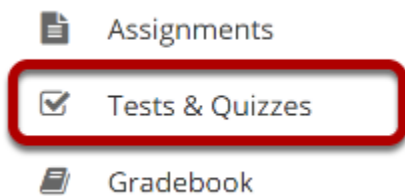


# How do I create a new question (with the assessment builder)?

Questions can be added to a new or existing assessment with the assessment builder.

In general, the instructor clicks "Add," chooses a question type, and supplies the parts that are called for by that question type. This article covers the general settings common to most question types. For additional information on specific questions types, please refer to the individual articles for the appropriate question type.

## Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

## Select an assessment.

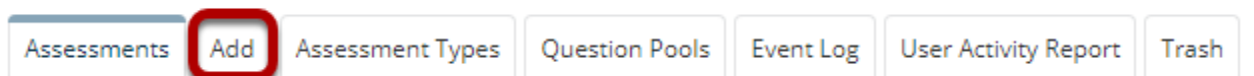
Questions may be added to any assessment. Select an existing assessment or create a new one.

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

## Create a New Assessment.

### Click Add.

#### ☑ TESTS & QUIZZES



## 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 8, 2020 7:28 PM	<input type="checkbox"/>
Draft - Mid-Term	Draft			Entire Site			Demo Instructor	Apr 1, 2020 11:02 PM	<input type="checkbox"/>
Quiz 1	Published - Active	0	1	Entire Site	Mar 25, 2020 6:17 PM		Demo Instructor	Mar 25, 2020 6:17 PM	<input type="checkbox"/>

# Insert a question of the desired question type.

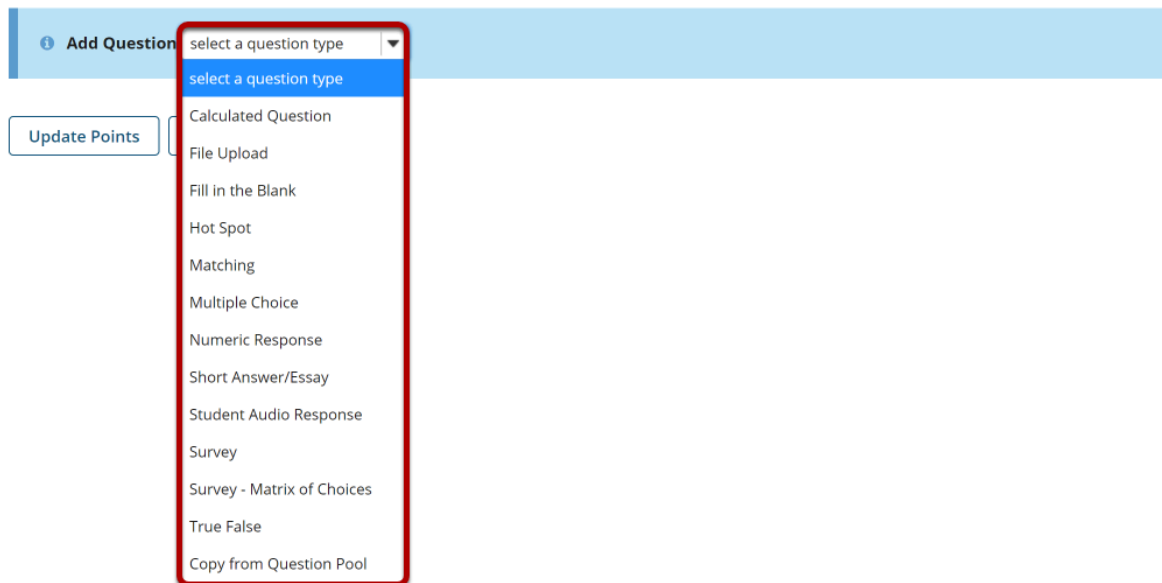
## Questions: New Quiz

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' dropdown menu. The menu is open, displaying a list of question types. The first two items are 'select a question type'. The list includes: Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey, Survey - Matrix of Choices, True False, and Copy from Question Pool. A red box highlights the entire dropdown menu.

Select the type of question you would like to add from the **Add Question** drop-down menu.

*Note: For more information about a specific question type, please refer to the individual help article for adding that type of 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 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**.

## 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

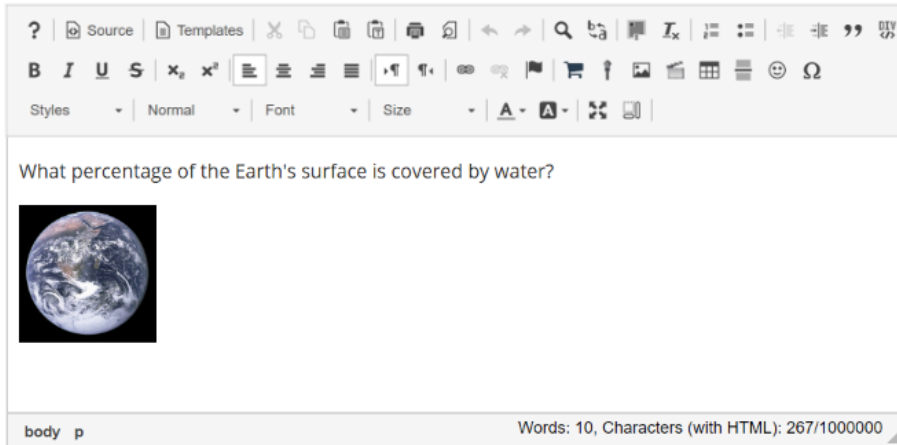
Selecting this option lets you mark a question as extra credit. This means that the points awarded for this question are not counted as part of the "total points" for the assessment and there are no points deducted for skipping this question or answering incorrectly. However, users answering correctly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

## Enter the question text.


Question Text

[Show All Rich-Text Editors](#)

What percentage of the Earth's surface is covered by water?



What percentage of the Earth's surface is covered by water?



body p Words: 10, Characters (with HTML): 267/1000000

Enter the text of your question into the text box provided. You may also use the [Rich Text Editor](#) by clicking on the **Show All Rich-Text Editors** link. The rich text editor allows you to format your question text and/or add images, links, or other resources.

*Note: This section will vary depending on the type of question you are adding.*

## Add attachments.

### Attachments

No Attachment(s) yet

[Add Attachments](#)

If you would like to attach a file to the question, you may click on the **Add Attachments** button to browse for and upload a file. Most multiple choice questions do not contain file attachments; however, in some cases you may want to provide students with a file in order to answer the question. For example, you could attach an audio file, a reference document, or other resource.

## Choose whether or not to randomize answers (for multiple

## choice).

Randomize Answers  Yes  
 No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

*Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct," randomizing the order could cause confusion with the answer key.*

## Choose whether or not to require rationale.

Require Rationale  Yes  
 No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

## Assign to part. (Optional)

Assign to Part

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

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

## Provide answer feedback. (Optional)

Correct Answer  
Feedback (optional)

Incorrect Answer  
Feedback (optional)

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

## Save your question.



Once you have entered all of your question information, click **Save** to return to the edit assessment screen.