

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.
<i>Italicized words</i>	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.

The screenshot shows the 'Add category' form in a course management system. The 'More' menu is open, showing 'Question bank' selected. The 'Parent category' dropdown is set to 'Top for Sarah's Test Course'. The 'Name' field is empty. The 'Add category' button is highlighted.

Course Settings Participants Grades Reports More ▾

Categories ▾

▾ Add category

Parent category ? Top for Sarah's Test Course

Name !

Category info Paragraph B I

Path: p

ID number ?

Add category Cancel

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

Course Settings Participants Grades Reports More ▾

Questions ▾

Question bank

Select a category: Default for Nechako

- ✓ Question bank
- Content bank
- Course complet
- Badges
- Competencies

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**.

Import ▾

Import questions from file

File format

- Aiken format ?
- Blackboard ?
- Embedded answers (Cloze) ?
- GIFT format ?
- Microsoft Word 2010 table format (wordtable) ?
- Missing word format ?
- Moodle XML format ?

General

Import questions from file

Import

questions-(100 Qs)-20231003-0955.txt

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**.

The screenshot shows the 'Question bank' interface. At the top, there are navigation tabs: 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'More' tab is selected, and a dropdown menu is open, showing 'Question bank' as the selected option. Below the navigation, there is a 'Questions' dropdown menu. The main heading is 'Question bank'. Below this, there is a 'Select a category:' dropdown menu with 'Top for Sarah's Test Course' selected. Below that, it says 'No tag filters applied'. There is a 'Filter by tags...' dropdown menu. Below that, there is a 'Show question text in the question list?' dropdown menu with 'Yes, text only' selected. Below that, there are 'Search options' with two checkboxes: 'Also show questions from subcategories' and 'Also show old questions', both of which are unchecked. At the bottom, there is a 'Create a new question ...' button.

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

▼ File format

- Aiken format ?
- GIFT format ?
- Microsoft Word 2010 table format (wordtable)
- 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.