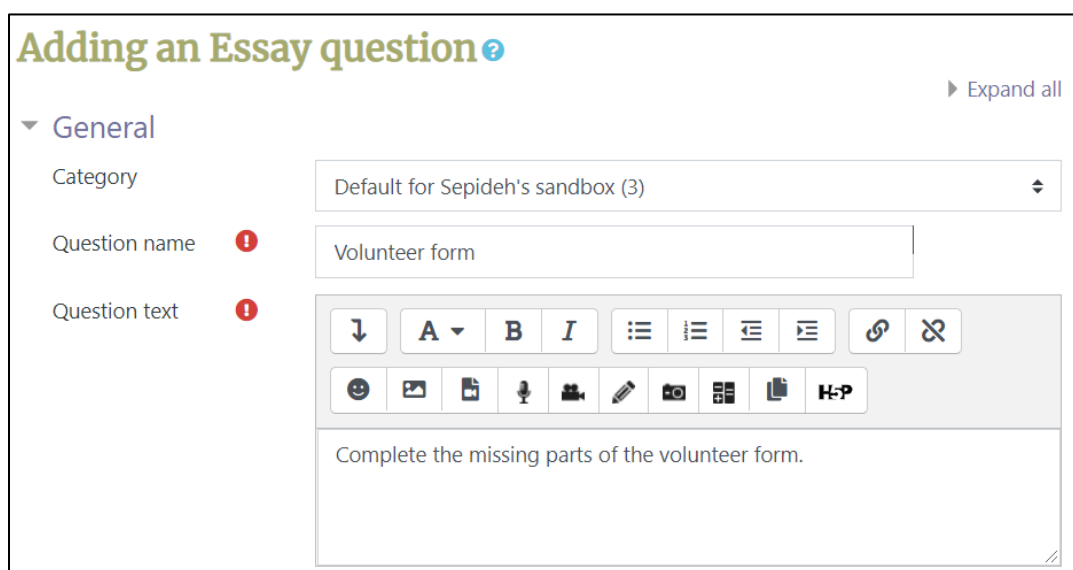


Creating Forms Using the Quiz Activity Essay Question

Essay questions in the **Quiz** activity can be used to create forms in the Avenue courseware. Learners can see the form template and respond to each question by typing it in the given field. The instructors can then grade these files manually. This Quiz activity can then be tagged and saved in the students' eportfolio.

Step-by-Step Instructions for Adding a Form to the Quiz Activity

1. See the help document on **Adding an Essay Question**, and follow the steps to create a new **Essay** question.
2. Choose the **Category**, type a **Question Name** and add the **Question text**, where you explain how the form should be filled out and include other necessary details.



The screenshot shows the 'Adding an Essay question' interface. At the top, there is a title 'Adding an Essay question?' with a help icon and an 'Expand all' link. Below this is a 'General' section with three fields: 'Category' (set to 'Default for Sepideh's sandbox (3)'), 'Question name' (set to 'Volunteer form'), and 'Question text' (containing the text 'Complete the missing parts of the volunteer form.'). The 'Question text' field has a rich text editor toolbar above it with various icons for text formatting, alignment, and media insertion.

3. Scroll down to the **Response Options** section and configure the settings as explained in the **Adding an Essay Question** help document.
4. The **Response Template** section is where you create your form. If you have created a form as a Word Document, copy and paste it in the **Response template** field.

▼ Response Template

Response template ?

↓ A B I [List Icons] [Link Icon] [Unlink Icon]

[Smiley Icon] [Image Icon] [H-P Icon]

First Name	
Last Name	
Address	
City/State/Zip	
Home Phone	Cell Phone

5. To create a simple template in the **Response Template** text editor, type in the different parts of the form on a separate line. Change the font sizes, colors and other formatting options available on the editor toolbar as needed.

▼ Response Template

Response template ?

↓ A B I [List Icons] [Link Icon] [Unlink Icon]

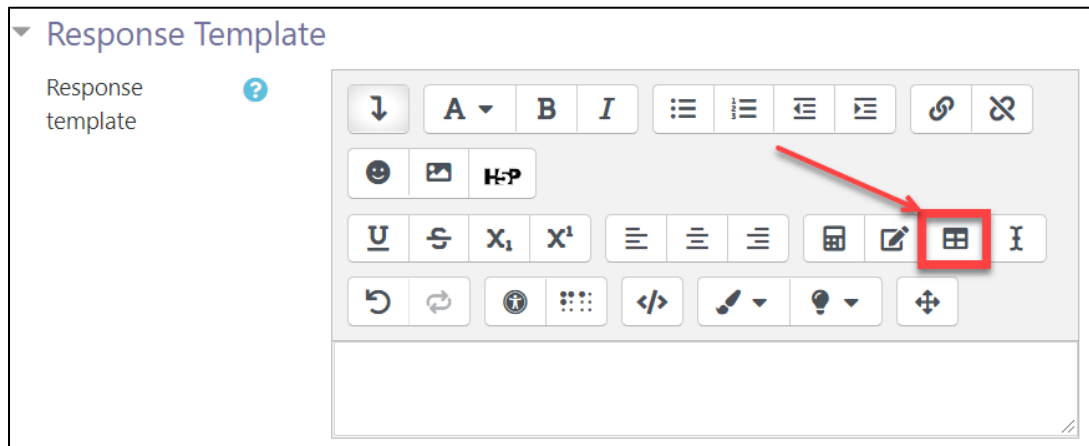
[Smiley Icon] [Image Icon] [H-P Icon]

