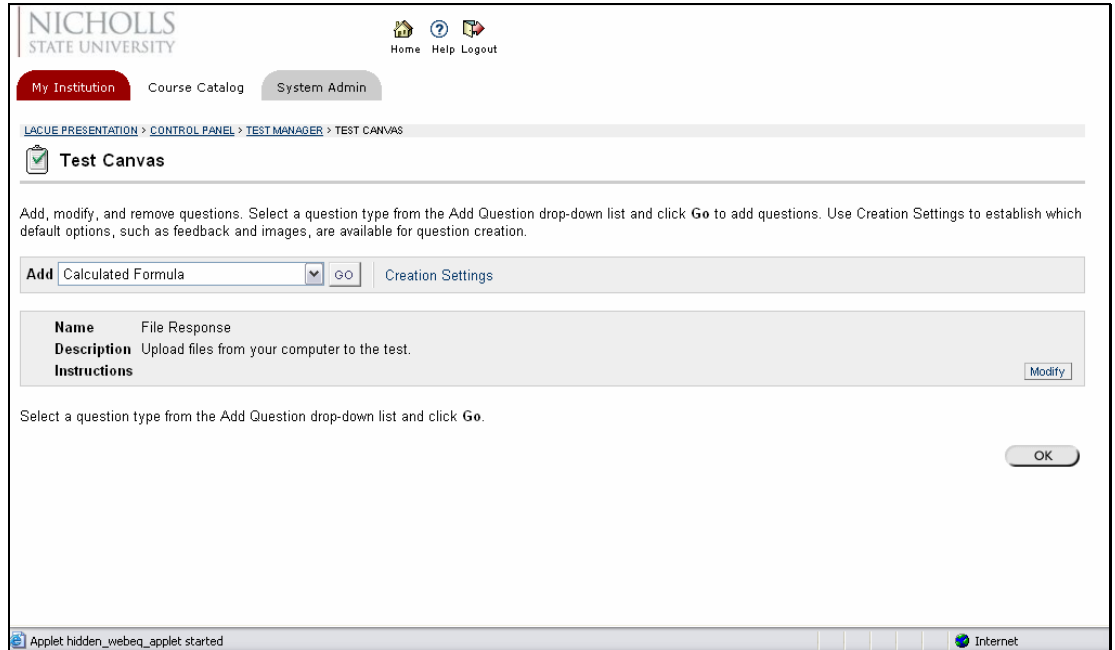


FILE RESPONSE

Access the Test Canvas page.

Before creating the File Response question, Creation Settings must be updated.

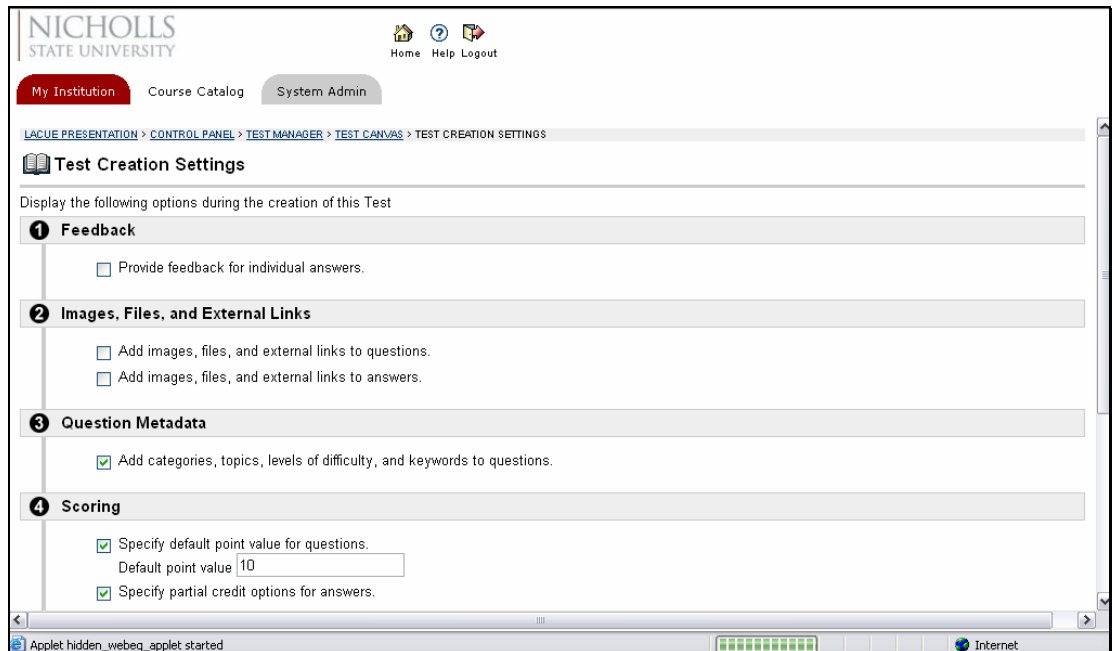
Select the **Creation Settings** link.



