

## Create and Grade Essay Questions in Blackboard Tests

The following question types in Blackboard require manual grading by the instructor:

- 1- **Essay**. Allows the student to type text.
- 2- **Short Answer**. Allows the student to type text in a specific number of lines.
- 3- **File Response**. Allows the student to upload any file to be reviewed and graded by the instructor.

This tutorial will demonstrate the steps to create and grade an “Essay” Question. Similar steps can be followed for the other types above (Short Answer and File Response).

For more details about other questions types, you can visit the [questions type on Blackboard help website](#).

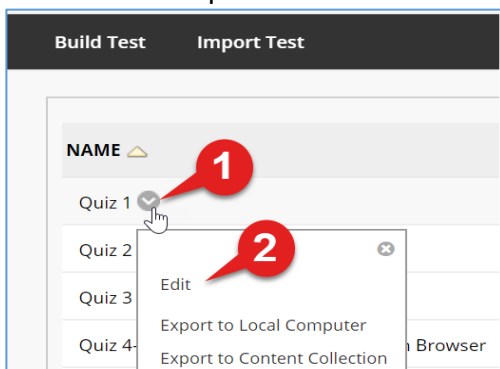
### Create an “Essay” Question

Essay questions require students to type an answer in a text box. You will need to grade these questions manually.

First, you need to create a test, or open a test that you have already created earlier.

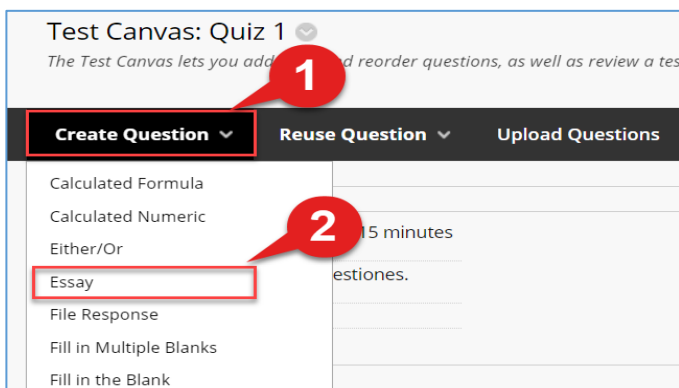
To open an existing test, from “**Course Tools**”, select “**Tests, Surveys, and pools**” and then select “**Tests**”.

- 1- In the tests page, click the **arrow** next to the test that you want to edit.
- 2- Click “**Edit**” to open the test canvas.



To **add an Essay a Question** in the “Test Canvas” page:

- 1- Click on “**Create Question**”, then
- 2- Click “**Essay**”.



## Question Settings

In the **Create/Edit Essay Question** page:

- 1- Enter **Question Text**. You can format the text and include images, links and mashups using the text editor.

QUESTION

Question Title

\* Question Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Do you think distance learning is good? Explain advantages and disadvantages.

- 2- You can optionally enter a sample answer, a rubric, category and keywords, and instructor notes.
- 3- Click **“Submit”** to save the question.

**The question will appear in the “Test Canvas”.**

- 4- You may click the arrow next to the question text to **edit** the question and modify its options.
- 5- You may click on the number to **change the points** allocated to this question.

Select: **All** **None** | Select by Type: - Question Type -

Delete Points Update Hide Question Details

1. Essay: Do you think distance learning is good? Explain advantages and disadvantages. Points: 10

Question Do you think distance learning is good? Explain advantages and disadvantages.

Answer Sample answer here.

## Student's Preview

After deploying the test, students can answer the essay question in the test by writing text in a text box as follows:

QUESTION 1

10 points **Saved**

Do you think distance learning is good? Explain advantages and disadvantages.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

I think distance learning is good because It can be flexible and can save travelling time. It got some disadvantages such as the technical issues and loosing the face to face aspect. It is good in some circumstances. It is also good to mix between face to face and remote learning.

Path: p Words:51

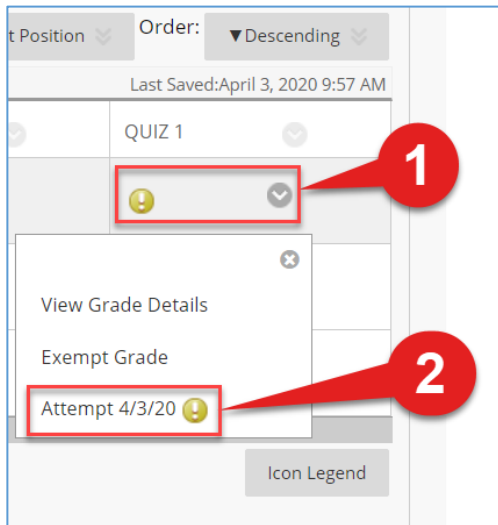
## Grade Essay Questions

After students complete the exam, you need to grade the essay question for each student from the Grade center. There are two ways to do this