[U Icon] [S Icon] [X₁ Icon] [X¹ Icon] [List Icons] [Table Icon] [Image Icon] [I Icon]

[Undo Icon] [Redo Icon] [Info Icon] [Grid Icon] [Code Icon] [Color Icon] [Lightbulb Icon] [Zoom Icon]

First Name:
Last Name:
Address:
City:
Zip Code:
Phone:
email:

6. It is also possible to create a table in the text editor. Click on the table icon on the editor toolbar.



7. In the **Create table** pop-up, configure your table settings.

The 'Create table' pop-up dialog is shown with the following settings:

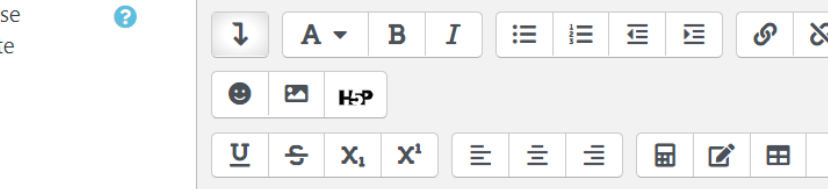
- Caption:** Volunteer Form
- Caption position:** Top
- Define headers on:** Rows
- Number of rows:** 7
- Number of columns:** 2
- Appearance:**
 - Borders:** Around each cell
 - Style of borders:** Solid
 - Size of borders:** 1 px
 - Border colour:** (Selected: Red, others: White, Yellow, Green, Blue, Black)
 - Background colour:** (Selected: Blue, others: White, Red, Yellow, Green, Blue, Black)
 - Table width (in %):** 100 %

Create table

8. Click on the **Create table** button. The table appears in the editor text box.

▼ **Response Template**

Response template



The screenshot shows the 'Response Template' editor in Qualtrics. The toolbar includes options for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link, unlink, image, and video. Below the toolbar, the text 'Volunteer Form' is entered, followed by a table with 2 columns and 4 rows.

9. Add different fields to your form.

▼ **Response Template**

Response template

?

Volunteer Form

First Name	
Last Name	
Address	
City/State/Zip	
Home Phone	

10. Follow the instructions as explained in the **Adding an Essay Question** document to configure the rest of the questions settings, and click on the **Save Changes** button.

11. Click on the preview button to view the question.

Editing quiz: Questionnaire

Questions: 1 | This quiz is open

Maximum grade 10.00 **Save**

Repaginate Select multiple items

Total of marks: 1.00

☐ Shuffle

Page 1

1 **Volunteer form** Complete the missing parts of the volunteer f... 1.00

Preview **Delete** **Add**

12. The student view of the question appears.

Question 1

Not yet answered

Marked out of 1.00

Complete the missing parts of the volunteer form.

Volunteer Form

First Name	
Last Name	
Address	
City/State/Zip	
Home Phone	

Start again **Save** **Fill in correct responses** **Submit and finish** **Close preview**

Once the question is available, students click on the quiz activity and fill out the form.

Question 1
Not yet answered
Marked out of 1.00
Flag question

Complete the missing parts of the volunteer form.

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Text color, Background color, Insert image, Insert video, Insert audio, Insert link, Insert table, Insert form, Insert code, Insert quote, Insert table of contents, Insert page number, Insert footer, Insert header, Insert table of contents, Insert page number, Insert footer, Insert header.

Volunteer Form	
First Name	Lee
Last Name	Chan
Address	1234 River Ave.
City/State/Zip	A1A 2B2
Home Phone	123.456.7890

Finish attempt ...

13. After all students have filled out their forms, go to the main course and click on the activity.

14. Click on the **Actions** menu of the activity to view the responses.

Volunteer form

Grading method: Highest grade

Attempts: 1

Preview quiz now


Course survey

Jump to...


1 →



- Edit settings
- Group overrides
- User overrides
- Edit quiz
- Preview
- Results
- Grades
- Responses → 2
- Statistics
- Manual grading

15. Click on each student's attempt to view and grade it.

<input type="checkbox"/>		First name / Surname	Email address	State	Grade/10.00	Response 1
<input type="checkbox"/>		Lee Chan Review attempt	leechan@fakemail.ca	Finished	Not yet graded	Volunteer Form FIRST NAME Lee LAST NAME Chan ADDRESS 1234 River Ave. CITY/STATE/ZIP A1A 2B2 HOME PHONE 123.456.7890

16. Click on make **Comment or override mark** to grade the form.


	Lee Chan
Started on	Monday, 22 February 2021, 11:33 AM
State	Finished
Completed on	Monday, 22 February 2021, 11:41 AM
Time taken	8 mins 5 secs
Grade	Not yet graded

Question 1
Complete
Marked out of 1.00
 Flag question
 Edit question

Complete the missing parts of the volunteer form.

Volunteer Form

First Name	Lee
Last Name	Chan
Address	1234 River Ave.
City/State/Zip	A1A 2B2
Home Phone	123.456.7890


 **Make comment or override mark**

17. Click **Save** to save your grade and comments.

18. Click on **Finish review** to save the grade.

Response history

Step	Time	Action	State	Marks
1	22/02/21, 11:33	Started	Not yet answered	
2	22/02/21, 11:41	Saved: Volunteer Form FIRST NAME Lee LAST NAME Chan ADDRESS 1234 River Ave. CITY/STATE/ZIP A1A 2B2 HOME PHONE 123.456.7890	Answer saved	
3	22/02/21, 11:41	Attempt finished	Complete	

 Finish review

Resources

- https://docs.moodle.org/310/en/Essay_question_type
- https://docs.moodle.org/25/en/Essay_question_type