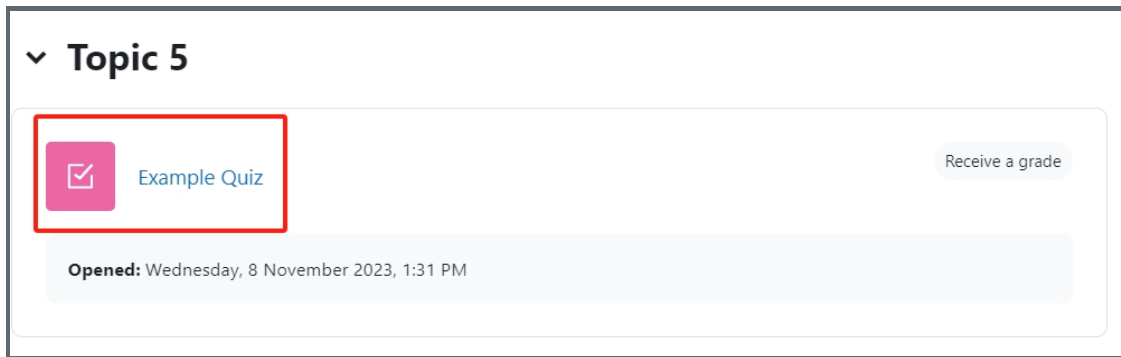



In your module area/course, click the link of the Quiz activity.



▼ **Topic 5**

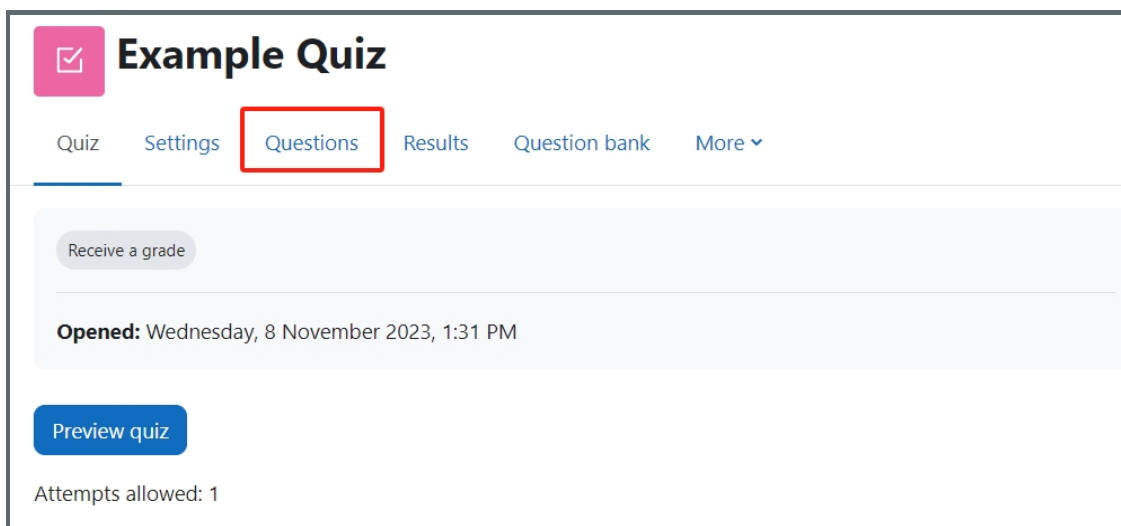
 [Example Quiz](#) Receive a grade


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

CodeRunner

Drag and drop into text

Drag and drop markers

Drag and drop onto image

Drag-and-Drop Matching

Embedded answers (Cloze)

Essay (auto-grade)

Gapfill

Matrix/Kprime

Ordering

Pattern match

Random select

Allows an essay of several sentences or paragraphs to be submitted as a question response. The essay is graded automatically. The grade may be overridden later.

