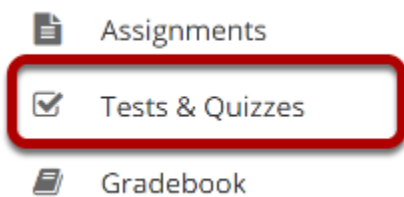


How do I create a fill in the blank question?

This allows for a fill in the blank question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



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

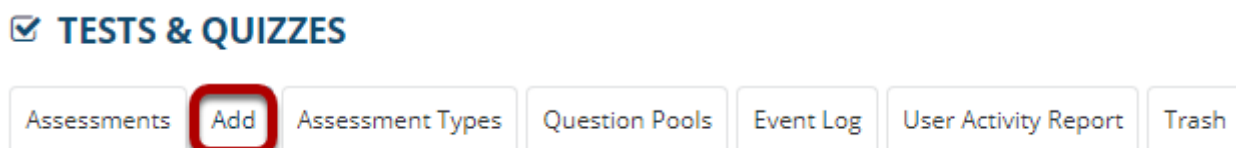
Select an assessment.

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.



Create from Scratch

Assessment Title

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

Display assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - New Quiz	Draft			Entire Site			Demo Instructor	Apr 10, 2020 6:17 PM	<input type="checkbox"/>
Quiz 1	Published - Active	0	0	Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>
Draft - Quiz 1	Draft			Entire Site	Apr		Demo	Apr 8,	<input type="checkbox"/>

Select Fill in the Blank from drop-down menu.

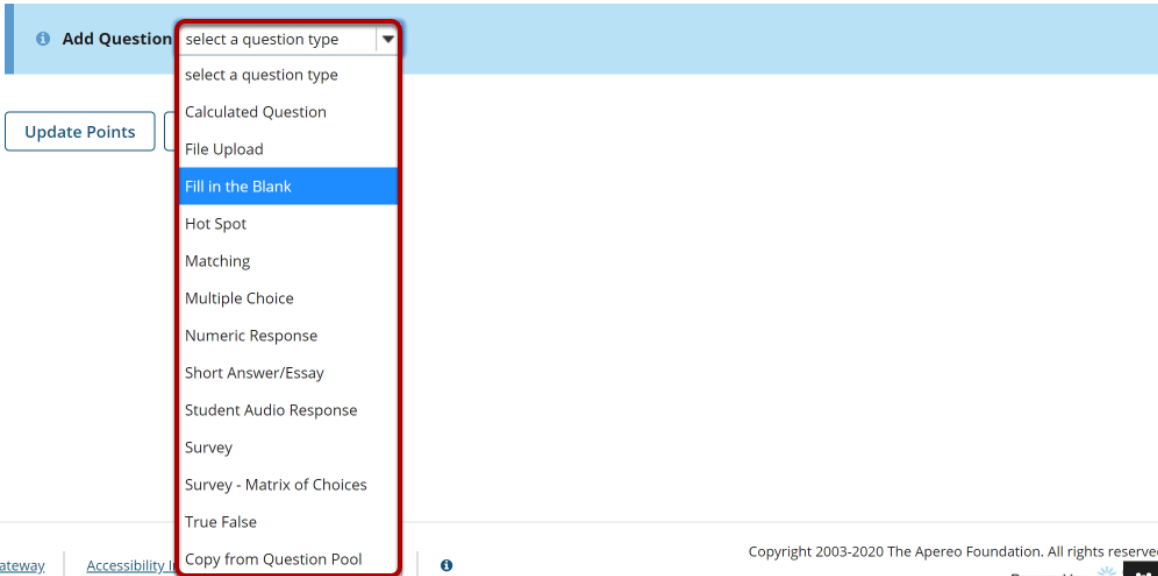
Questions: New Quiz

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▾ Default - 0 questions

[Copy to Pool](#) | [Edit](#)



The screenshot shows the 'Add Question' interface. A dropdown menu is open, listing various question types. The 'Fill in the Blank' option is highlighted in blue. Other options include Calculated Question, File Upload, Hot Spot, Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, and True False. The 'Copy from Question Pool' option is at the bottom of the menu. The background shows the 'Add Question' button and an 'Update Points' button.

After selecting **Fill in the Blank** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

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 Yes No
while student is
taking the exam

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**.

Minimum Point Value. (Optional)

Minimum Point Value (optional)

*Points assigned
to the user for
attempting the
question

This option lets you specify a certain number of points that is awarded automatically to every user who attempts the question, regardless whether or not the user selects the correct answer.

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

Defining Answers

Place curly brackets "{}" around word(s) requiring blank response field(s).

Example: Roses are {red} and violets are {blue}.

Insert a pipe "|" between answer options like synonyms.

Example: {They are|They're} very happy.

Insert an asterisk (*) for one or more wildcard characters.

Example: It's raining {c*} and {d*s}.

Show Rich-Text Editor (and character count)

{Biosynthesis} is the term given to the early evolution of living organisms from the simple organic building blocks present on and in the early Earth.

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

Note: If preferred, click the hyperlink to open the [Rich Text Editor](#).

Select Case Sensitive, Mutually Exclusive, Ignore Spaces options.

Case sensitive?

When checked, a student's response must match the correct answer exactly with respect to upper and lower case.

Example: if the correct answer is "ABC" and a student's response is "aBc", then the response would be marked as incorrect.

Mutually exclusive?

When checked, questions including more than one blank with identical answer options must have unique answers.

Example: The sides of a coin are {heads|tails} and {heads|tails}. Correct answer: heads, tails. Half correct answer: heads, heads.

Ignore spaces?

When checked, a student's response will neither require space characters nor will it be counted wrong if it's missing space characters.

Example: If the correct answer is "2 * sin(x - m)", the following are marked as correct: "2*sin(x-m)", "2*sin(x - m)", etc.

Check boxes if the correct answer is case sensitive, the question has more than one acceptable answer, and/or to ignore any spaces in the answer.

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) ▼

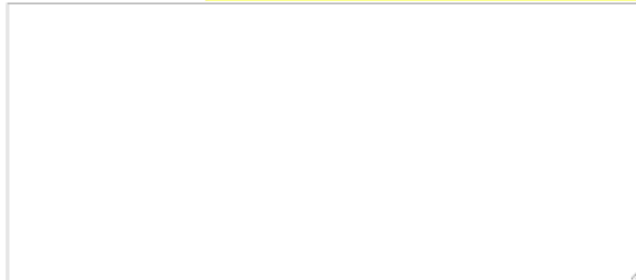
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

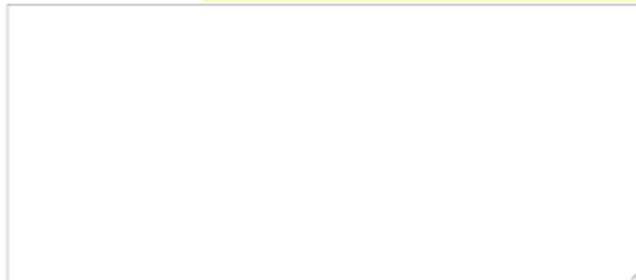
Correct Answer
Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)



Incorrect Answer
Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)



Feedback is optional text available for the student to review after the particular question is graded. For fill in the blank questions, the feedback option is offered for correct and/or incorrect answers, if desired.

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

Click Save.



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