

## Exam-Add Essay Questions

An Essay question cannot be auto-graded.

- Click the **Author** tab.
- Click the **Week** that contains the **Test/Quiz** item.
- Click the **Test** or **Quiz** that the question is to be added to.
- The **Test** window will display (see illustration below).

**Week 2: Week 2 - Quiz 2**

Content | Toolbox | Test Banks

**Title & Introductory Text :** Add/Edit the assessment's title and introductory text by clicking the link below. The title and introductory text will appear at the entrance to the assessment.  
[Edit](#)

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[Preview Exam](#)  
[Preview Graded Exam](#)  
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Assessment Page 1

Add:  as row 1

- In the **Add** list, select **New Essay Question**.
- Click the **Add** button on the right side of the window.
- The **Add Essay Question** window will display (see illustration below).

**Add Essay Question**

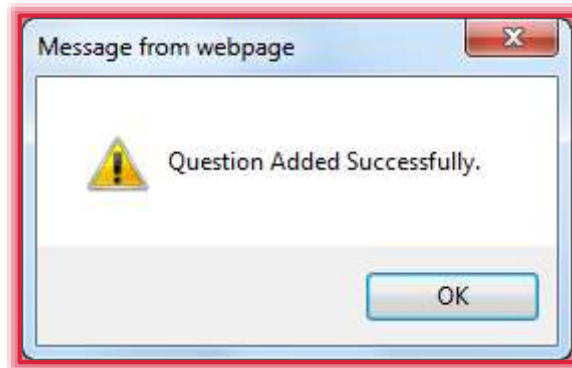
**Question :**

**Points :**

**General Explanation :**  
(Optional)

- In the **Question** box, input the text for the question.

- 🖨️ Input the number of points that this question is worth in the **Points** box.
- 🖨️ Input a **General Explanation** of the question, if desired. In order for students to see the Explanation, the test or quiz needs to be made available in the Gradebook.
- 🖨️ Click the **Add** button to insert the question into the test or quiz.
- 🖨️ A message will appear saying the question has been added successfully.



- 🖨️ Click **OK** to return to the **Exam Content Item** window.