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:

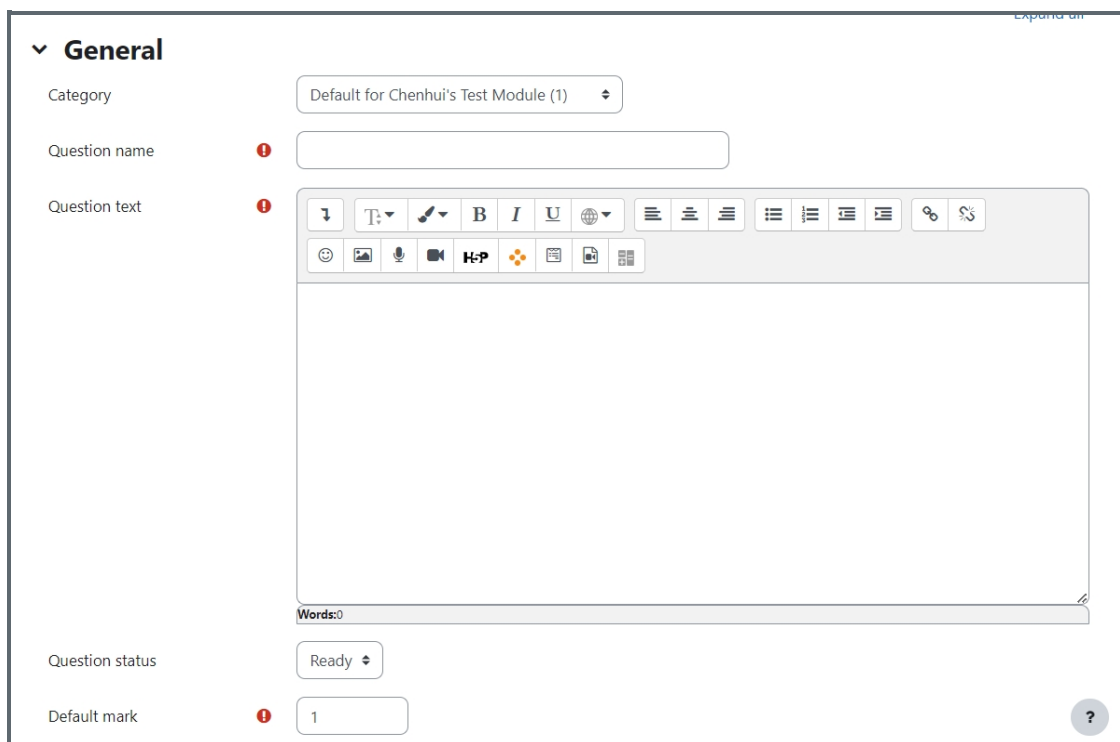
The question name is to help you to identify your questions. It is extremely useful when you view your questions in the question bank. It is recommended to put in enough information in the question name to help you to identify your questions quickly, especially in the question bank. A good example will 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 set to 'Default for Chenhui's Test Module (1)'.
- Question name:** A text input field with a red information icon to its left.
- Question text:** A large text area with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, text color, background color, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, link, and unlink. Below the text area is a 'Words:0' counter.
- Question status:** A dropdown menu set to 'Ready'.
- Default mark:** A text input field containing the number '1' with 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 quiz stages depending 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 and sample 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 🌐 ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

