

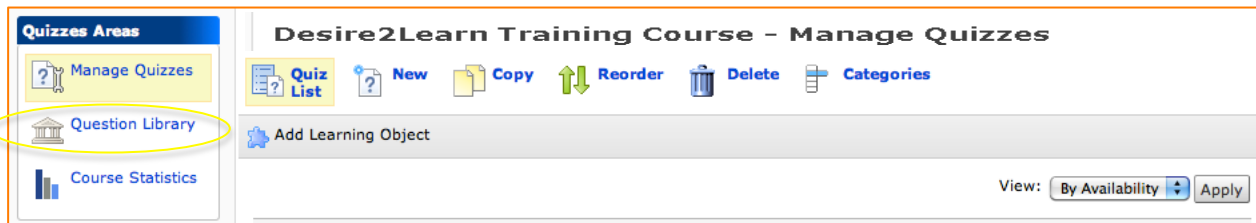
This step-by-step guide will demonstrate how to create Short Answer Questions within the **Quizzes** tool in Desire2Learn (D2L).

Quizzes: Create Questions – Short Answer

1. Select **Quizzes**.



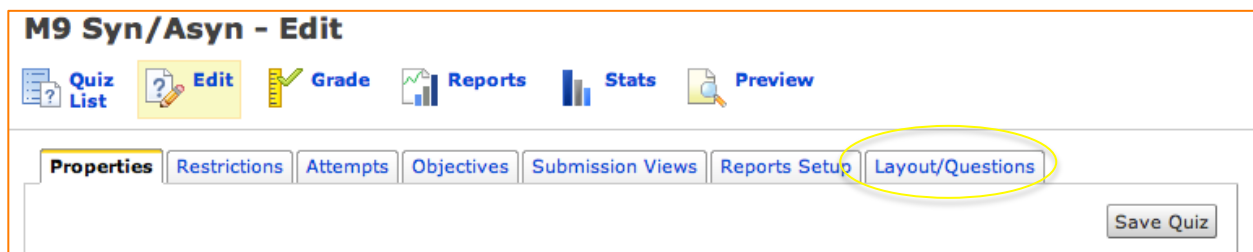
2. Select one of the following two options.
 - a. Select **Question Library** (recommended option).



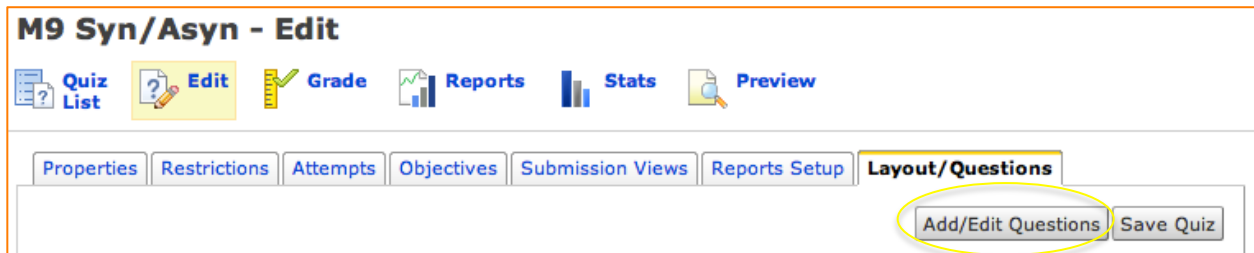
- b. Select the desired quiz.

