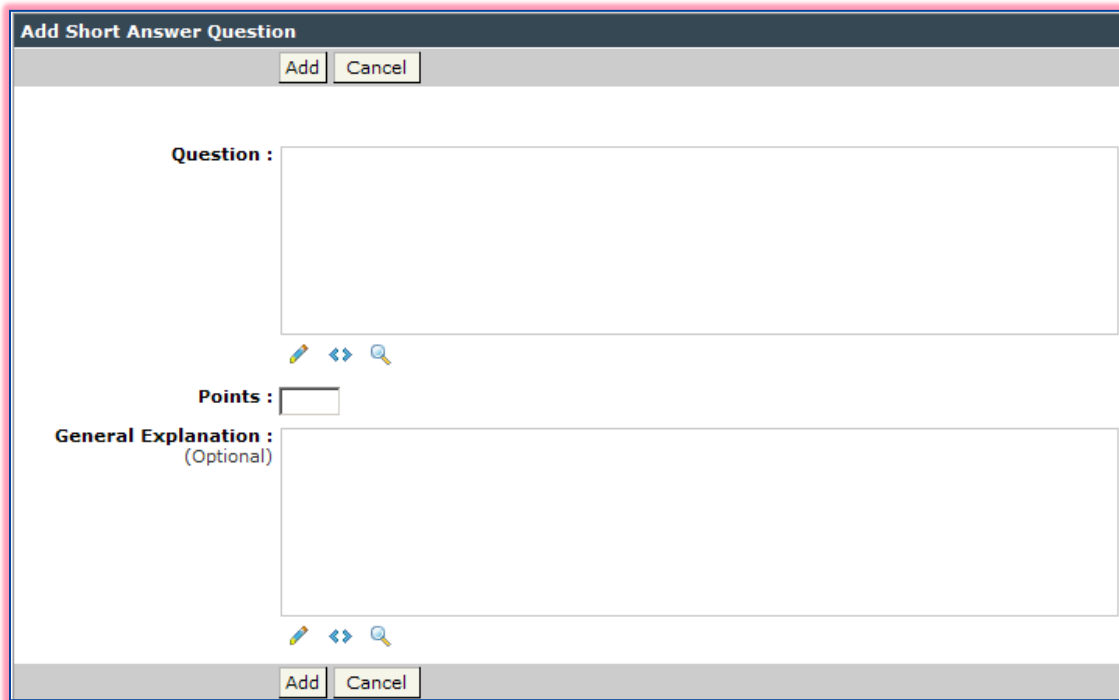


Add Short Answer Questions

This type of question is not auto-graded. It functions the same as the Essay question. The only difference is that this question provides less space for the answer.

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



The screenshot shows a dialog box titled "Add Short Answer Question". At the top, there are "Add" and "Cancel" buttons. The main area contains three input fields: a large text area for the "Question", a small text box for "Points", and a larger text area for "General Explanation (Optional)". Below each text area are three small icons: a pencil, a double-headed arrow, and a magnifying glass. At the bottom, there are "Add" and "Cancel" buttons.

- ❖ 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 questions, 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.