Essay Question

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.

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.

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 100.00   Save

Repaginate   Select multiple items

Total of marks: 1.00

✏

☐ Shuffle ❓

Page 1

Add ∨

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

➕ 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

○ ⑫ Numerical

◉ ▦ Essay

○ ⋮€ All-or-Nothing Multiple Choice

○ 2+2=? Calculated

○ 2+2=? Calculated multichoice

○ 2≠2 Calculated simple

○ Cr 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

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.
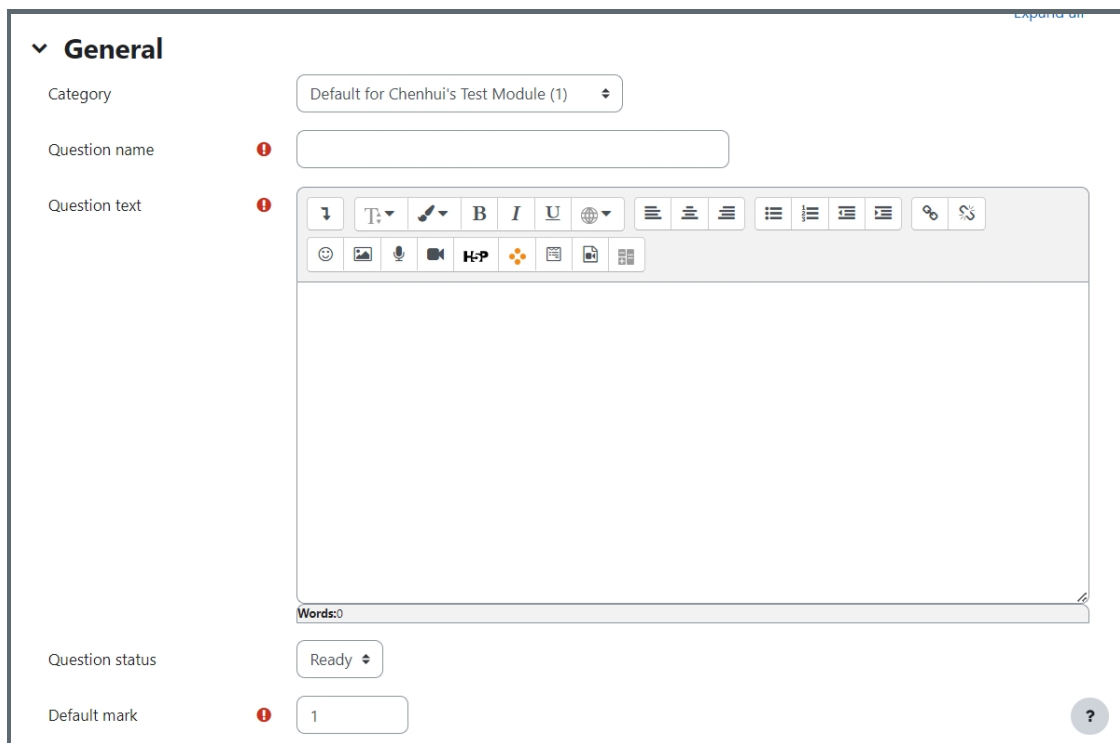
Question name:
The question name is to help you to identify your questions. It is extremely useful when you view your questions in the question bank. It is recommended to put in enough information in the question name to help you to identify your questions quickly, especially in the question bank. A 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.

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 ❓	☐ Enable
Maximum word limit ❓	☐ 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.**
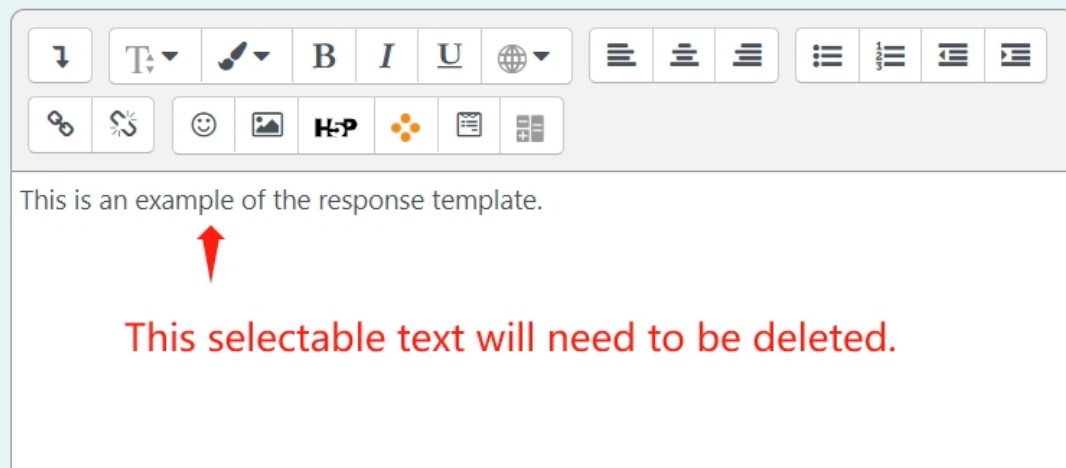
∨ Response template

