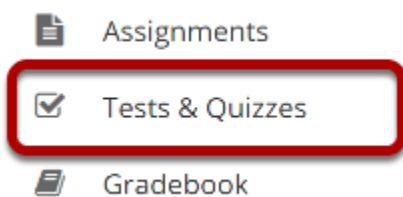# How do I create a file upload question?

This allows for a file upload question to be added to a new or existing assessment. This question type presents a question or assignment that requires the user to upload a file.

Go to Tests & Quizzes.

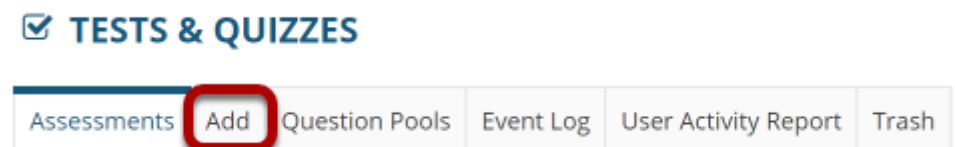Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.

Add Assessments

Create from Scratch

Assessment Title [Quiz 1] **(1)**

- ● Create using assessment builder
- ○ Create using markup text

[**Create**] **(2)**

For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.

Assessment List

View [All ▼]

Display [20 ▼] assessments per page   Search: [   ]

Title		Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - New Quiz	[Actions ▼]	Draft			Entire Site			Demo Instructor	Apr 10, 2020 6:17 PM	☐
	Edit									
Quiz 1	Preview	Published - Active	0	0	Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	☐
	Print									
	Settings									
	Duplicate									
	Export									
Draft - Quiz 1	[Actions ▼]	Draft			Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	☐

Select File Upload from the drop-down menu.
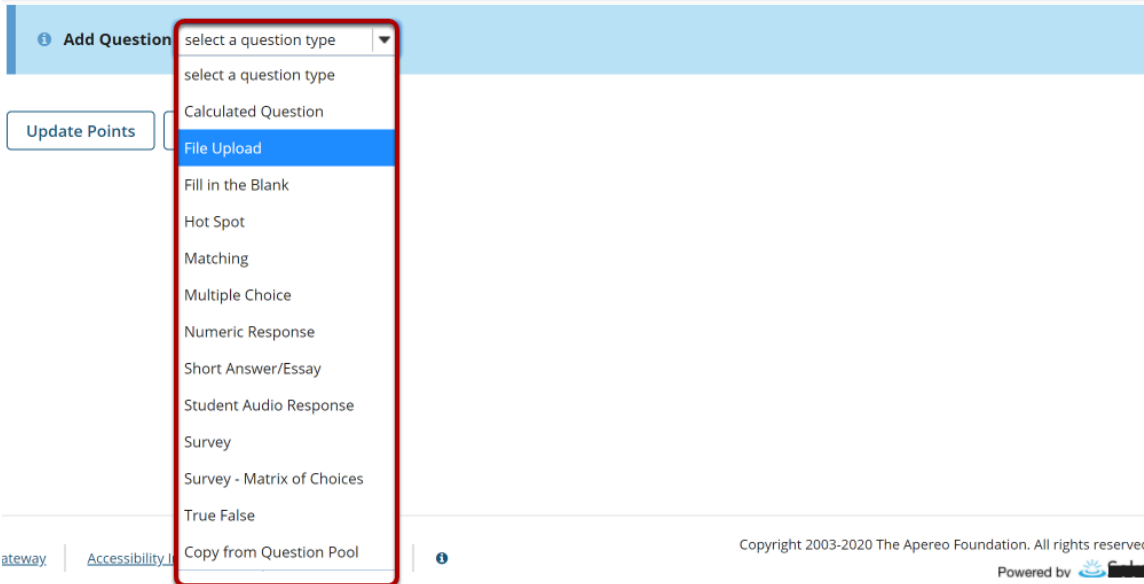
After selecting **File Upload** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam   ● Yes   ○ No

If you want students to see the point value as they are taking the test, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Rubric. (Optional)

Grading Rubric
● Do not use a rubric to grade this assignment
○ Use the following rubric to grade this assignment

[New Rubric ▼]   [Preview Rubric]

☐ Adjust individual student scores
☐ Hide Rubric from student

Grading rubrics can be selected on manually graded question types. You can select an existing rubric or create a new one by following the steps outlined in [How do I add a rubric to an assessment (i.e., test or quiz)?](#)

Extra Credit. (Optional)

Extra Credit   ☐

Selecting this option lets you mark a question as extra credit. This means that the points awarded for this question are not counted as part of the "total points" for the assessment and there are no points deducted for skipping this question or answering incorrectly. However, users answering correctly will receive the question point value added on top of their total points earned in the assessment.

Add Question Text.

Question Text — <mark>Show Rich-Text Editor (and character count)</mark>

> Upload your scanned homework paper showing your work and calculations.

Type the **Question Text** into the text box provided.

Note: To edit with the [Rich Text Editor](), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part   Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

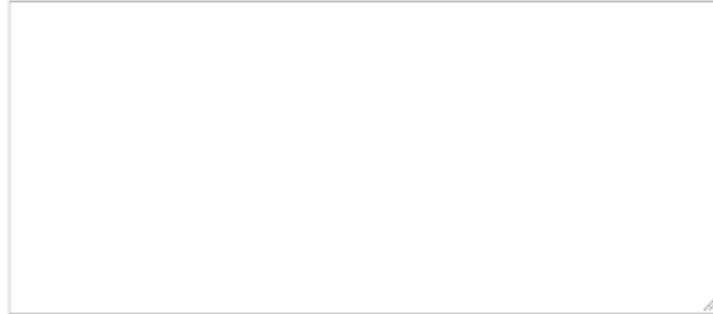# Assign to pool. (Optional)

Assign to Question Pool   Select a pool name (optional) ▼

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback (optional)   Show Rich-Text Editor (and character count)

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with the Rich Text Editor, click the hyperlink to open the full menu.

Click Save.

SAVE   Cancel

Click **Save** to save the question (or **Cancel** to exit).