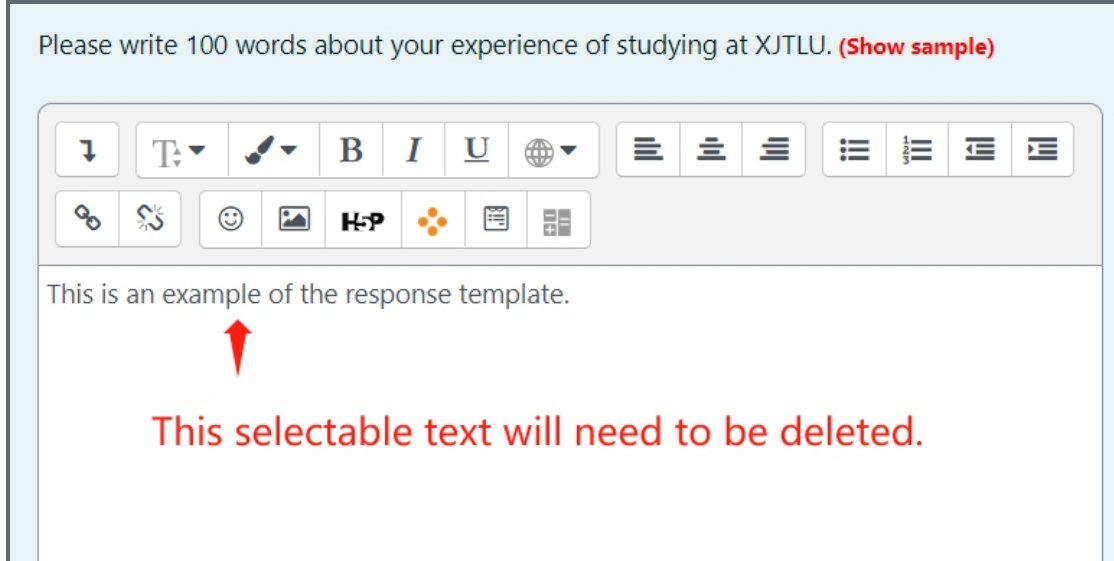
🔗 🔄 😊 🖼️ H-P 🌟 📄 📁 📑

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)**




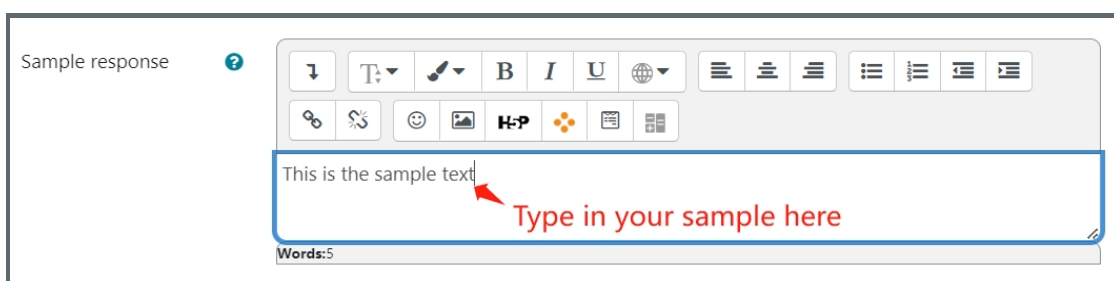
This is an example of the response template.

This selectable text will need to be deleted.

The screenshot shows a text editor interface. At the top, there is a prompt: "Please write 100 words about your experience of studying at XJTLU. (Show sample)". Below the prompt is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, text background color, text background color, text background color) and other functions (undo, redo, link, unlink, insert image, insert video, insert audio, insert table, insert code block). Below the toolbar is a text area containing the text "This is an example of the response template." A red arrow points to the text "This selectable text will need to be deleted." which is highlighted in red.

You can also give students sample responses, which students can turn on and off without having to delete the texts manually.