Response template	❓	Put the response template here

Words:0

An example of the response template:
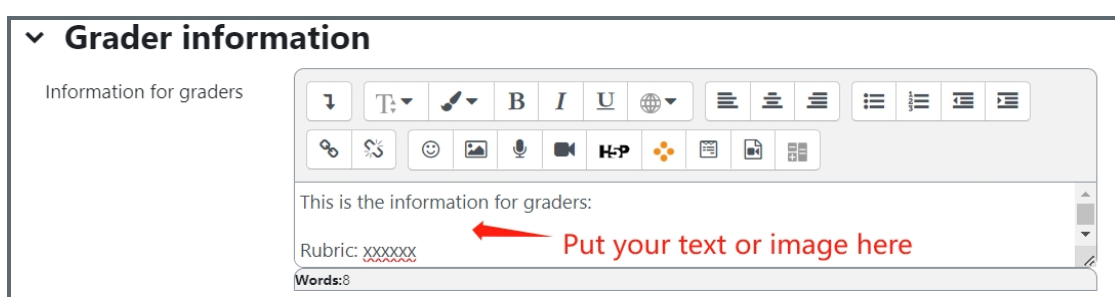
Please write 100 words about your experience of studying at XJTLU. **(Show sample)**

This is an example of the response template.

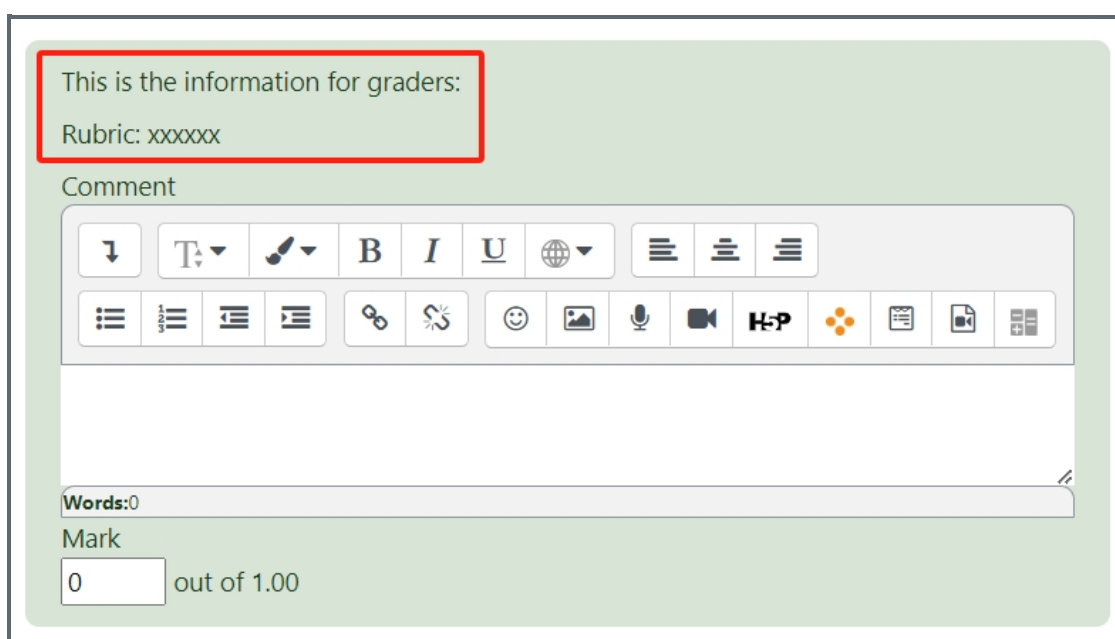This selectable text will need to be deleted.

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 Mannual 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
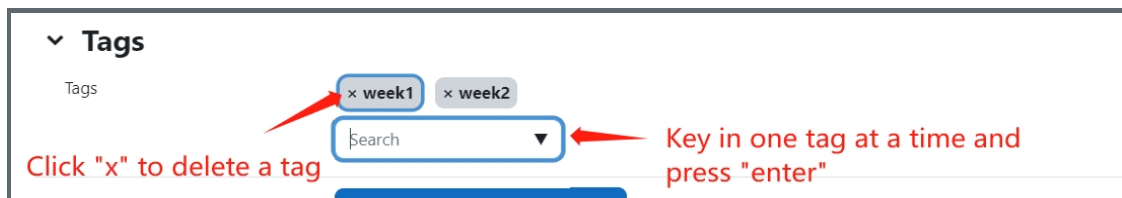
Next steps:

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

[Download all essay submissions](https://knowledgebase.xjtlu.edu.cn/article/essay-question-69.html)