Adding a Fill in the Blank Question

1. Make sure **Edit Mode** is **ON**.
2. If **Control Panel** is not expanded, please click on the words **Control Panel** to expand it.
3. Click **Course Tools**.
4. Click **Tests, Surveys, and Pools**.
5. Click **Tests**.
6. Click on the drop down menu next to the name of your Test and click **Edit**.
7. Rollover **Create Question** and click on **Fill in the Blank**.
8. You will be taken to the **Create/Edit Fill in the Blank Question** screen.
9. In **Section 1: Question**, type your question in the **Question Text** box provided. This is a required field.
10. Type the **Point Value** for this question in the text box provided.
11. If this is an extra credit question, click the checkbox next to **Extra Credit Only**.
    **Note:** If you select the Extra Credit Only checkbox, the question will only give students points for a right answer. If they get it wrong, no points will be taken away.
12. In **Section 2: Answers**, you can enter the acceptable answer(s). While the answers are not case sensitive you may sometimes decide to accept more than one acceptable answer.
13. If you change from the currently selected number of answers, your screen will refresh and to reflect your changes. This allows for different, but still acceptable answers. You must type an answer in the box for each choice. If you don't want one, simply click **Remove**.
14. In **Section 3: Feedback**, you can enter correct and incorrect answer feedback in the text boxes provided.
15. In **Section 4: Categories and Keywords**, you can set criteria that can help you later if you are searching for a specific question type.
16. In **Section 5: Submit Information**, click **Submit**.
17. If your question was added correctly, you will get a new screen with a green bar at the top that reads: **Success. Question saved**.
18. Below the success message you will see the **Test Canvas** and your question should show up with the following format.
    
    Fill in Multiple Blanks: question title here. 10 points
    Question question text here
    Answer acceptable
    another acceptable
    A green check mark will not show to the left of the correct answer.

19. The point value will show to the right of your question, if you chose Extra Credit, the words Extra Credit will be shown in parentheses to the right of the point value.
20. If you need to edit your question, click the drop down menu next to your question and click **Edit**.