Setting Options for Test Questions

**Note:** Settings for each test must be changed separately. A new test will have the default settings.

Before you begin adding questions to your test, you will want to use **Question Settings** on your **Test Canvas** page to turn on the ability to add these features to questions:

- Feedback to individual answer choices
- Images, files, and web links to individual feedback and answers
- Categories, topics, levels, and instructor notes to questions
- Scoring options such as default point values, partial credit, negative points, and extra credit points
- Display options such as random ordering of answers and numbering options

See related step-by-step instructions for “Adding New Questions to a Test.” The example below shows adding the ability to insert images into individual feedback or answer choices.

1. In the **Test Canvas** window, click the **Question Settings** button.

The **Test Question Settings** page displays with the default settings selected.
Setting Options for Test Questions
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2. To insert an image in a test question answer, select the **Add images, files, and web links to answers** option in the **2. Images, Files, and Web Links** section and click the **Submit** button.

![Image of UAMS Blackboard Learn 9.1 SVP](image)

3. Create a new question (or edit an existing one) for which you want to attach an image into the answer.

![Multiple Choice Question](image)
4. Insert the image you want to include in the answer and click the **Submit** button.

The image displays in the **Answer** window.