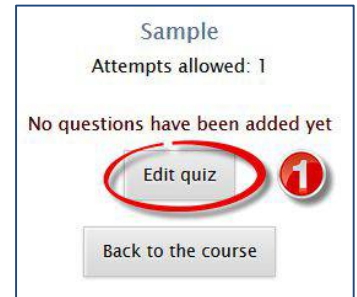


To enable students to attach a file to a Moodle quiz, begin by creating the quiz and setting up its environment (dates available, review options, etc.—see [Quiz Creation Guide](#) at Moodle How-Tos for instructions).

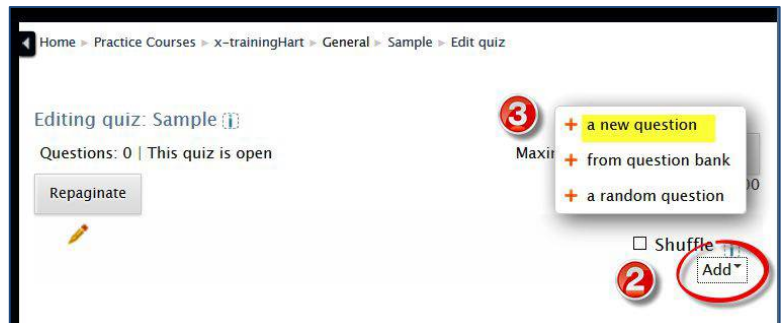
Save and display to bring up the **Edit quiz** option.

1. Click on **Edit quiz**.

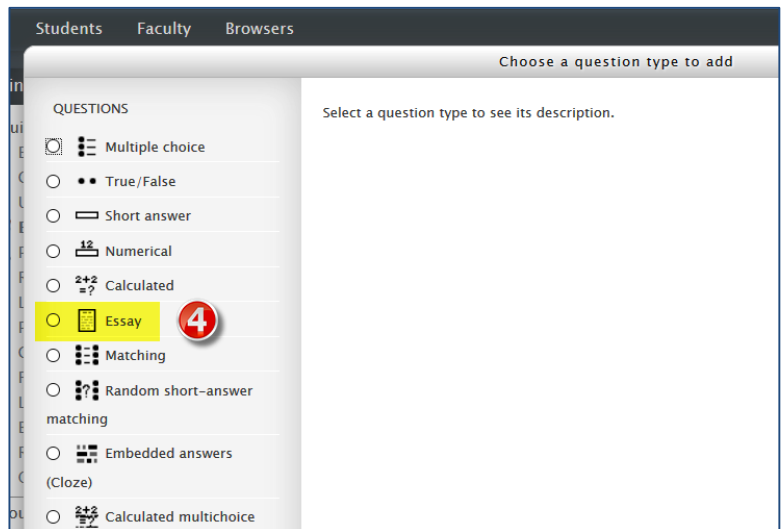


2. In the quiz canvas page, click on **Add**.

3. Select **+ a new question** from the list of options.



4. Select **Essay** from the question type field and click on **Add**.



(Continue for next steps.....)

Add File to Quiz

5. Enter a name for the question, then add instructions or a question in the **Question text** box. Be sure to stress any time limitations in effect with your instructions.
6. Update the **Default mark** to reflect the point value of the question.
7. Open the **Response Options** area. Use the drop-down menus provided to update the settings:
 - **Require text** → Text input is optional
 - **Allow attachments** → Select the number of files needed
 - **Require attachments** → Select number to reflect the number of files students will attach.
8. **Save changes.**

The screenshot shows the 'Adding an Essay question' form with the following elements and callouts:

- 5:** Points to the 'Question name*' text box containing 'Essay File Upload'.
- 6:** Points to the 'Default mark*' text box containing the number '1'.
- 7:** Points to the 'Require text' dropdown menu in the 'Response Options' section, which is set to 'Require the student to enter text'.
- 8:** Points to the 'Save changes' button at the bottom of the form.

Other visible form elements include:

- General:** Category dropdown (Default for Training Course - Hart (1)), Question text* text area, Path: p > span.
- Response Options:** Response format (HTML editor), Input box size (15 lines), Allow attachments (1), Require attachments (Attachments are optional).
- Grader Information:** Information for graders text area, Path: p.
- Buttons:** 'Save changes and continue editing', 'Save changes', and 'Cancel'.
- Footer:** A red asterisk note: 'There are required fields in this form marked *'.

⚠ Be aware that students may be timed out of the quiz due to inactivity in the interface while they are writing their essay response. Pay close attention to your email in case they need your assistance in reopening the exam. You will be able to monitor when students activated the exam by [checking the course activity logs](#).