

How do I create an Essay question in New Quizzes?

When [creating a quiz](#), you can create an Essay question in New Quizzes. In an Essay question, students are required to enter a text response. You can also add word count, word limit, spell-check, and Rich Content Editor options for students' essay responses.

You can also add grading notes to an Essay question. Grading notes will display next to the question as a reference to help you grade student responses.

You can also [duplicate Essay questions](#) to create a new question.

Note: Students can still submit their quiz attempt even if the essay questions minimum and/or maximum word limit is not met.

Add Question

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To create a question, click the **Add** button anywhere in the quiz.

Add Essay Question

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Click the **Add Essay** button.

Add Question Title and Prompt

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In the **Question Title** field [1], add a question title. Question titles are optional and are not visible to students.

In the **Prompt** field [2], add the prompt for the Essay question. You can [use the Rich Content Editor](#) to format and add content to your prompt.

Set Question Options

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You can enable various tools for students to use when answering an Essay question. To allow students to use an on-screen calculator, click the **Show on-screen calculator** checkbox [1]. When you select this option, you can choose either a basic or scientific calculator [2]. The basic calculator displays numbers and basic math functions (add, subtract, multiply, divide). The scientific calculator displays more options for advanced calculations.

The Rich Content Editor is enabled for students by default. To disable the Rich Content Editor, click the **Rich Content Editor** checkbox [3].

To enable spell-check, click the **Spell-check** checkbox [4]. To enable word count tracking, click the **Show Word Count** checkbox [5].

To set a word limit for the Essay question, click the **Set Word Limit** checkbox [6]. You can set a minimum and maximum word limit for student answers [7].

Note: The on-screen calculator option is intended to be used while displaying one question at a time. If the quiz does not display one question at a time, students may be able to use the calculator for all questions.

Add Grading Notes

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To add grading notes, click the **Grading Notes** tab [1] and enter your notes in the text field [2].

Align to Outcome

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To [align the question to an outcome](#), click anywhere in the **Align to Outcomes** section.

Add to Item Bank

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To [add the question to an item bank](#), click the **Add to Bank** link.

Note: After a question has been added to an item bank, it can only be edited in the item bank. You can still set unique point values and options in the quiz for an item bank question.

Add Point Value and Feedback

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To customize the point value for the question, type the point value in the **Points** field [1] or use the arrows to increase or decrease the point value [2].

To [leave feedback for students](#), click the **Feedback** icon [3].

Save Question

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To save the question, click the **Done** button.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-Essay-question-in-New-Quizzes/ta-p/980>]

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