Current Quizzes	G	Actions
<input type="checkbox"/> M9 Syn/Asyn (inactive) always	-	
Past Quizzes	G	Actions
<input type="checkbox"/> Syllabus Quiz (This quiz has 50 questions with a 50 minute time limit)	37/37	
<input type="checkbox"/> M1 Quiz - Learning Management System Orientation Aug 30, 2011 12:00 AM - Sep 3, 2011 11:59 PM	23/23	
<input type="checkbox"/> M2 Quiz - E-Learning (May choose Tagging activity instead of quiz) Sep 7, 2011 12:00 AM - Sep 10, 2011 11:59 PM	12/12	
<input type="checkbox"/> M4 Quiz-APA (This is the actual quiz -- 40 questions schedule enough time for yourself)	16/16	

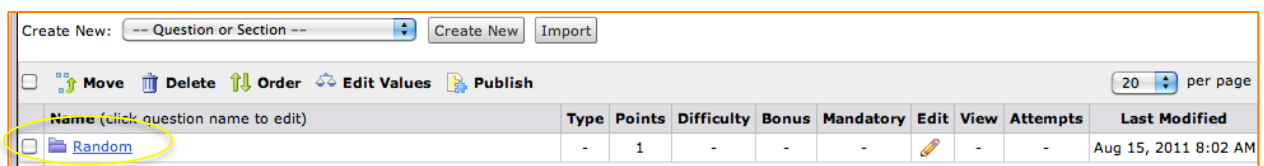
- i. Select the **Layout/Questions** tab for that quiz.



ii. Select **Add/Edit Questions**.



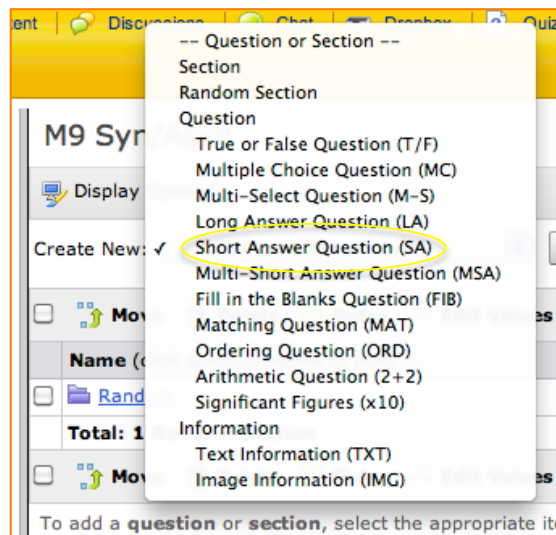
3. *Optional*: Select a **Section** into which the new question(s) will be placed.



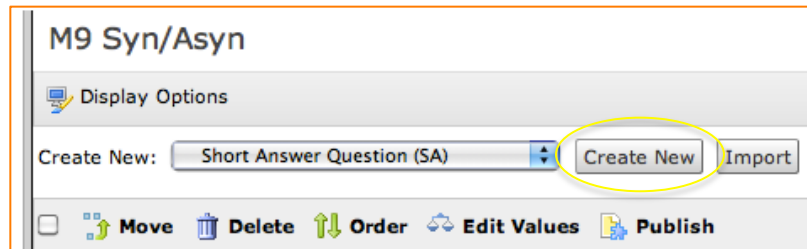
Note: See step-by-step guide *Quizzes: Layout/Questions Tab* on how to create sections.

Warning: Questions or information created within a **Random Section cannot be copied** and will be available only within that specific section.