Sample response 



This is the sample text

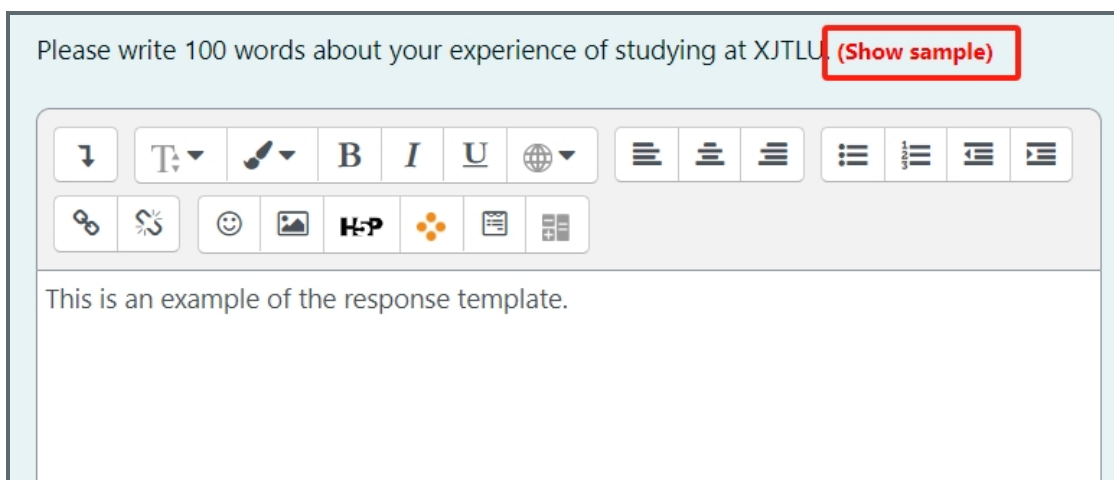
Type in your sample here

Words:5

The screenshot shows a text editor interface. At the top, there is a label "Sample response" followed by a help icon. Below the label is a toolbar with various icons for text formatting and other functions. Below the toolbar is a text area containing the text "This is the sample text". A red arrow points to the text "Type in your sample here" which is highlighted in red. Below the text area, there is a word count "Words:5".

Students' view of the sample responses. They can click "Show sample" to show the texts and "Hide sample" to make the texts disappear.

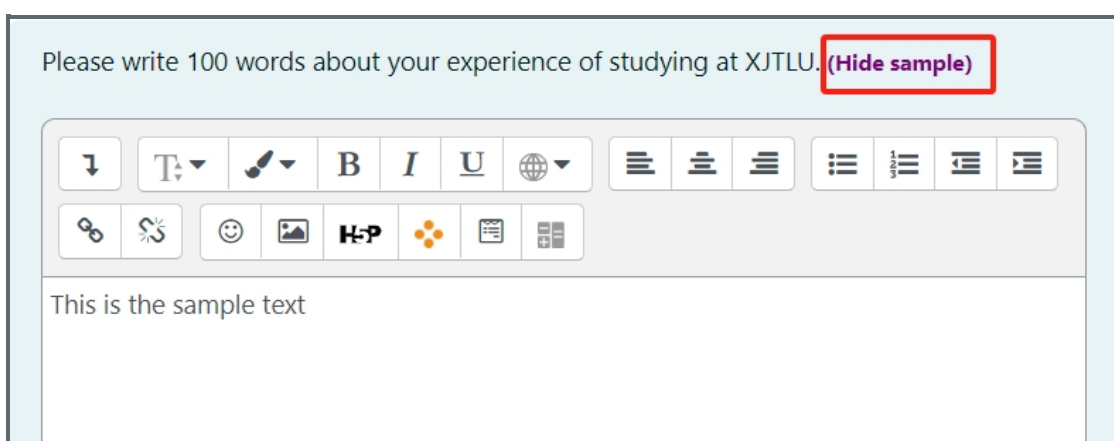
Please write 100 words about your experience of studying at XJTLU. **(Show sample)**



This is an example of the response template.

The screenshot shows a text editor interface. At the top, there is a prompt: "Please write 100 words about your experience of studying at XJTLU. (Show sample)". Below the prompt is a toolbar with various icons for text formatting and other functions. Below the toolbar is a text area containing the text "This is an example of the response template." The text "(Show sample)" is highlighted in red.

Please write 100 words about your experience of studying at XJTLU. **(Hide sample)**

