

Question Bank

Faculty

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Questions, errors, or omissions?

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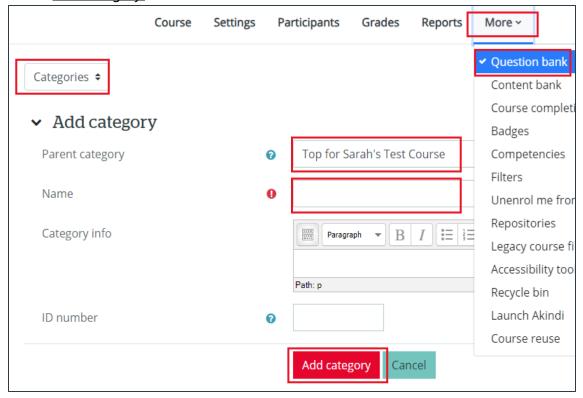
Conventions

When you see	You should
Bolded words	Click the bolded item.
Italicized words	Refer to other resources.
[Square Brackets]	Press the [key] on your keyboard.
Underlined words	Set the underlined field to the value indicated.

Terminology/Icons

Term	Definition
	Warning.
-	More information.
	Path/Screen.

- 1. How to Create a Question Bank Category
 - 1. Go to the course.
 - 2. Click More → Question Bank.
 - 3. Click the drop down to **Categories.**
 - 4. Click **Add Category**
 - 5. Select the <u>parent category</u> you want it to be added to.
 - 6. Enter a <u>name</u>.
 - 7. Click Add Category.

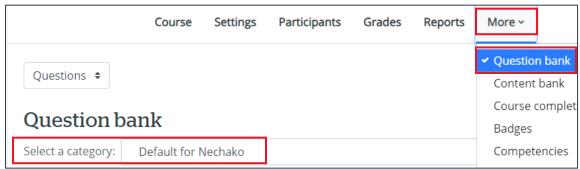


2. How to Import Questions to a Question Bank

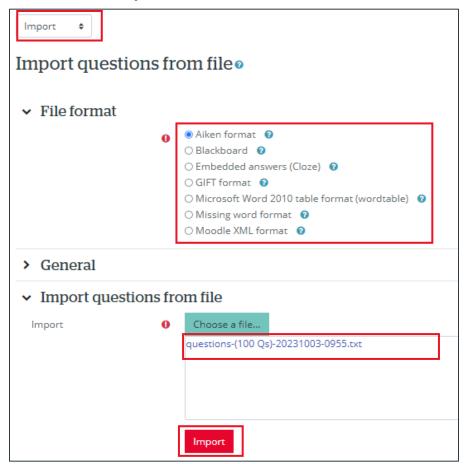


You should have a file ready to import. Import files must be specific file types and formatted properly.

- 1. Go to the course.
- 2. Click More → Question Bank
- 3. Select the category you want to add the questions to

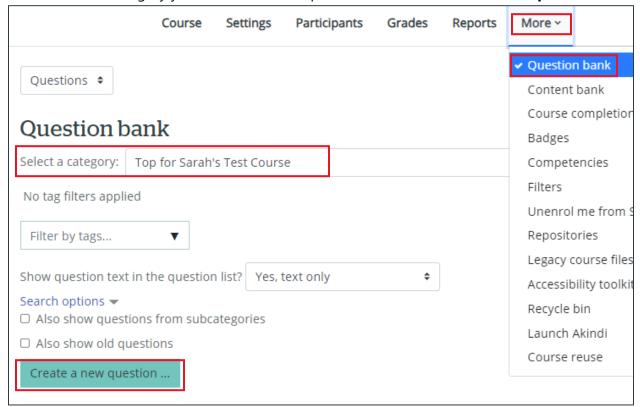


- 4. Change the dropdown to **Import**.
- 5. Select the file type that corresponds with the file you want to import.
 - a. If you need more information, click on the "?" to be redirected to the Moodle site where the file type and format will be described.
- 6. Upload the file → click **Import**.



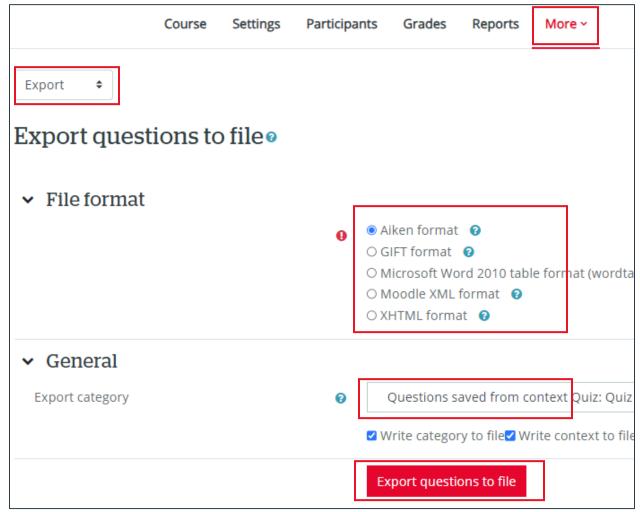
7. A preview of the questions will appear \rightarrow click **Continue**.

- 3. How to add a single question to a Question Bank
 - 1. Go to the course.
 - 2. Click More → Question Bank
 - 3. Select the category you want to add the questions to \rightarrow click **Create a new question.**



- 4. Select the type of question → Click **Add**
- 5. The required fields will be affected based on the type of question you choose. Here are some common ones:
 - a. Question Name is the title to differentiate questions.
 - b. Question text is the question itself.
 - c. Default mark is how much the question is worth.
- 6. Click **Save changes.**

- 4. How to export questions from a Question Bank
 - 1. Go to the course.
 - 2. Click More → Question Bank
 - 3. Change the drop down to **Export**.
 - 4. Select the file format.
 - 5. Select the category that contains the questions you want to export.
 - 6. Click Export question to file.



7. Open your download \rightarrow Move the file to where you can find it later.

Version History

Version	Date	Description
1.0	October 3, 2023	Document Created.