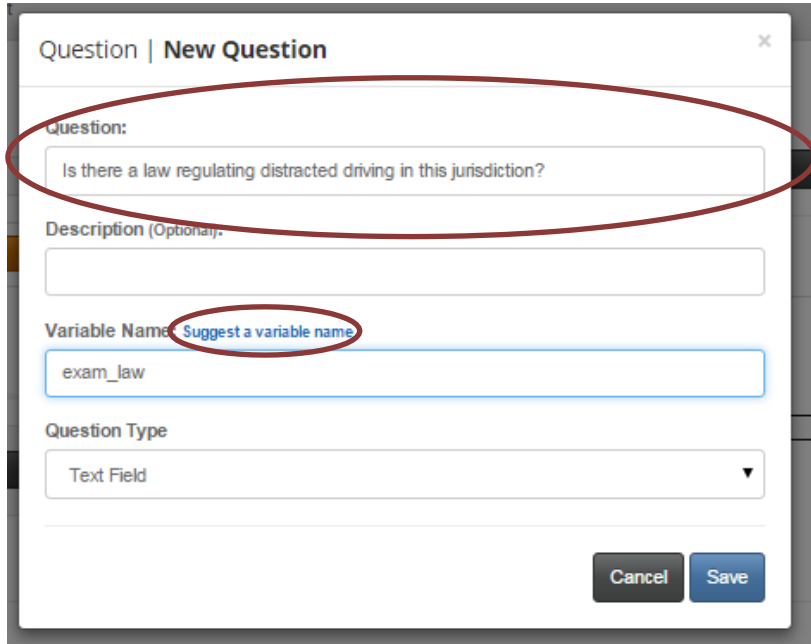
### Dataset Example dataset



### Questions



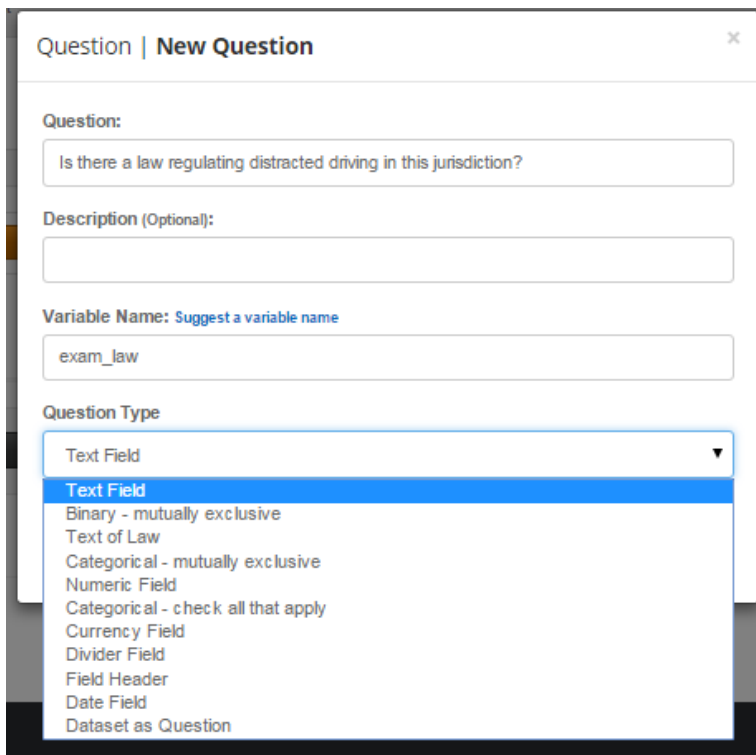
#### 4. TYPE IN YOUR QUESTION, AND CLICK “SUGGEST A VARIABLE NAME”



The screenshot shows a 'New Question' form with the following fields and buttons:

- Question:** A text input field containing the text "Is there a law regulating distracted driving in this jurisdiction?". This field and the label above it are circled in red.
- Description (Optional):** An empty text input field.
- Variable Name:** A text input field containing "exam\_law". Above this field is a blue button labeled "Suggest a variable name", which is also circled in red.
- Question Type:** A dropdown menu currently set to "Text Field".
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

