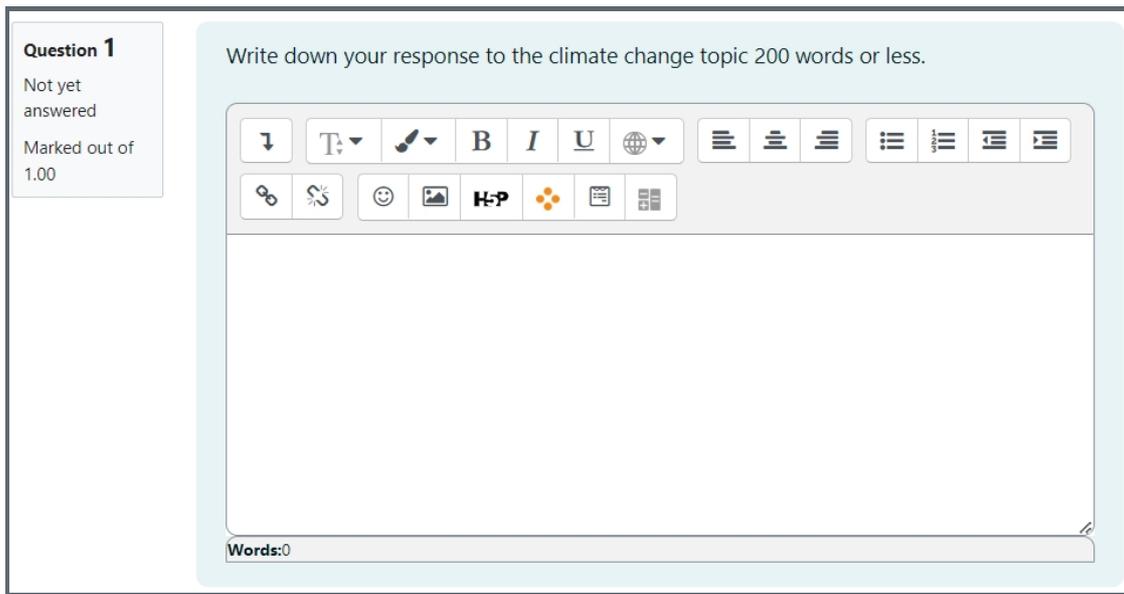


# Essay Question



The screenshot shows a quiz question interface. On the left, a box labeled 'Question 1' indicates it is 'Not yet answered' and 'Marked out of 1.00'. The main area contains the prompt: 'Write down your response to the climate change topic 200 words or less.' Below the prompt is a rich text editor toolbar with icons for undo, redo, text color, background color, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent. Below the toolbar is a large text input area. At the bottom left of the input area, a 'Words:0' counter is visible.

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



Example Quiz

Receive a grade

**Opened:** Wednesday, 8 November 2023, 1:31 PM

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 left is a pink square icon with a white checkmark. To its right is the title 'Example Quiz'. Below the title is a navigation menu with tabs: 'Quiz', 'Settings', 'Questions', 'Results', 'Question bank', and 'More'. The 'Questions' tab is highlighted with a red box. Below the navigation menu is a 'Receive a grade' button. Underneath that is the text 'Opened: Wednesday, 8 November 2023, 1:31 PM'. At the bottom left is a blue 'Preview quiz' button. Below the button is 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.

# Example Quiz

Quiz Settings Questions Results Question bank More ▾

## Questions

Questions: 1 | This quiz is open

Maximum grade  Save

Repaginate Select multiple items Total of marks: 1.00

Page 1

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

Shuffle

**Add ▾**

- + a new question
- + from question bank
- + a random question

### 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

Allows a response of a file upload and/or online text. This must then be graded manually.

