

Essay Question

The screenshot shows a quiz question interface. On the left, a sidebar for '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 with a toolbar containing icons for undo, redo, text color, background color, bold, italic, underline, link, unlink, bulleted list, numbered list, decrease indent, increase indent, and a 'More' menu. 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.

Example Quiz

[Quiz](#) [Settings](#) [Questions](#) [Results](#) [Question bank](#) [More ▼](#)

[Receive a grade](#)

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

[Preview quiz](#)

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 100.00

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:

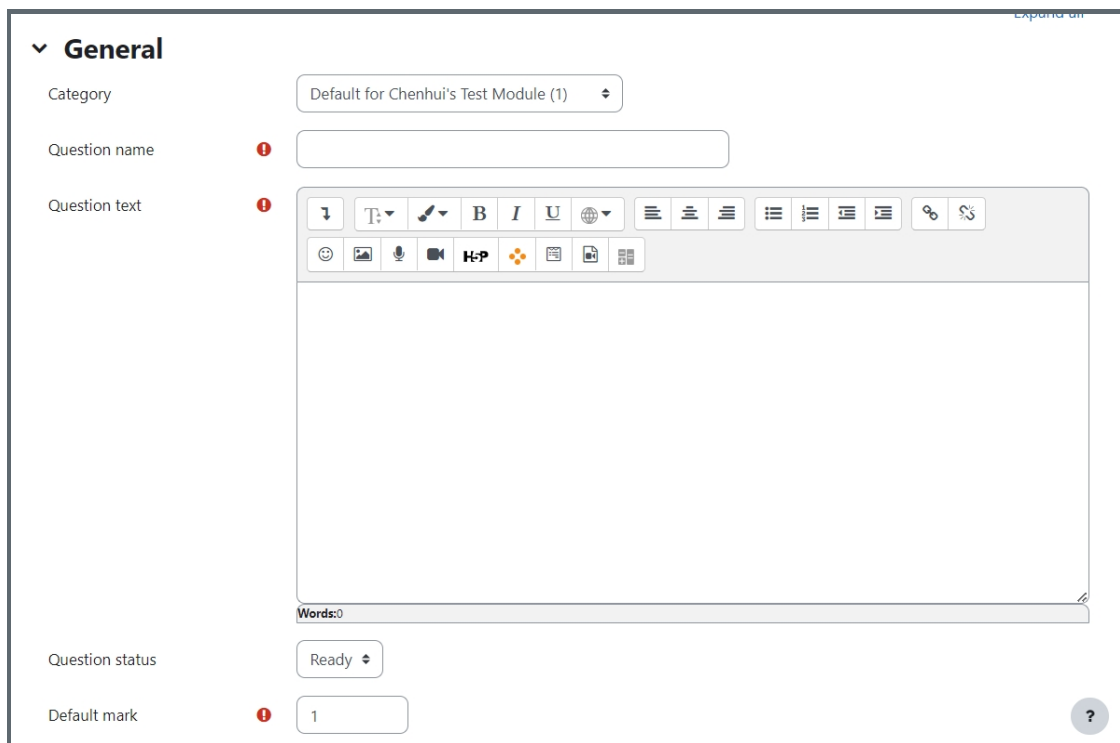
The question name is to help you to identify your questions. It is extremely useful when you view your questions in the question bank. It is recommended to put in enough information in the question name to help you to identify your questions quickly, especially in the question bank. A good example will 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. It includes fields for 'Category' (set to 'Default for Chenhui's Test Module (1)'), 'Question name' (empty), 'Question text' (empty with a rich text editor toolbar), 'Question status' (set to 'Ready'), and 'Default mark' (set to '1'). A 'Words:0' counter is visible below the text area. A help icon (?) is in the bottom right corner.

General

Category: Default for Chenhui's Test Module (1)

Question name: [Red information icon] [Empty text box]

Question text: [Red information icon] [Rich text editor toolbar and empty text area]

Words:0

Question status: Ready

Default mark: [Red information icon] [1]

[Red information icon] [Help icon ?]

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 ?

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😊
🖼️
🎤
📹
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 ?

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↵
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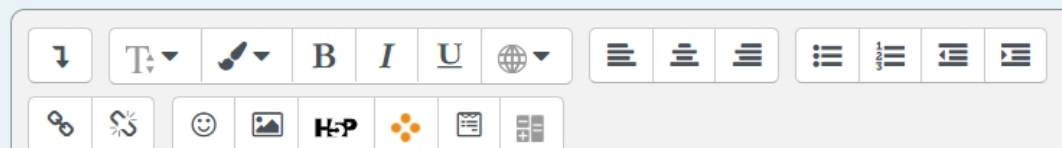
🔗
🔄
😊
🖼️
H-P
🔗
📅
📄

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

A screenshot of the 'Grader information' section. It features a text editor with a toolbar similar to the one in the first image. The text area contains the placeholder text 'This is the information for graders:' followed by 'Rubric: xxxxxx' and 'Words:8'. A red arrow points to the text area with the label 'Put your text or image here'.

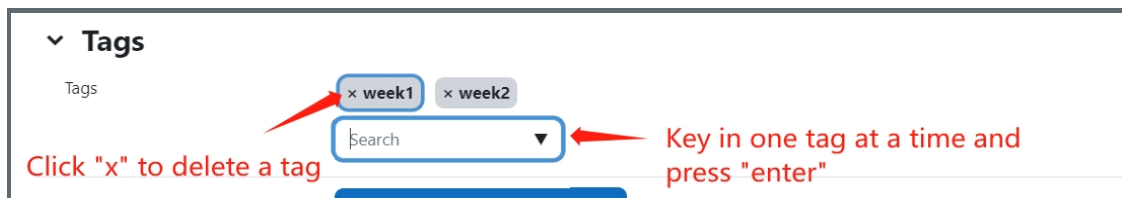
The grader information will be displayed above the comment and marking area:

A screenshot of the comment and marking area. The 'Grader information' section is highlighted with a red box. It contains the text 'This is the information for graders:' and 'Rubric: xxxxxx'. Below this is a 'Comment' section with a text editor and a word count of 'Words:0'. At the bottom is a 'Mark' section with a text input field containing '0' and the text '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>