

# Essay Question

**Question 1**  
Not yet answered  
Marked out of 1.00

Write down your response to the climate change topic 200 words or less.

Text editor toolbar with various icons for text styling, images, and tables.

Words: 0

An example of the essay question type

## Overview:

This guide will show you how to create an essay question type within the Quiz activity.

## What to know:

The essay question type allows students to upload a file or online text. This question must be graded manually. The question can be used to submit essays or files (e.g. pictures of calculations of math problems).

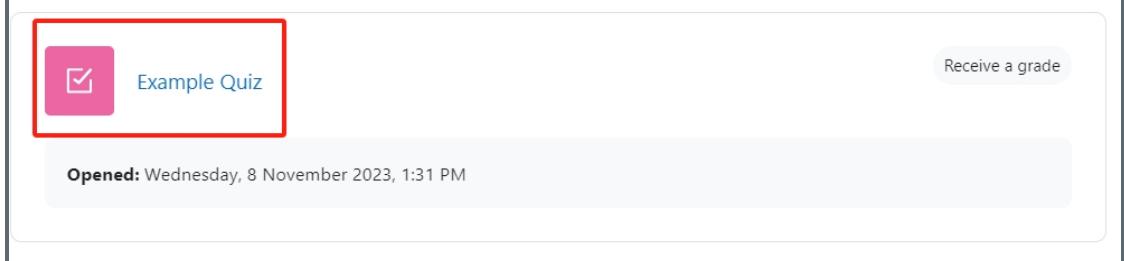
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### Step 1: Access the Quiz activity

In your module area/course, click the link of the Quiz activity.

## ▼ Topic 5

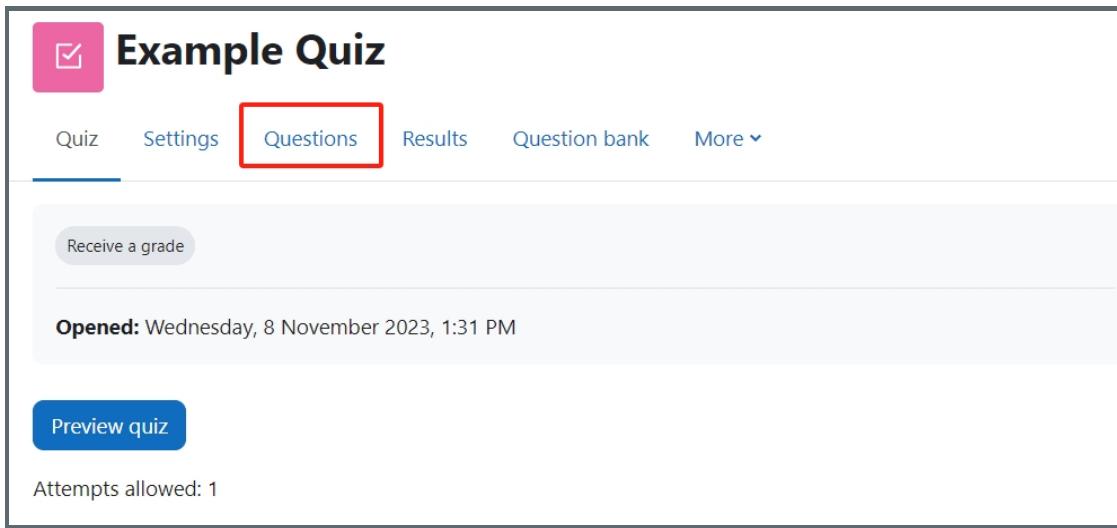


The screenshot shows a Moodle topic page for 'Topic 5'. On the left, there is a box containing a pink square with a white checkmark and the text 'Example Quiz'. To the right of the box are the words 'Receive a grade' and a small grey rectangular button. Below the box, the text 'Opened: Wednesday, 8 November 2023, 1:31 PM' is displayed.

Note: If an appropriate Quiz activity doesn't exist in your module area/course, please see [Add a quiz](#) for details of how to create one.