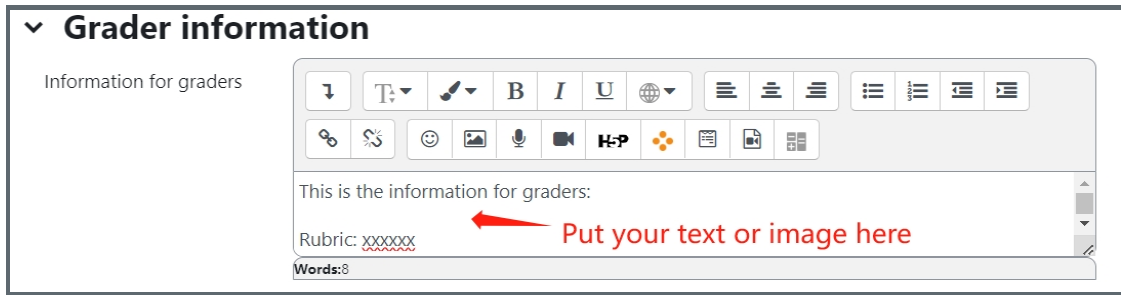


This is the sample text

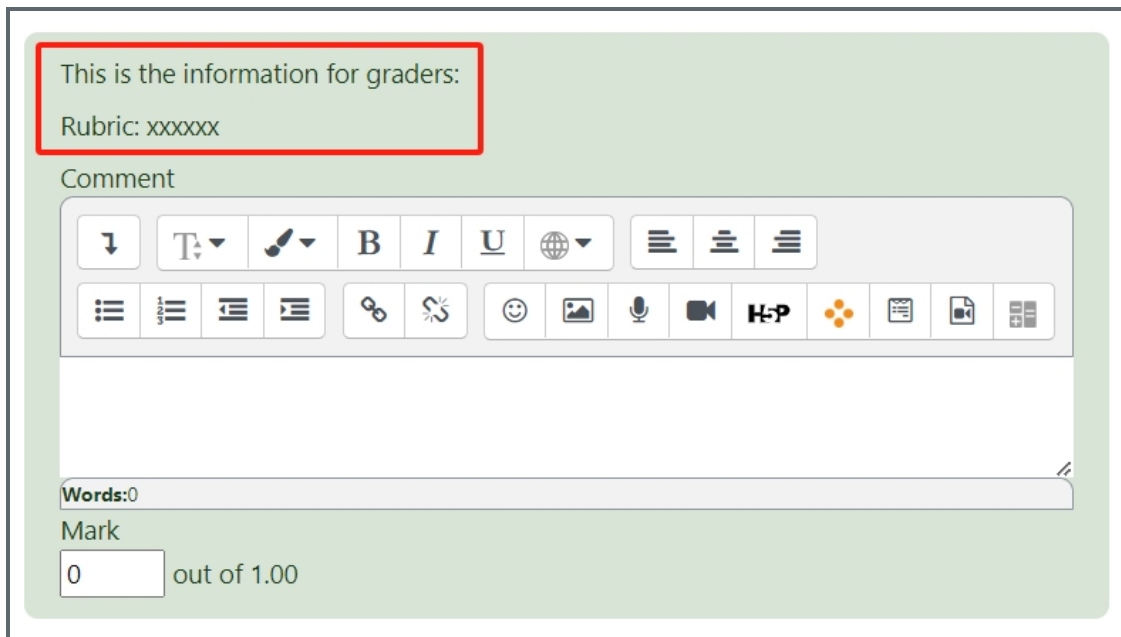
The screenshot shows a text editor interface. At the top, there is a prompt: "Please write 100 words about your experience of studying at XJTLU. (Hide sample)". Below the prompt is a toolbar with various icons for text formatting and other functions. Below the toolbar is a text area containing the text "This is the sample text". The text "(Hide sample)" is highlighted in red.

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.**



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



Step 9: Configure auto-grading settings

Enable automatic grading:

The default is yes. Please leave it as it is.

Type of countable items:

You need to let the system know what you want the system to look for.

Expected number of items:

You need to let the system know how many items are expected.

Show student feedback?

The default is no, but you can change it if needed.

Show grade calculation?

The default is no, but you can change it to show to students and/or teachers if needed.

Show text statistics?

There is a number of statistics that the system can show to student and/or teachers. It is recommended to enable this function.

▼ Auto-grading

Enable automatic grading



Yes ⇅

Type of countable items



Words ⇅

Expected number of items



0

Show student feedback?



No ⇅

Show grade calculation?



No ⇅

Show text statistics?



No ⇅

Grade bands:

You can enable it if needed.

Target phrases:

You can require students to include phrases like "firstly", "secondly" in the essay.

Common errors:

Does not seem to be useful in higher education, please leave it disabled.

Grade bands

Show grade bands?

Award partial grades?

Add

Target phrases

Show target phrases?

Add

Common errors

Glossary of errors

Penalty per error

Error matching behavior

Step 10: 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

Tags

Tags

Click "x" to delete a tag Key in one tag at a time and press "enter"

- Other guides you may be interested:
- [Essay question](#)
 - [Short answer question](#)