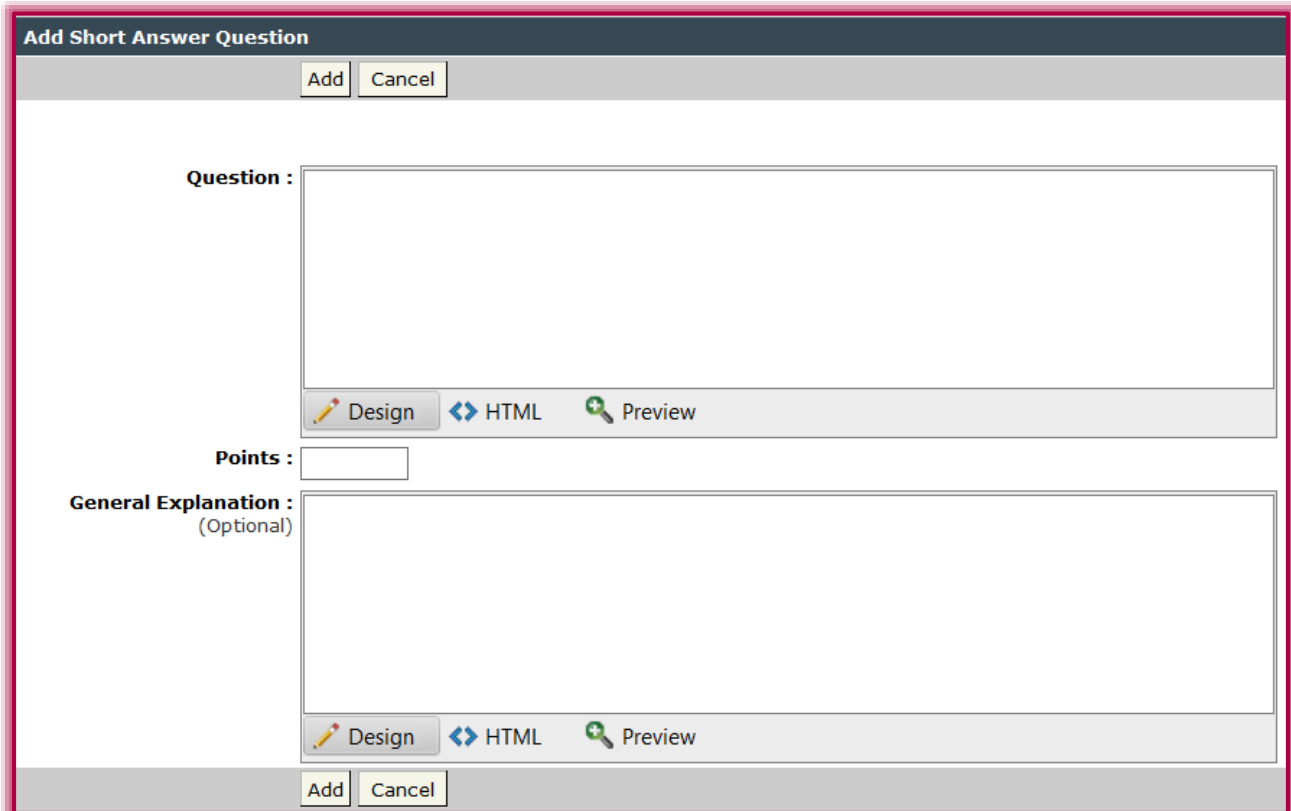# Exam-Short Answer Questions

This type of question is not auto-graded. It functions the same as an Essay question. The only difference is that this question provides less space for the answer.
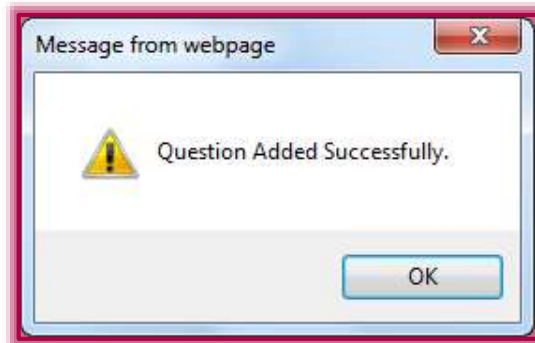
- Click the **Author** tab.
- Click the **Week** in the **Navigation Tree** where the quiz or test is located.
- Click the link for the Exam to which the question is to be added.
- The **Exam** window will display (see illustration below).

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

Page: 1   2   Edit Page 1   Delete Page 1   Add New Page

Preview Exam
Preview Graded Exam
Exam Statistics

Assessment Page 1

Add: New True/False Question   ▼   as row 1   Add

- In the **Add** list, select **New Short Answer Question**.
- Specify where the question is to appear in the quiz or test by inputting a number in the **As row** text box.
- Click the **Add** button on the right side of the window.
- The **Add Short Answer Question** window will display (see illustration below).

Add Short Answer Question

Add   Cancel

Question :

Design   HTML   Preview

Points :

General Explanation :
(Optional)

Design   HTML   Preview

Add   Cancel

- 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.
- 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.

NOTE: In order for students to see the Explanation, the test or quiz needs to be made available in the Gradebook.