### Step 2: Open the 'Questions' tab.

1. Open the 'Questions' tab.



The screenshot shows the 'Example Quiz' page. At the top, there is a pink square with a white checkmark and the text 'Example Quiz'. Below the title, there is a navigation bar with tabs: 'Quiz' (selected), 'Settings', 'Questions' (highlighted with a red box), 'Results', 'Question bank', and 'More'. To the right of the tabs is a 'Receive a grade' button. Below the navigation bar, the text 'Opened: Wednesday, 8 November 2023, 1:31 PM' is displayed. At the bottom of the page, there is a blue button labeled 'Preview quiz' and the text 'Attempts allowed: 1'.

### Step 3: Add a new question

1. On the following page, click the 'Add' link.
2. Click the 'a new question' link in the dropdown menu.



## Questions

Questions: 1 | This quiz is open

Maximum grade

Save

Repaginate

Select multiple items

Total of marks: 1.00



Page 1

Shuffle ?

1 The Loch Ness Monster is a type of? The Loch Ness Monster ... Always

### Step 4: Choose a question type

1. Locate and select the essay question type from the pop-up window.
2. Click the 'Add' button.

Choose a question type to add ×

Multiple choice

True/False

Matching

Short answer

Numerical

Essay

All-or-Nothing

Multiple Choice

Calculated

Calculated multichoice

Calculated simple

CodeRunner

Drag and drop into text

Drag and drop

## Step 5: Configure general settings

### Category:

You can choose which category you would like to put your question in from the dropdown menu. If you have not created any category in your question bank, you can put the questions in the default category.

### Question name:

The question name is to help you to identify your questions. It is extremely useful when you view your questions in the question bank. It is recommended to put in enough information in the question name to help you to identify your questions quickly, especially in the question bank. A good example will be a question name like "Week1-location of XJTLU". Vague question names like "Q1" should be avoided. This section is mandatory. **Please note, students will not see the question names.**

### Question text:

Question text is a place where you can put in the question or instructions, for example, "Please write 100 words about your experience of studying at XJTLU". This section is mandatory. It is also possible to put images or videos in the question text.

### Default mark:

This is where you put the mark of the question. You can change the mark even during and after the quiz.

The screenshot shows the 'General' settings page for a question. The 'Category' field is set to 'Default for Chenhui's Test Module (1)'. The 'Question name' field is empty and has a red exclamation mark. The 'Question text' field is empty and has a red exclamation mark. It contains a rich text editor with various icons for bold, italic, underline, and other formatting. The 'Question status' field is set to 'Ready'. The 'Default mark' field is set to '1'. A 'Words:0' counter is visible below the text area. A help icon is located in the bottom right corner.

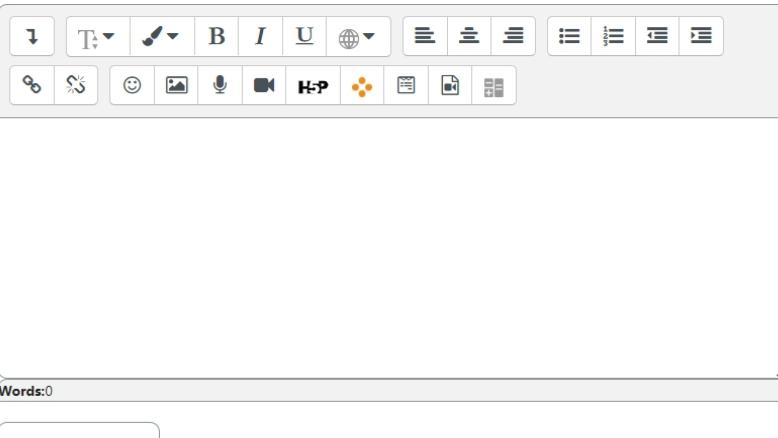
### General feedback:

Feedback can be given to your students at different stages of the quiz depends on how the settings are configured.

### ID number:

Please leave it blank.

General feedback 



Words:0

ID number 

## Step 6: Configure Response Options

Please leave the "Response format" as "HTML editor" and change the setting as you wish.

