How do I create a File Upload quiz question?

You can create a question for students that requires a file upload and can be used for PDFs, images, audio files, video files, etc. This question type requires manual grading and accepts one file per question.

You can Preview a quiz before publishing to verify what students see when taking a quiz. However, file upload quiz questions cannot be tested from the Preview screen. To test a file upload quiz question, the quiz must be published and viewed in Student View.

Note: DocViewer commenting and annotations tools are not available when grading file upload submissions in SpeedGrader.

Add Question

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With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points

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Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the File Upload question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

Edit File Upload Question Details

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To complete the question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text to provide general feedback

Enter Feedback Text

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You can also create general answer comments for the quiz question as a whole. Type in the answer comment field [1]. Click the **Done** button [2] when you are finished.

Note: Any general answer comments are visible as soon as a quiz is submitted and cannot be hidden from students.

Update Question

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Click the **Update Question** button.

Add additional individual questions as needed.

Student View of File Upload Question

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This is what a student sees when they encounter a File Upload question in a quiz.

Student Confirmation of File Upload

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Student will receive a confirmation that their file has been uploaded [1]. They can also remove their file [2] and submit a new one.

Student View of File Upload Submission

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After submitting the quiz, students will see their file submission [1].

No credit will be assigned until the instructor has evaluated the file upload submission and assigned points in the Gradebook or the SpeedGrader [2].

Notice the answer comment reminds students that their quiz grade will be incomplete until the instructor has manually graded the file upload question [3].

Download Student Submissions

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To download your students' submitted files for grading, you can click the **Download All Files** link [1] within the Quiz options, or you can open **SpeedGrader** [2] and open a link to the file directly within the quiz.

Note: The Download All Files link only displays if at least one file upload question in the quiz is outside of a question group.

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