Question Bank

Faculty

Contents

Questions, errors, or omissions?

Email: ctl@cnc.bc.ca

Website: cnc.bc.ca → Services → Centre for Teaching and Learning

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.
<u>Underlined words</u>	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 parent category you want it to be added to.
6. Enter a name.
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 → 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 → 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.**

| | Course | Settings | Participants | Grades | Reports | More ˅ |

Export ⬍

Export questions to file ❷

˅ File format

❗
- ◉ Aiken format ❓
- ○ GIFT format ❓
- ○ Microsoft Word 2010 table format (wordta
- ○ Moodle XML format ❓
- ○ XHTML format ❓

˅ General

Export category ❓ | Questions saved from context Quiz: Quiz

☑ Write category to file☑ Write context to file

Export questions to file

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

Version History

Version	Date	Description
1.0	October 3, 2023	Document Created.