**Add** Cancel

## 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:

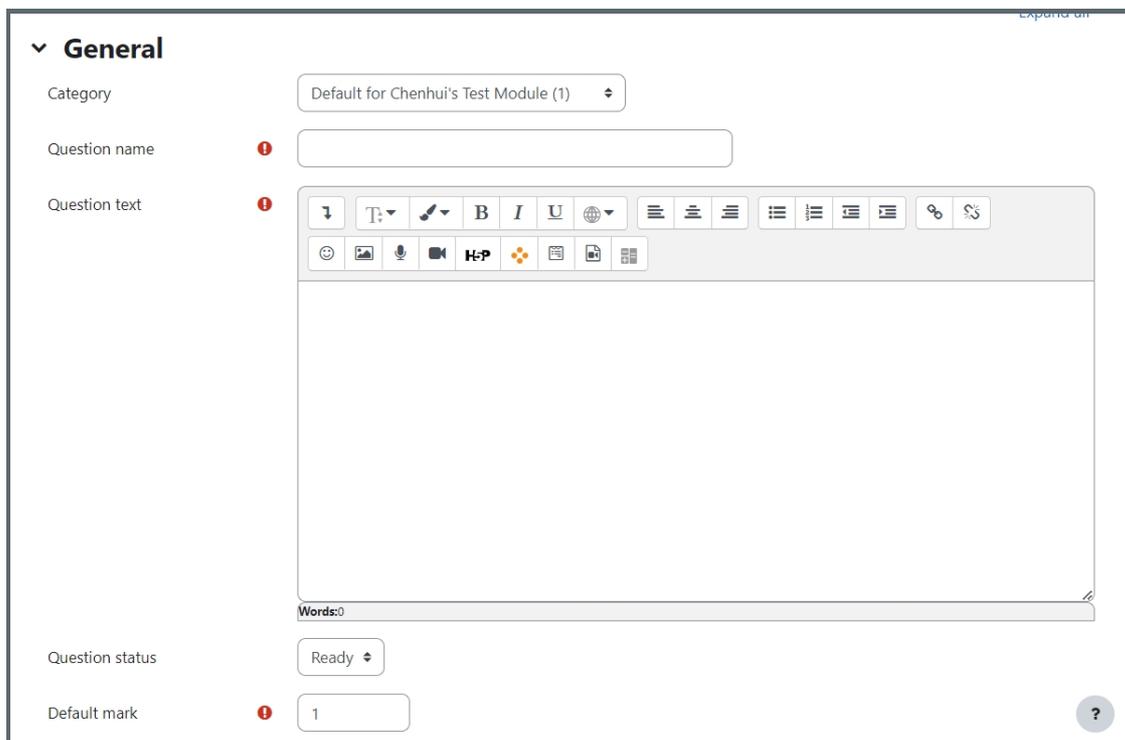
The question name is to help you to identify your questions. It is extremely useful when you view your questions in the question bank. It is recommended to put in enough information in the question name to help you to identify your questions quickly, especially in the question bank. A good example will 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 a 'General' settings form for a question. The form includes the following fields and options:

- Category:** A dropdown menu with the selected option 'Default for Chenhui's Test Module (1)'.
- Question name:** A text input field with a red information icon to its left.
- Question text:** A rich text editor with a toolbar containing icons for undo, redo, text color, background color, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink, and source code. Below the toolbar is a large text area and a 'Words:0' counter.
- Question status:** A dropdown menu with the selected option 'Ready'.
- Default mark:** A text input field containing the value '1' and a red information icon to its left.

A question mark icon is visible in the bottom right corner of the form.

### 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 ?

↶ T ↵ B I U 🌐 ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

🔗 🔄 😊 🖼️ 🎤 🎥 H-P 🌟 📅 📄 📄

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**

Response format  ⌵ Please leave it as HTML

Require text  ⌵

Input box size  ⌵

Minimum word limit ?   Enable

Maximum word limit ?   Enable

Allow attachments  ⌵

## 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 ?

↶ T ↵ B I U 🌐 ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

🔗 🔄 😊 🖼️ H-P 🌟 📅 📄 📄

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: xxxxxx

**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: xxxxxx

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

management purpose. It will not be displayed to students



### 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.xjtlu.edu.cn/article/essay-question-69.html>