



How do I create file response questions?

File Response Questions

Users upload a file from their computer, the network, or from the Content Collection as the answer to the question. This type of question is graded manually.

1. Open the **Test Canvas** for a test.
2. Select **File Response** from the **Create Question** drop-down list.

The screenshot shows the 'Test Canvas' interface. At the top, there is a 'Test Canvas' header with a dropdown arrow. Below the header, there is a text area with instructions: 'Create, edit, and delete questions. Select a question type from the Add Question drop-down list to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation. [More Help](#)'. Below the text area, there are three buttons: 'Create Question' (with a dropdown arrow), 'Reuse Question' (with a dropdown arrow), and 'Upload Questions'. To the right of these buttons is a 'Creation Settings' button. The 'Create Question' dropdown menu is open, showing a list of question types: '> Calculated Formula', '> Calculated Numeric', '> Either/Or', '> Essay', and '> File Response'. A red arrow points to the 'File Response' option. Below the dropdown menu, there is a text area with the text 'ios each question type in Blackboard 7.1.'

3. Enter the **Question Text**. For example, “Upload the SPSS data file you used to calculate the results of the previous questions”.
4. Assign a **Point Value**.
5. Click the **Extra Credit Only** checkbox so a correct answer results in additional points. An incorrect answer does not add any points.
6. Click **Submit** to add the question to this test.