- **Grade by Student**

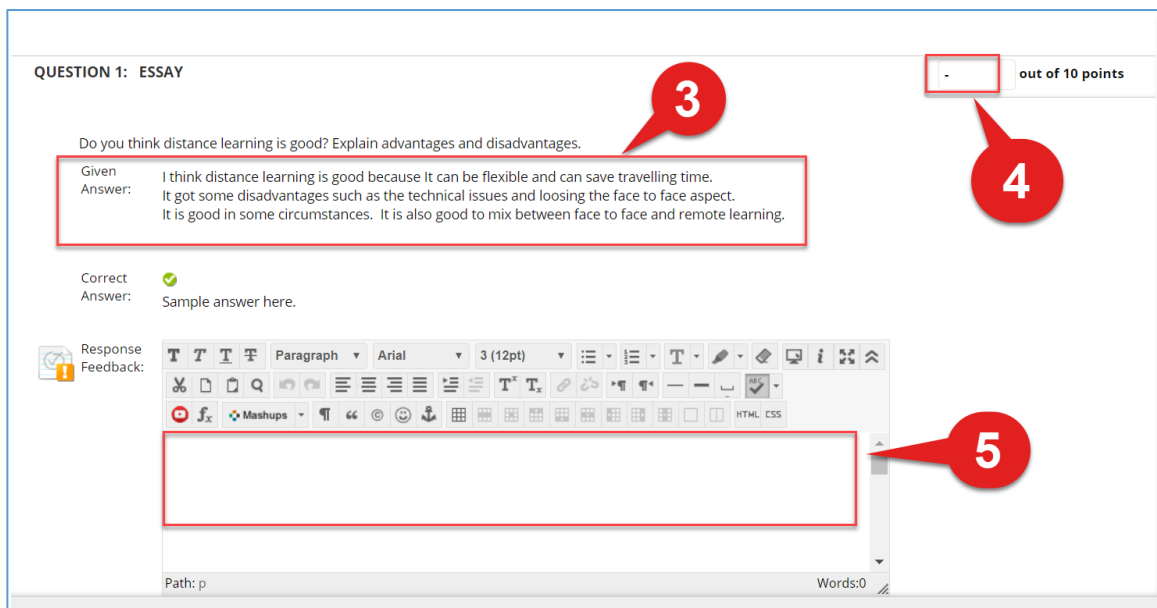
This way will allow you to view the test attempt for each student separately, where you can mark the essay question and review other answers for the same student if needed. To do so:

- 1- Access to the grade center, scroll to see the column of the quiz. In the student's cell, click on the arrow next to the yellow icon. (A yellow icon means "needs grading").
- 2- Click on **"Attempt"** to access the submitted attempt for this specific student.



In the attempt page, you will be able to view answers given by this student to all the questions. Scroll to the essay question and:

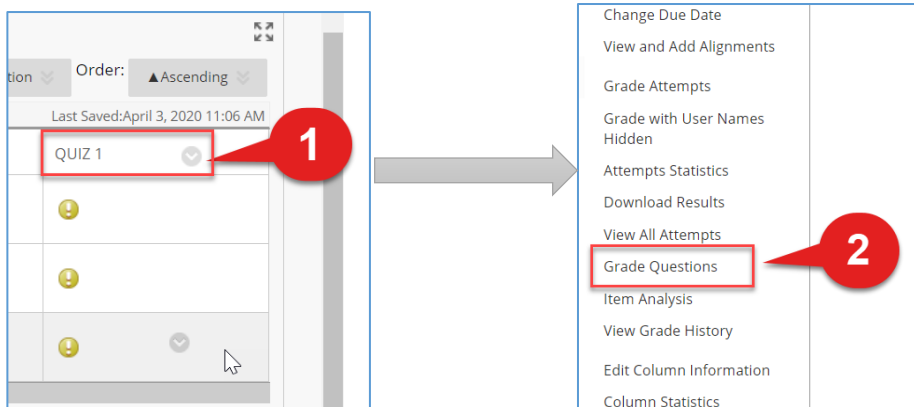
- 3- Review the student's answer.
- 4- **Enter the score** for this answer
- 5- Enter feedback (Optionally), and then **"Submit"** to save the grade.



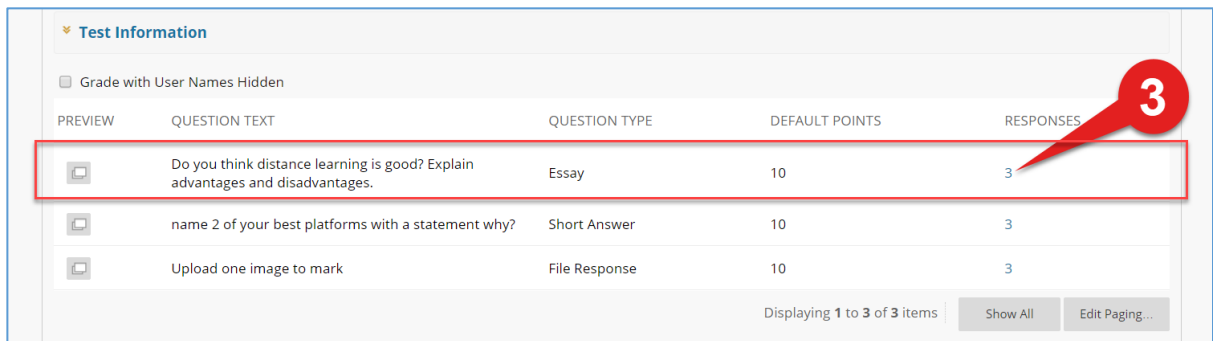
- **Grade by Question**

This way will allow you to grade the test question by question, as you can access the answers to the essay question for all students in one screen.

- 1- In the grade center, scroll to the column of the quiz. **Click on the arrow next to the column header.**
- 2- From the menu, click **“Grade Questions”**.



- 3- In the **“Grade Questions”** Page, you will get a list of all the questions in the test. Each question in one row. To mark a specific essay question, **click on the number of the responses** for that “Essay” question to access all students’ responses.



- 4- You will get a page containing all students’ responses for the essay question. Each rectangle shows a response for one student. Click **“Edit”** to enter the score and feedback (optional) for each student.
- 5- **Continue** to edit and grade the same question to other students. When completing all, click **“Submit”**.

