Creating Essay/Short Answer Questions

Essay and Short Answer questions are very similar. They both require the Instructor to provide a question or statement, to which students type an answer into a text field. The key difference between the two is with Short Answer questions the length of the answer textbox can be limited to a value between 1 and 6 rows of text. The number of rows is intended to be a guideline only; it does not impose an absolute limit on answer length. Both Essay and Short Answer questions must be graded manually by the instructor.

Example Essay Question

Note: This tutorial assumes the test has already been created within Blackboard. Refer to the “Adding a Test to Test/Survey/Pools Area” tutorial for further information about this step.

1. From the Test Canvas screen, choose Essay or Short Answer from the Create Question menu.

2. Enter the question text and add the desired point value.
3. If creating a Short Answer question, indicate the number of rows to be displayed in the answer field. For both Short Answer and Essay questions, an example of a correct response may be added as well (optional).

2. **Answer**

Enter an answer to provide an example of a correct response.

Set the number of rows that will display in the answer field.

<table>
<thead>
<tr>
<th>Answer Text</th>
</tr>
</thead>
</table>

4. Add **Feedback** for correct and incorrect responses if desired.

5. Finally, click **Submit** to complete the question.