Create a short answer question

<table>
<thead>
<tr>
<th>Turn editing on</th>
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<tr>
<td>To begin creating your questions, go to SETTINGS block &gt; Question bank &gt; Questions</td>
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### Question bank

**Select a category** the quiz question will go in from the drop down menu.

**Select Create a new question.**

Categories can be created and changed later. (See notes on “Creating and managing categories” for further information).

### Select Short answer

**Click on Next**

![Image of the process steps]
**General**

**Category:** Categories can be set up at a later stage.

(See notes on “Creating and managing categories” for further information).

**Questions name**: Enter title of the question.

**Question text:** Enter the question.

**Default mark**: By default, each question is assigned 1 point. You can change this in the Grade field beside the question.

**General Feedback:** You can provide general feedback in this area to give students a fully worked answer and perhaps a link to more information they can use if they did not understand the questions.

**Case sensitivity:** select if case is important or not.

<table>
<thead>
<tr>
<th>Correct answers</th>
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<tbody>
<tr>
<td>You must provide at least <strong>one</strong> possible answer. Answers left blank will not be used.</td>
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<tr>
<td>Asterisks (*) can be used as a wildcard to match any characters. The first matching answer will be used to determine the score and feedback.</td>
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**Example only**

**Answer 1:** supply the answer and grade 100% if correct.

**Answer 2:** an optional answer is provided which would also grade at 100%.

**Settings for multiple tries**

**Penalty for each incorrect try**: A penalty may be applied for each incorrect try.
Set to 0% if there are no penalties.

Once you have completed your question, click on **Save changes**.

Repeat the process to add more short answer questions to the question bank.