#### 5. SELECT YOUR QUESTION TYPE

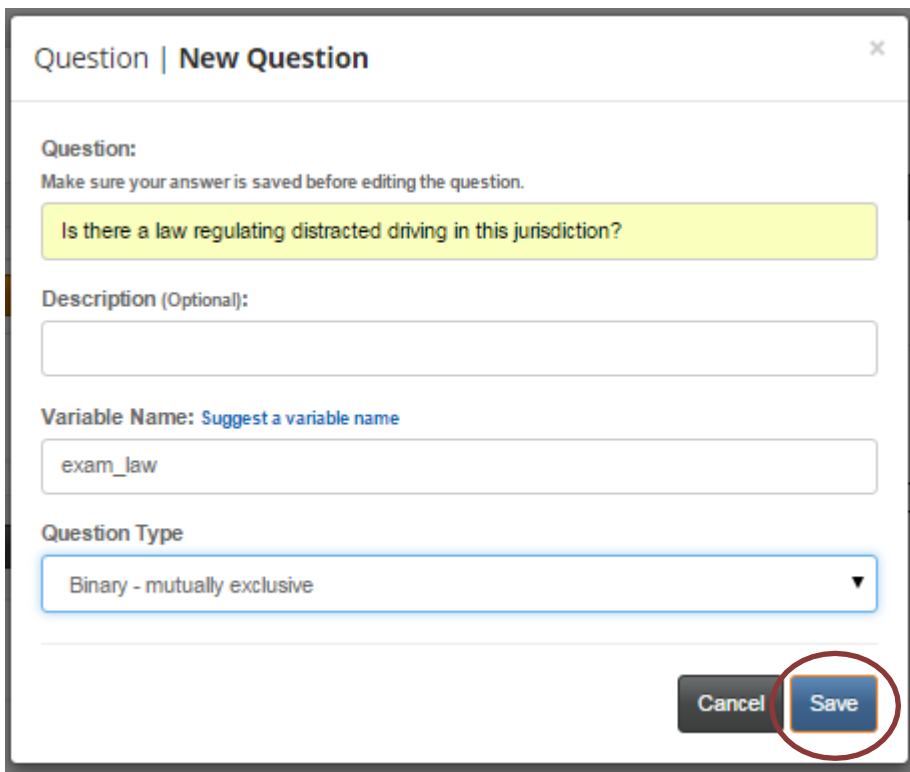


The screenshot shows the same 'New Question' form as above, but with the 'Question Type' dropdown menu open. The menu lists the following options:

- Text Field (highlighted in blue)
- Binary - mutually exclusive
- Text of Law
- Categorical - mutually exclusive
- Numeric Field
- Categorical - check all that apply
- Currency Field
- Divider Field
- Field Header
- Date Field
- Dataset as Question

- **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](#)

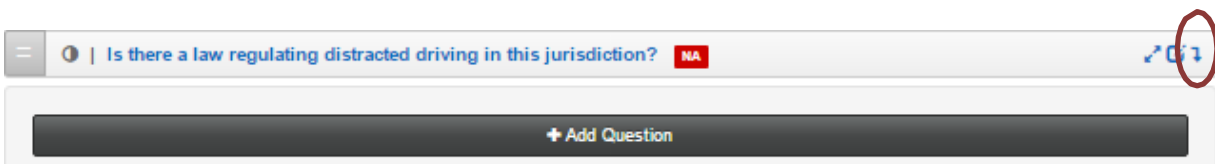
exam\_law

**Question Type**

Binary - mutually exclusive

Cancel Save

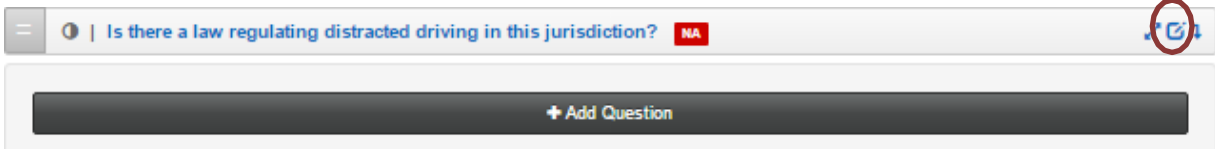
## 7. TO ADD A CHILD QUESTIONS, OR SUB QUESTION, PRESS THE ARROW ON THE RIGHT SIDE OF THE QUESTION YOU JUST CREATED



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**

