

# Description Question

## Information

The questions below will take about 30 minutes to answer. Please note that these questions are sequential which means you can only answer these questions one by one and will not be able to return and revise the questions that you have answered.

An example of the Description question

## Overview:

This guide will show you how to create a description question type within the Quiz activity.

## What to know:

The descriptive question type allows the teacher to put in information (e.g. text, image, audio or video) within the Quiz activity.


## Table of Contents

- [Step 1: Access the Quiz activity](#)
- [Step 2: Open the 'Questions' tab.](#)
- [Step 3: Add a new question](#)
- [Step 4: Choose a question type](#)
- [Step 5: Configure general settings](#)
- [Step 6: Add tags if needed](#)

### Step 1: Access the Quiz activity

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

▼ **Topic 5**

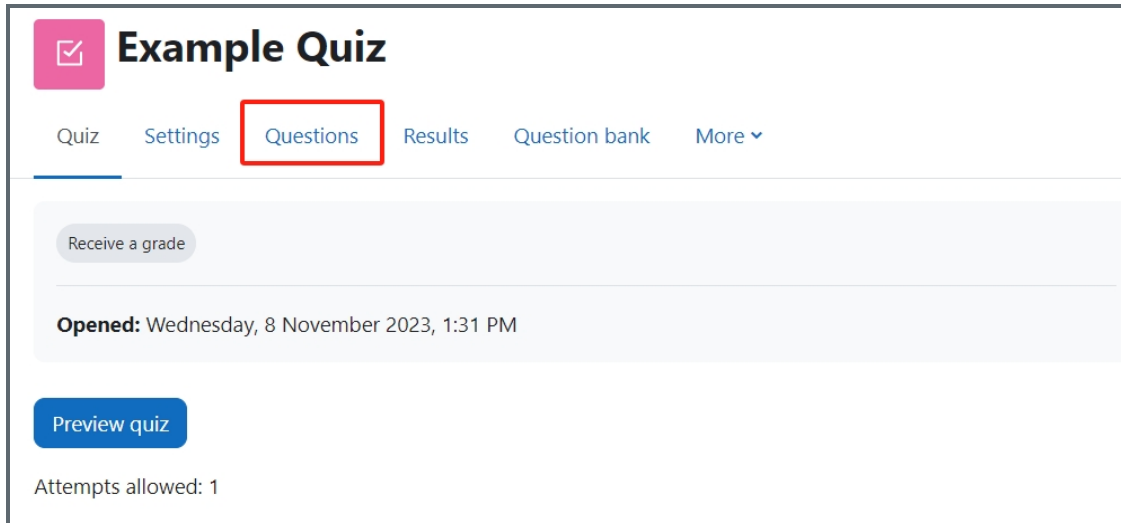
 **Example Quiz** Receive a grade

**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.

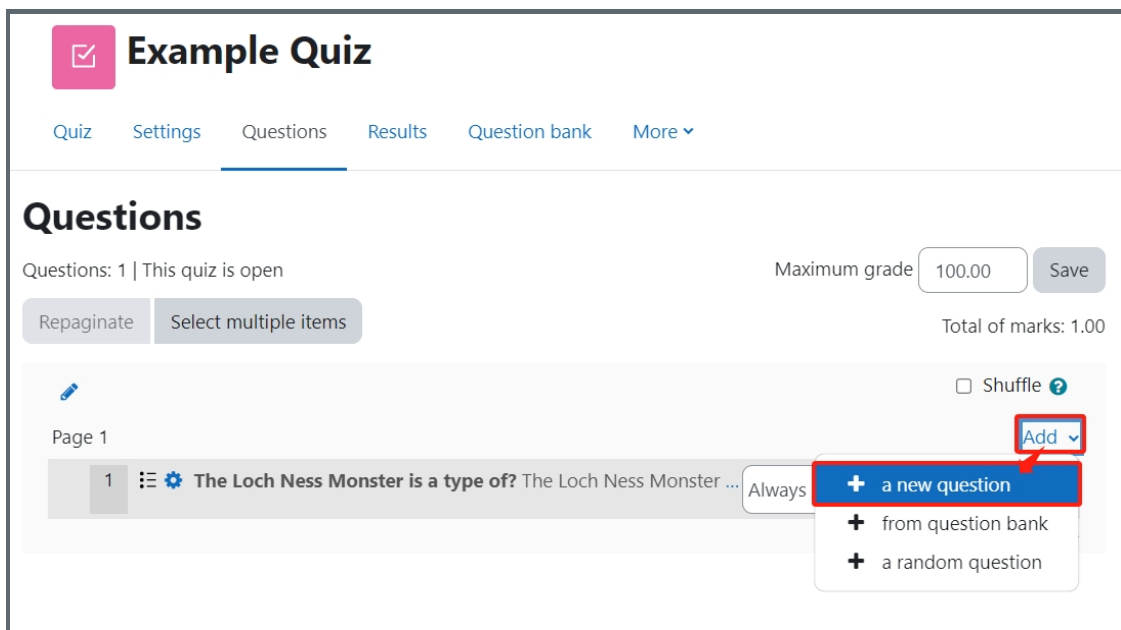
1. Open the 'Questions' tab.



