

## Adding a Short Answer Question to an Online Assignment

This document is a supplement to Adding an Online Assignment to Coursework document. This document will explain short answer questions.

In the Test Builder:

1. Choose Short Answer from the drop down list

Add Questions:

Question Type: Matching  
Number of Questions: Multiple Choice/Answer  
Add to Section: True/False  
Essay  
Short Answer  
Ordering  
Matching

2. Choose the number of questions (up to 5 at a time) to add.
3. Click Add.

Add Questions:

Question Type: Short Answer  
Number of Questions: 1  
Add to Section: Exam  
Add

The Short Answer Screen will look like this:

Add Short Answer Questions:

Short Answer Question

Question Text

Verdana Size

ABC B I U A ab

Normal HTML

Answer

Graded manually

Graded automatically -- Must be an **EXACT MATCH** with the answer provided below.

1. Enter question
2. You have an option to grade the question manually or automatically

If you pick the Graded Automatically option you will get a text box to type the correct answer. Please keep in mind that students must answer the question exactly as the answer you input to get the question correct.

Graded automatically -- Must be an **EXACT MATCH** with the answer provided below.

Answer:

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with questions or comments.