



Creating Short Answer Questions in D2L – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes tool and Question Library in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will describe how to create a **Short Answer** question for use in the Quizzes tool in D2L.

Steps

1. Go to the **Quizzes** tool in your course, then click **Question Library**.

		Published
<input type="checkbox"/>	Current Quizzes	Published
<input type="checkbox"/>	All About Quizzes Availability: always available	-
<input type="checkbox"/>	Master Quiz (inactive) Availability: always available	-



2. Create a **New** → **Section** or click on the title of an existing **Section** (folder) in which to save your Short answer question. For the purposes of this tutorial, we will click **Quizzes**, and then **Week 1**.

Training Course 03 Course Home My Tools Edit Course

Question Library > Quizzes > Week 1

Settings Help

Week 1

New Import

Done Editing Questions

Move Delete Order Edit Values

<input type="checkbox"/>	Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Case Study Week 1 Quiz	Shuffling is on	-	-	-	Jan 7, 2019 10:05 AM

Total: 1 Section

20 per page

3. Click New and select **Short Answer Question (SA)**.

Training Course 03 Course Home My Tools Edit Course

Question Library > Quizzes > Week 1

Settings Help

Week 1

New Import

Done Editing Questions

Section

True or False Question (T/F)

Multiple Choice Question (MC)

Multi-Select Question (M-S)

Written Response Question (WR)

Short Answer Question (SA)

Multi-Short Answer Question (MSA)

Fill in the Blanks Question (FIB)

Edit Values

<input type="checkbox"/>	Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Case Study Week 1 Quiz	Shuffling is on	-	-	-	Jan 7, 2019 10:05 AM

20 per page



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4. Type your question into the **Question Text** box. You will see a **Preview** of the question begin to appear in the right-hand panel.

The screenshot shows a question editor interface. At the top left, there is a back arrow and the text "BACK TO QUESTION LIBRARY". Below this, there is a dropdown menu for "Short Answer" and a dropdown for "Options". The "Question Text" box contains the text "How many months in the year have names beginning with the letter 'O'?" and is highlighted with a red box. A red arrow points from the "Question Text" box to the preview panel on the right. The preview panel shows the question text and a text input field. Below the "Question Text" box, there is a section for "Answers for Blank 1*" with a dropdown menu for "abc" and a text input field containing "Enter an answer for this blank...". There is also an "Add Blank" button and a "Default Points" field set to "1". At the bottom, there are "Save" and "Cancel" buttons.

5. Add the **Answers for Blank 1**. If you have more than one answer, type in the first one, then hit Enter. You will then be able to add a second answer (for example, if the answer is "One", you may also want to allow students to answer "1").

The screenshot shows the same question editor interface as above. The "Answers for Blank 1*" section is now populated with the answer "One x 1 x" in the text input field. A red box highlights this section, and two red arrows point to the "One" and "1" parts of the answer. The rest of the interface, including the question text and preview panel, remains the same.



- If there is more than one blank you want students to put answers into, click **Add Blank**. You will then be able to decide how points are assigned to blanks by using the drop-down menu at the bottom. Keep an eye on the right-hand panel to see what your question looks like as you build it.

BACK TO QUESTION LIBRARY

Short Answer Options

Question Text *

How many months in the year have names beginning with the letter "O"?

Answers for Blank 1 *

abc One 1

Answers for Blank 2 *

abc Enter an answer for this blank...

Add Blank

Default Points * How are points assigned to blanks?

1 Students receive part marks (0.5 pts per blank)

Students receive part marks (0.5 pts per blank)

Students must answer all blanks correctly

Save

Blank # 1

Blank # 2

- Click Options to **Add Feedback**, **Add Hint**, and/or **Add Short Description** for your question. When you have finished creating your question, click **Save**.

BACK TO QUESTION LIBRARY

Short Answer Options

Question Text *

How many months in the year have names beginning with the letter "O"?

Answers for Blank 1 *

abc One 1

Answers for Blank 2 *

abc Enter an answer for this blank...

Add Blank

Default Points * How are points assigned to blanks?

1 Students receive part marks (0.5 pts per blank)

Save Cancel

Options

Add Feedback

Add Hint

Add Short Description

Blank # 1

Blank # 2

Things to Remember

While **Short Answer** questions are designed to be graded automatically by D2L based on the possible answers you provide, it may be possible for a student to give a correct answer that you have NOT accounted for. Therefore, we recommend that when using **Short Answer** questions in a quiz, you double-check the students' answers to make sure that they have not lost marks for something that should have been correct. You can then go back and fix the question for the next time.



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