4. Select **Short Answer Question (SA)** from the dropdown menu.



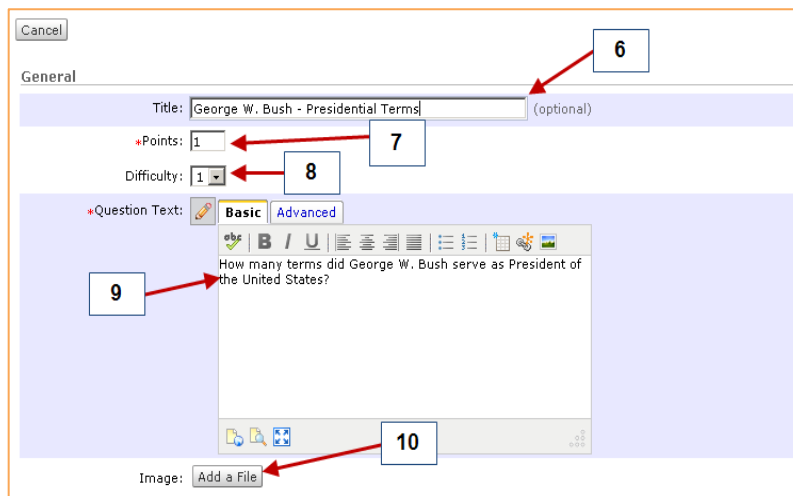
5. Select **Create New**



Note: Short Answer questions can be auto-graded, but answers must be identical to those entered in the grading key.

Enter Question Information

- 6. *Optional:* Enter a **Title**.
- 7. *Optional:* Edit the number of **Points** the question is worth.
- 8. *Optional:* Indicate the level of **Difficulty**.
- 9. Enter the **Question Text**.
- 10. *Optional:* Add an image by selecting **Add a File**.

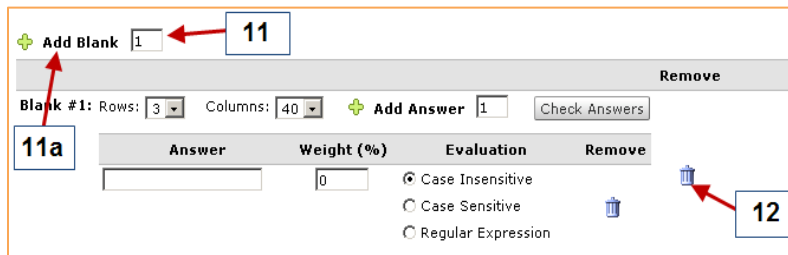


- a. *Optional:* Enter a **Description** of the image.



Enter Answer Information

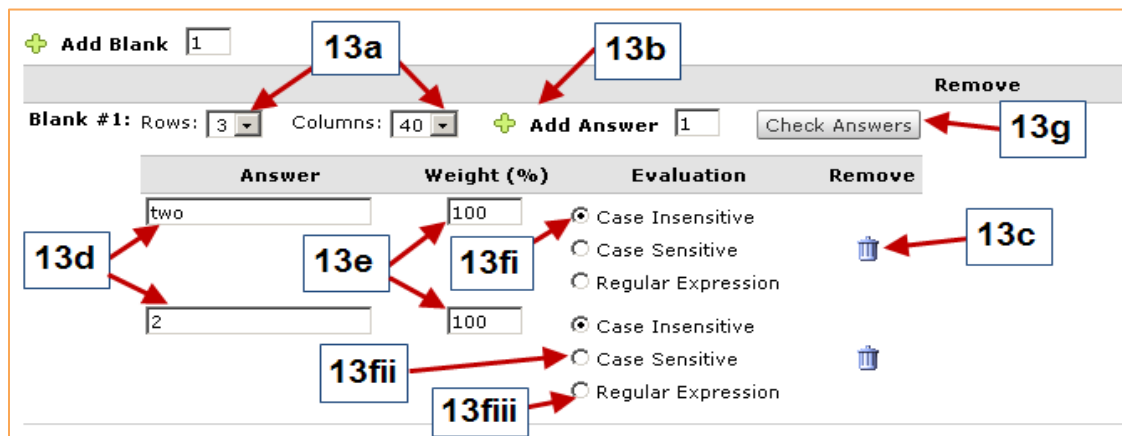
11. *Optional:* Enter a number in **Add Blank** to increase the number of blank boxes for answers.
 - a. Select **Add Blank**.
12. *Optional:* If a **Blank** box is not needed, select the **Remove** icon.



