



## How do I create fill in the blank questions?

### Fill in the Blank Questions

Fill in the Blank answers are evaluated based on an **exact text match**. Accordingly, it is important to keep the answers simple and limited to as few words as possible. **Answers are not case sensitive, but are evaluated based on spelling.** Consider the following tips when creating Fill in the Blank questions and answers:

- Provide answers that allow for common spelling errors.
- Provide answers that allow for abbreviations or partial answers.
- Create the question that indicates to students the best way to answer the question.
- Phrase the question so there is only one answer
- Try to keep answers limited to one word to avoid mismatched answers due to extra spaces or order of answer terms. If the answer may be more than one word, list all possibilities as answers.

**Note:** Use the *Fill in Multiple Blanks* question type (discussed in a later section below) to create a question with multiple answers.

1. Go to **Course Tools > Test, Surveys, and Pools > Tests >** and open the Test Canvas for a selecting to **Build (Create) Test** or **Edit** an existing assessment from its drop-down menu.
2. Select **Fill in the Blank** from the Create Question drop-down list.
3. Enter the **Question Text**.
4. Assign a **Point Value**.
5. Click the Extra Credit Only checkbox if desired. A correct answer results in additional points. An incorrect answer does not subtract any points.
6. **Select a Number of Answers** from the drop-down list.

**2. Answers**

Add answers for all possible correct responses.

Number of Answers

\* Answer 1

7. Enter **an answer for each Answer field**.
8. Enter Feedback, if desired, that appears in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.
9. Add Question Metadata in the Categories and Keywords section.
10. Click **Submit** to add the question to the assessment.