Creating a Short Answer Question

Last updated: 7/17/2012

Short answer questions are similar to Essay Questions. Although the student taking the assessment is not limited in the length of the answer, the number of rows in the text box can help provide the student with a rough guideline as to instructor expectations. Both essay questions and short answer questions must be graded manually.

1. Open the canvas page for a test, survey, or pool.

2. On the Action Bar, click on Create Question and select Short Answer from the drop-down list.
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3. Type the Question Text.

1. **Question**

   **Question Title**: Sternal

   **Question Text**: Explain where the sternum is located on the body and name the three regions of the sternum.

4. Determine the Number of Rows to Display in the Answer Field by selecting a number from the drop-down list. The number of rows is meant as a guideline when entering an answer, it does not impose an absolute limit on answer length.

5. Type an example of a correct answer in the Answer Text field.

6. Optionally, associate a rubric by clicking **Add Rubric**.

7. Click **Submit**.
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Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.