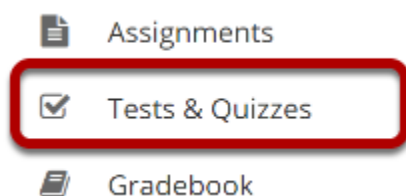


How do I create a short answer/essay question?

This allows for a short answer or essay 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. This type of question must be manually graded.

Go to Tests & Quizzes.



Select the **Test & Quizzes** tool from the Tool Menu.

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

Create using assessment builder
 Create using markup text

OR

Import from File (XML or ZIP)

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 <input type="button" value="Actions"/>	Draft			Entire Site			Demo Instructor	Apr 10, 2020 6:17 PM	<input type="checkbox"/>
Quiz 1 <input type="button" value="Actions"/>	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 <input type="button" value="Actions"/>	Draft			Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>

Select Short Answer/Essay from drop-down menu.

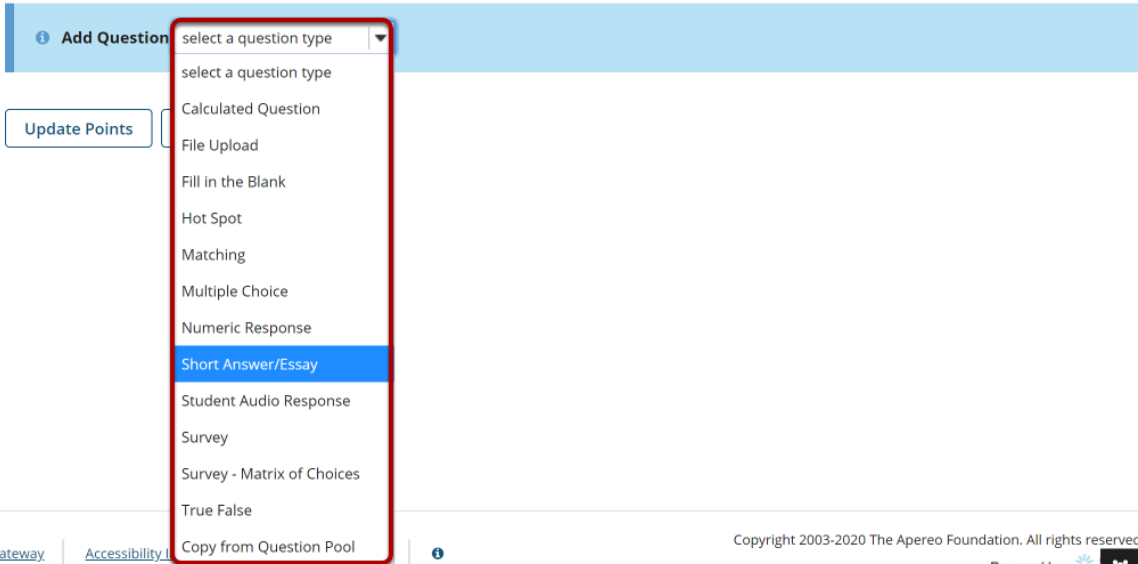
Questions: New Quiz

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 'Short Answer/Essay' option is highlighted in blue. The menu items are: select a question type, select a question type, 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. The 'Short Answer/Essay' option is the one selected.

After selecting **Short Answer/Essay** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

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

Do you want students to see the point value as they are taking the test? If so, 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 \(i.e., test or quiz\)?](#)

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

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

Where are the youngest and oldest rocks in the seabed?

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

Note: To edit with [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 model answer. (Optional)

Provide a model answer as a guide for students.

Model Short Answer
(optional)

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

The youngest rocks are at the spreading centers; places like the East-Pacific Rise and the Mid-Atlantic Ridge. The oldest rocks are found beneath the layers of sediment descending into subduction zones in the northwestern Pacific.

Provide a model answer to the short answer/essay question in order to show students a generic version of the expected answer. It may also assist graders with feedback.

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

Provide Feedback. (Optional)

Feedback (optional)

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

The age differential is caused by the conveyor-belt-like movement of the seabed characteristic of the plate tectonics process. Rocks are found to be progressively older as the distance from a spreading center increases.

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.



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