**Response options**

Please leave it as HTML

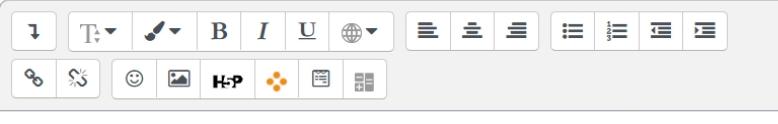
Response format	HTML editor
Require text	Require the student to enter text
Input box size	10 lines
Minimum word limit 	<input type="text"/> <input type="checkbox"/> Enable
Maximum word limit 	<input type="text"/> <input type="checkbox"/> Enable
Allow attachments	No

## Step 7: Response template (if needed)

The response template will be displayed to students when they attempt the question. **Please note the texts will need to be manually deleted.**

**Response template**

Response template 

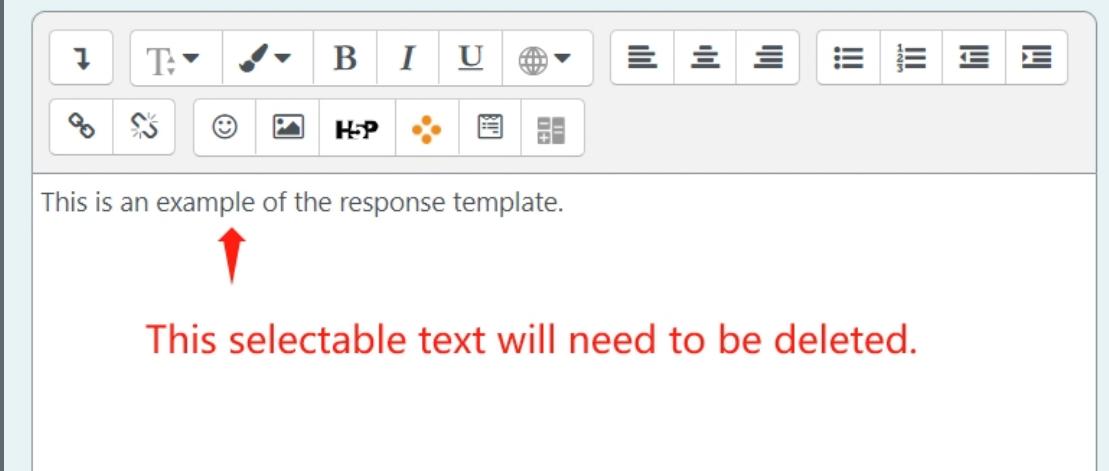


Put the response template here

Words:0

An example of the response template:

Please write 100 words about your experience of studying at XJTLU. ([Show sample](#))

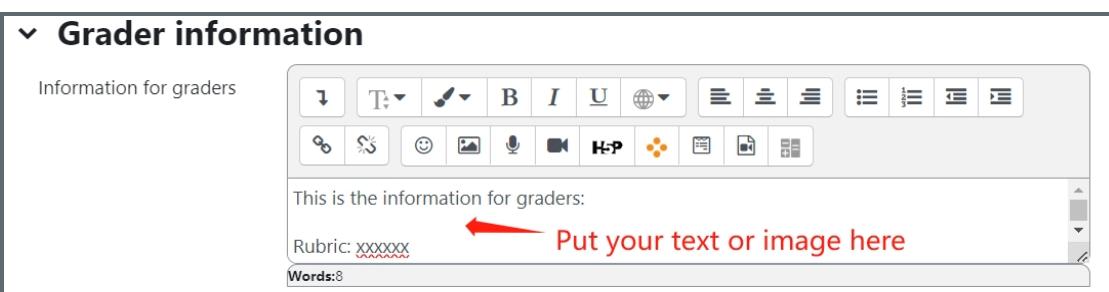


This is an example of the response template.

