

## ESSAY and SHORT ANSWER

Access the Test Canvas page.

Click the drop-down list to the left of the GO button to display a list of question types

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BLACKBOARD TEST SITE > CONTROL PANEL > TEST MANAGER > TEST CANVAS

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add  GO Creation Settings

**Name** Essay or Short Answer

**Description** The Essay and Short Answer question types hold the same properties. The Short Answer question prompts learners to respond in a limited amount of space, whereas the Essay type question provides unlimited space.

**Instructions** [Modify](#)

Select a question type from the Add Question drop-down list and click Go.

OK

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Select the **Short Answer** item.

Click **GO**.

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Add  GO Creation Settings

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Select Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False
- Random Block
- From a Question Pool or Assessment
- Upload Questions

question types hold the same properties. The Short Answer question prompts learners to respond in a limited amount of space, whereas the Essay type question provides unlimited space.

[Modify](#)

Select a question type from the Add Question drop-down list and click Go.

OK

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Type the question in the Question Text textbox.

Set the Point Value

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BLACKBOARD TEST SITE > CONTROL PANEL > TEST MANAGER > ADD/MODIFY SHORT ANSWER QUESTION

**Add/Modify Short Answer Question**

Add the question text, point value, and an example of a correct answer.

**1 Question**

**Question Text**

Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup> | [List Icons]

In one sentence, describe the character Sarah in *The French Lieutenant's Woman*.

Path: body

**Point Value** 10

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Use the drop-down list to set the number of rows to control the space available for answers

NOTE: This will cause the page to reload and you will need to scroll down to get back to this point.

Click **Submit**

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**Point Value** 10

Extra credit only

**2 Answer**

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

Set the number of rows that will display in the answer field 3

Normal 3 Times New Roman B I U S x<sub>2</sub> x<sup>2</sup> | [List Icons]

Path: body

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Required Field

Cancel Submit

Applet hidden\_webeq\_applet started



When creating an Essay type question, the option to set the number of rows is omitted, and students have unlimited space for entering their response.

## ESSAY and SHORT ANSWER

The **Short Answer** question is complete and now part of the exam.

The screenshot shows the Blackboard Test Canvas interface. At the top, there is a navigation bar with "My Institution", "Course Catalog", and "System Admin". Below this, a breadcrumb trail reads "BLACKBOARD TEST SITE > CONTROL PANEL > TEST MANAGER > TEST CANVAS". The main heading is "Test Canvas". A text block explains: "Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation." Below this is a form with "Add" and "Short Answer" selected in a dropdown, followed by a "GO" button and a "Creation Settings" link. A summary box shows "Name: Essay or Short Answer" and "Description: The Essay and Short Answer question types hold the same properties. The Short Answer question prompts learners to respond in a limited amount of space, whereas the Essay type question provides unlimited space." There is a "Modify" button and an "Add Question Here" link. Below this, a question card for "Question 1" is shown, labeled "Short Answer" and "15 points". It includes "Modify" and "Remove" buttons. The question text is "In one sentence, describe the character Sarah in *The French Lieutenant's Woman*." and the answer text is "Adding a sample answer is optional." There is another "Add Question Here" link and an "OK" button at the bottom right.

This is how a **Short Answer** question appears to students.

The screenshot shows the "Preview Assessment: Short Answer" interface. At the top, there is a navigation bar with "My Institution", "Course Catalog", and "System Admin". Below this, a breadcrumb trail reads "BLACKBOARD TEST SITE > CONTROL PANEL > TEST QUESTIONS > PREVIEW ASSESSMENT: SHORT ANSWER". The main heading is "Preview Assessment: Short Answer". A summary box shows "Name: Short Answer" and "Instructions". Below this, it lists "Multiple Attempts: Not allowed. This Test can only be taken once." and "Force Completion: This Test can be saved and resumed later." There is a "Question Completion Status:" dropdown. Below this, a question card for "Question 1" is shown, labeled "15 points" and "Save". The question text is "In one sentence, describe the character Sarah in *The French Lieutenant's Woman*." Below the question is a rich text editor with a toolbar containing options for font face (Normal, Times New Roman), size (3), bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, and link. Below the editor is a "Path: body" field. At the bottom right, there are "Save" and "Submit" buttons.

Question 2 shows an **Essay** question as part of the exam.

The screenshot shows the 'Add Question' interface in the Blackboard system. At the top, there are navigation links for 'My Institution', 'Course Catalog', and 'System Admin'. Below this, there is a section for adding questions, with a dropdown menu set to 'Short Answer'. A 'Creation Settings' link is visible. The main area displays a list of questions:

- Question 1**: Short Answer, 15 points. Question: In one sentence, describe the character Sarah in *The French Lieutenant's Woman*.
- Question 2**: Essay, 25 points. Question: Give a detailed description of the character Sarah in *The French Lieutenant's Woman*.

Each question entry has 'Modify' and 'Remove' buttons. An 'Add Question Here' link is present at the end of each row. At the bottom right, there is an 'OK' button. The status bar at the very bottom indicates 'Applet hidden\_webeq\_applet started' and 'Internet'.

This is how an **Essay** question appears to students.

The screenshot shows the student view of the 'Question 2' Essay question. At the top, there are navigation links for 'My Institution', 'Course Catalog', and 'System Admin'. Below this, there is a 'Force Completion' section stating 'This Test can be saved and resumed later.' and a 'Question Completion Status:' dropdown. The main question text is: 'Give a detailed description of the character Sarah in *The French Lieutenant's Woman*. 25 points'. Below the question text is a rich text editor with a toolbar containing options for font style (Normal), size (3), font face (Times New Roman), bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, and link. At the bottom left, the path is shown as 'Path: body'. At the bottom right, there are 'Save' and 'Submit' buttons. The status bar at the very bottom indicates 'Applet hidden\_webeq\_applet started' and 'Internet'.