

## Using the Forms Toolbar

### *Checkmark the Correct Answer*

- ☀ Open a word document
- ☀ Enter a question by either keyboarding it or copying/pasting it from another source. These can come from existing documents or from Web sources, like Trackstar.
- ☀ With the cursor positioned after the question, right click on any toolbar and choose “**Forms**” from the drop-down menu.
- ☀ If you’d like to give your students a choice of answers to “**X**”, click on the “**Check-Box Form Field**”. This will create a text box wherever your cursor is.
- ☀ You will need to “click” on the “**Check-Box Form Field**” every time you enter a new answer choice.
- ☀ Once you have completed the total assignment or test, you will need to “click” on the “Protect Form” icon to secure your assignment.
- ☀ Students can make their answer selection by “clicking” on the box next to their choice. They can “click off” to remove the “**X**” and make corrections.

### Example

$$33+14+78= \quad \square 142 \quad \square 68 \quad \square 173 \quad \boxtimes 125$$