**This selectable text will need to be deleted.**

## Step 8: Grader information (if needed)

The grader information will be displayed to the graders in the "manual grading" and "manual grading by student" function. Read [Manual grading](#) and [Manual grading by student](#) to find out how to do that. **Students will not see the grader information.**



▼ **Grader information**

Information for graders

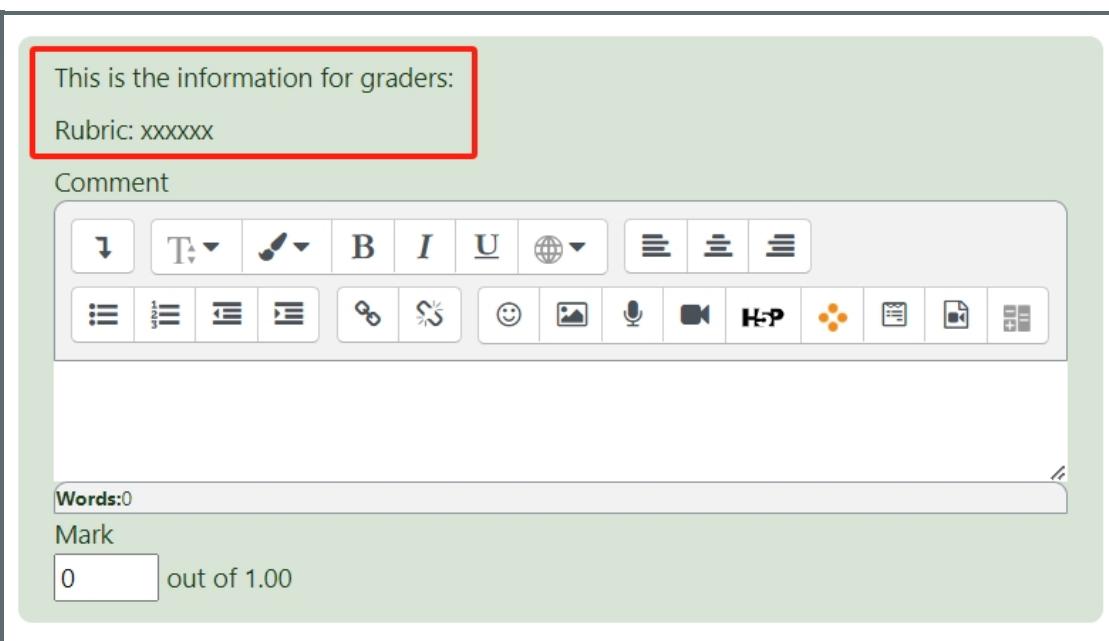
This is the information for graders:

Rubric: xxxxx

Put your text or image here

Words:8

The grader information will be displayed above the comment and marking area:



This is the information for graders:

Rubric: xxxxx

Comment

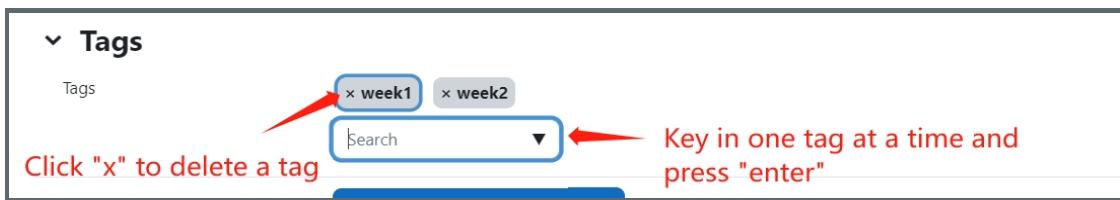
Words:0

Mark

0 out of 1.00

## Step 9: Add tags if needed

You can put in a tag or several tags by key in the tags. Click "x" to delete a tag. Tags can help you to organize your questions in your question bank. Read more about the use of Tag from this article ([link](#)). Tags are designed for your question



## Next steps:

Now that you have finished migrating your files and folders, you may be interested in the following related articles:

[Download all essay submissions](#)

Online URL: <https://knowledgebase.xjtu.edu.cn/article/essay-question-69.html>