

## Add Essay Questions

An Essay question cannot be auto-graded.

- ❖ 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).

The screenshot shows a dialog box titled "Add Essay Question". At the top, there are "Add" and "Cancel" buttons. The main area contains three input fields: a large "Question" text area, a "Points" input field, and a "General Explanation (Optional)" text area. Each text area has a toolbar below it with icons for editing (pencil), expanding/collapsing (double arrows), and searching (magnifying glass).

- ❖ 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.