The screenshot shows the 'Example Quiz' interface. At the top, there is a navigation bar with tabs: 'Quiz', 'Settings', 'Questions', 'Results', 'Question bank', and 'More'. The 'Questions' tab is highlighted with a red box. Below the navigation bar, there is a 'Receive a grade' button. Underneath, it says 'Opened: Wednesday, 8 November 2023, 1:31 PM'. There is a blue 'Preview quiz' button and 'Attempts allowed: 1'.

## Step 3: Add a new question

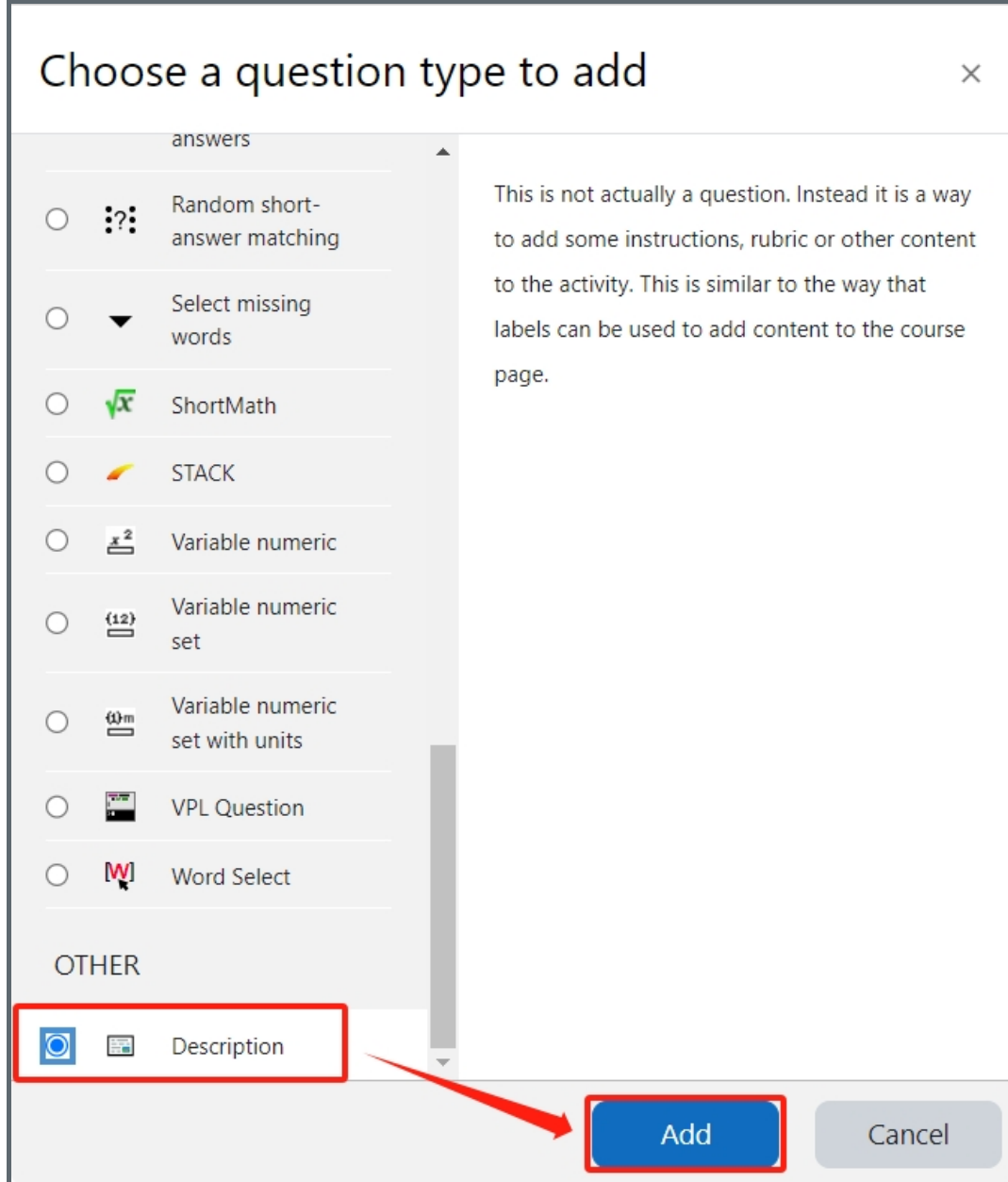
1. On the following page, click the 'Add' link.
2. Click the 'a new question' link in the dropdown menu.



The screenshot shows the 'Example Quiz' interface with the 'Questions' tab selected. The page title is 'Questions'. Below the title, it says 'Questions: 1 | This quiz is open'. There are buttons for 'Repaginate' and 'Select multiple items'. On the right, there is a 'Maximum grade' field set to '100.00' and a 'Save' button. Below that, it says 'Total of marks: 1.00'. There is a 'Shuffle' checkbox with a question mark icon. A red box highlights the 'Add' dropdown menu, which is open and shows three options: '+ a new question', '+ from question bank', and '+ a random question'. A red arrow points to the '+ a new question' option.

## Step 4: Choose a question type

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



## 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 description. This section is mandatory. It is also possible to put images or videos in the question text.

**General**

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

Question name:

Question text: 

Words:0

Question status: Ready

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:

ID number:

**Step 6: 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: x week1 x week2

Key in one tag at a time and press "enter"

Click "x" to delete a tag