Adding a Essay 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.
5. Click Tests.
6. Click the drop down menu next to the name of your Test and click Edit.
7. Rollover Create Question and click on Essay.
8. You will be taken to the Create/Edit Essay Question screen.
9. In Section 1: Question, type your essay 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: Answer, you will find an optional text box that allows you to provide an example of a correct answer for your students.
13. In Section 3: Categories and Keywords, you can set criteria that can help you later if you are searching for a specific question type.
14. In Section 4: Submit, click Submit.
15. If your question was added correctly, you will get a new screen with a green bar at the top that reads: Success. Question saved.
   Below the success message you will see the Test Canvas and your question should show up with the following format.
   Essay: question title here 10 points
   Question question text here
   Answer optional sample correct essay answer here
   Since this not an automatically graded question type, the green check mark will not appear.
16. 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.
17. If you need to edit your question, click the drop down menu next to your question and click Edit.