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).

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).

- 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.