

ESSAY QUESTIONS

The steps to create an Essay question in Moodle are as follows:

1. Go to the Question Bank screen (*see the previous page if you don't remember how to do this*).
2. Be sure you are in the correct category, then select **Create a New Question**. Select **Essay** from the pop-up window.
3. When the "Adding an Essay Question" window appears, verify that you are in the correct quiz category.
4. Enter a brief **Question Name** and also the **Question Text**, which will be the question or statement that the students see when taking the quiz.
5. Enter the point value for the question.
6. Scroll down and select to **Save Changes**. There is no need to enter answers since essay questions must be manually graded.