Because files must be attached to answer the question, that option must be enabled.

Select the checkbox next to Add images, files, and external links to answers. Make any other changes as desired.

Scroll down and click the **Submit** button.



The Test Creation Settings page will appear indicating your selections. Click **OK** to continue.

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

Select the **File Response** item.

Click **Go**.

The screenshot shows the 'Test Canvas' interface. At the top, there are navigation links for 'My Institution', 'Course Catalog', and 'System Admin'. Below that, a breadcrumb trail reads 'LACUE PRESENTATION > CONTROL PANEL > TEST MANAGER > TEST CANVAS'. The main heading is 'Test Canvas'. A paragraph of instructions follows: '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 an 'Add' dropdown menu currently set to 'Calculated Formula'. The dropdown is open, listing 20 question types, with 'File Response' selected. To the right of the dropdown is a 'GO' button and a 'Creation Settings' link. There is also a 'Modify' button and an 'OK' button. At the bottom, a status bar shows 'Applet hidden_webeq_applet started' and 'Internet'.

Type the question in the Question Text textbox.

Set the **Point Value**

Scroll down and click the **Submit** button.

The screenshot shows the 'Add/Modify File Response Question' page. At the top, there are navigation links for 'My Institution', 'Course Catalog', and 'System Admin'. Below that, a breadcrumb trail reads 'LACUE PRESENTATION > CONTROL PANEL > TEST MANAGER > ADD/MODIFY FILE RESPONSE QUESTION'. The main heading is 'Add/Modify File Response Question'. A paragraph of instructions follows: 'Add the question text and point value for this question. When users take the assessment, they will be asked to upload a file as a response.' Below this is a form with a 'Question' section. The 'Question Text' field is a rich text editor containing the text: 'Earlier in the week you were asked to write a detailed description of the fall of the Roman Empire. Locate that document and upload it in response to this question.' Below the text editor is a 'Path' field with the value 'body'. The 'Point Value' field is a text input box containing the number '10'. At the bottom, a status bar shows 'Applet hidden_webeq_applet started' and 'Internet'.

FILE RESPONSE

The **File Response** question is complete and now part of the exam.

The screenshot shows the Blackboard Test Manager interface. At the top, there is a navigation bar with 'My Institution', 'Course Catalog', and 'System Admin'. Below this, a breadcrumb trail reads 'LACUE PRESENTATION > CONTROL PANEL > TEST MANAGER > TEST CANVAS'. The main heading is 'Test Canvas'. A message states: '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 'File Response' selected in a dropdown, followed by a 'GO' button and a 'Creation Settings' link. A table-like structure shows the question details: 'Name: File Response', 'Description: Upload files from your computer to the test.', and 'Instructions'. There is a 'Modify' button. Below the table, a question entry is shown: 'Question 1' with a dropdown arrow, 'File Response' as the question type, and '10 points' as the value. 'Modify' and 'Remove' buttons are present. The question text reads: 'Earlier in the week you were asked to write a detailed description of the fall of the Roman Empire. Locate that document and upload it in response to this question.' There is an 'Add Question Here' link and an 'OK' button. At the bottom, a status bar shows 'Applet hidden_webeq_applet started', a progress indicator, and 'Internet'.

This is how a **File Response** question appears to students.

The screenshot shows the Blackboard Preview Assessment interface. At the top, there is a navigation bar with 'My Institution', 'Course Catalog', and 'System Admin'. Below this, a breadcrumb trail reads 'LACUE PRESENTATION > CONTROL PANEL > EXAMS > PREVIEW ASSESSMENT: FILE RESPONSE'. The main heading is 'Preview Assessment: File Response'. A table-like structure shows the question details: 'Name: File Response', 'Instructions', 'Multiple Attempts: Not allowed. This Test can only be taken once.', and 'Force Completion: This Test can be saved and resumed later.'. Below this is a section for 'Question Completion Status:'. A question entry is shown: 'Question 1' with a dropdown arrow, '10 points' as the value, and a 'Save' button. The question text reads: 'Earlier in the week you were asked to write a detailed description of the fall of the Roman Empire. Locate that document and upload it in response to this question.' Below the text is a file upload area: 'Attach local file' followed by a text input field and a 'Browse...' button. At the bottom right, there are 'Save' and 'Submit' buttons. At the bottom, a status bar shows 'Powered by Blackboard', a progress indicator, and 'Internet'.