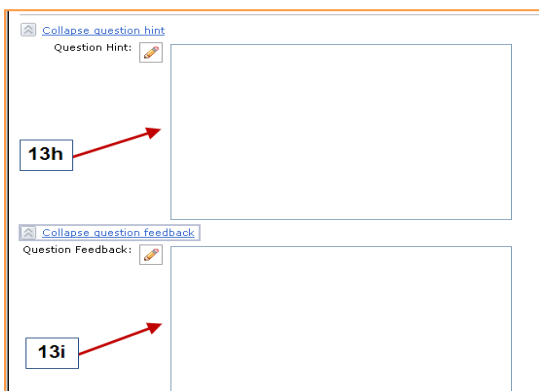
13. For each **Blank** box, enter the following information:
 - a. *Optional:* Edit the size of the **Rows** and **Columns** for the **Blank**.
 - b. *Optional:* Enter a number in **Add Answer** to increase the number of correct answers possible.
 - c. *Optional:* If an answer option is not needed, select the **Remove** icon.
 - d. Enter a correct answer in the **Answer** box(es).
 - e. Enter a weight (from 0 to 100%) for each answer. (This is usually 100% divided by the number of **Blanks**. e.g. four answers each valued at 25%).
 - f. Select one of the following three **Evaluation** options:
 - i. Select **Case Insensitive**.
 - ii. Select **Case Sensitive**.
 - iii. Select **Regular Expression**.

Note: See Desire2Learn document *Using Regular Expressions in the D2L Quizzing Tool* for more information on using this option.

- g. *Optional:* Select **Check Answers** to preview a list of possible correct answers.



- h. *Optional:* Enter a **Question Hint**.
- i. *Optional:* Enter **Question Feedback**.

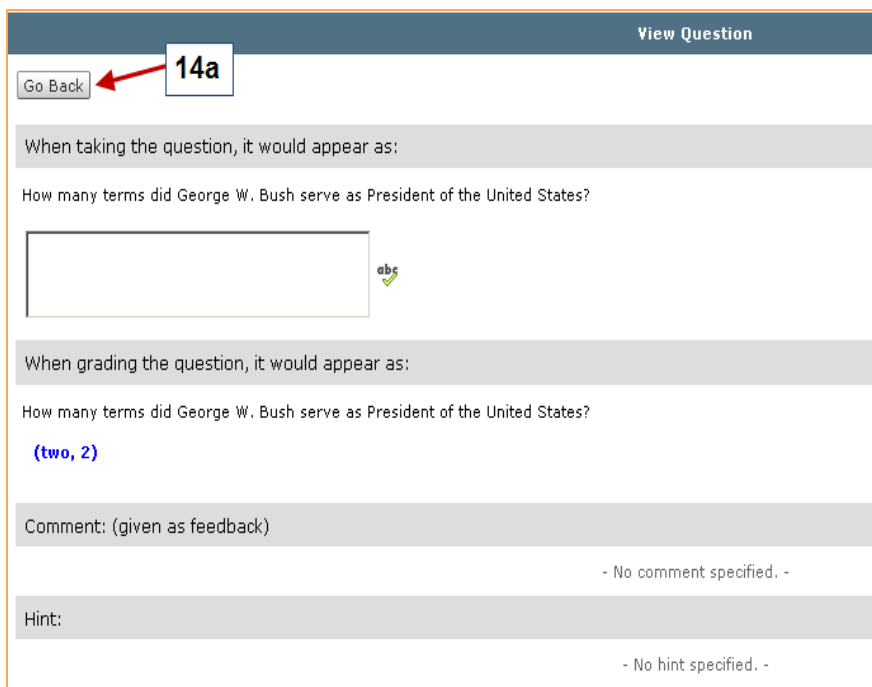


Preview and/or Save

- 14. *Optional:* Select **Preview** to view the question and optional feedback or hint.



- a. Select **Go Back**.



15. Select one of the following Save options:
- Select **Save**.
 - Select **Save and Copy** to create a copy that will open immediately for editing.
 - Select **Save and New** to immediately open a new blank question.

