

# Creating Choices in eClass

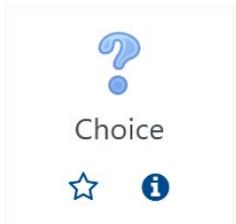
How-to Article

## Creating the Choice

1. Sign into your eClass site and turn editing on
2. Click **Add an activity or resource**

 [Add an activity or resource](#)

3. Click on the **Choice** activity



4. Enter a Choice name and Description; select **Display description on course page**

Choice name !

Description



Please select the dates that you will be attending in-person sessions for this course.

Display description on course page 

Display mode for the options

5. Select **Yes** beside *Allow more than one choice to be selected*
6. Enter the dates and times of the in-person sessions under the Options

**Note:** If you need to enter more than five options, click **Add 3 field(s) to form** to allow more options

## ▼ Options

Allow choice to be updated

No ▾

Allow more than one choice to be selected

No ▾

Limit the number of responses allowed 

No ▾

Option 1



Will not attend in person

Option 2



September 7th, 10:00 - 12:00

Option 3



September 9th, 2:00 - 3:00

Option 4



September 10th, 1:00 - 2:00

Option 5



Add 3 field(s) to form

7. If you want to set a deadline for this being available for completion, expand **Availability** set the date and time besides *Allow responses until* and check off **Enable**

## ▼ Availability

Allow responses from

27 ▾ August ▾ 2021 ▾ 10 ▾ 05 ▾   Enable

Allow responses until

30 ▾ August ▾ 2021 ▾ 17 ▾ 00 ▾   Enable

Show preview 

8. Click **Save and return to course**

## Exporting the Results to Excel

Once your students have completed the questionnaire, export the results to Excel.

1. Open the choice from your eClass page

2. Click **View # responses**

View 1 responses

3. Click **Download in Excel format** and save the file