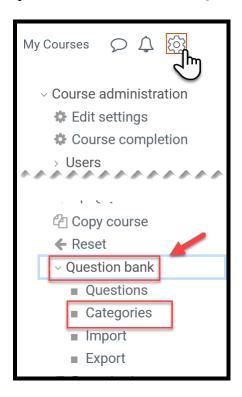# Question Bank and Quizzes

Adding Questions to Question Bank

Before you create a quiz on Moodle, you are recommended to add questions first to the Course Question Bank:

(1) Enter the course and click on the "**gear**" icon on top right, then choose "**Question Bank**" and "**Categories**".
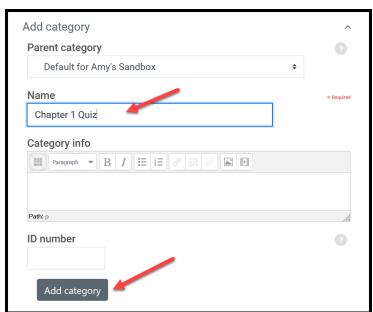

(2) Scroll to the bottom.

Create a category by giving it a name (required) and information (optional).
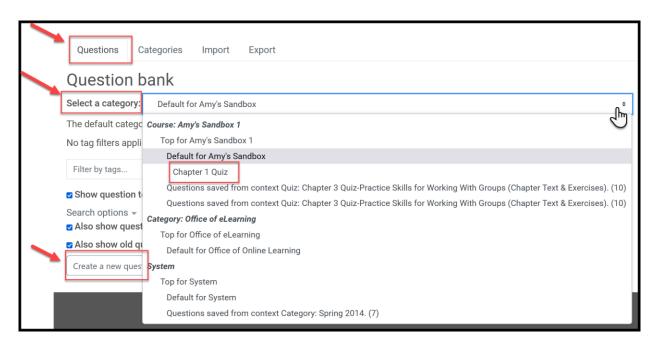
Name Examples: Chapter 1 Quiz, Exam#1, etc

Then, click on the "**Add category**" button.

(3) Go to the "**Questions**" tab on the top.

Select a **category** that you would want the questions you are going to create to go into.
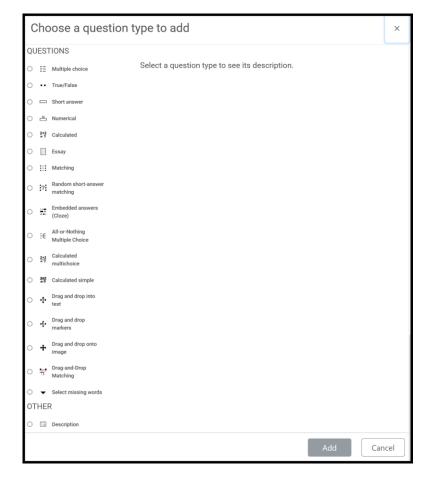
Then, click on the "**Create a new question**" button.

(4) Choose the type of question you want to add and then click '**Add**' at the bottom.
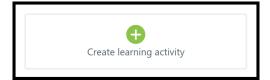
Add your question.

Click **Save changes** and repeat the steps for as many questions as you need.
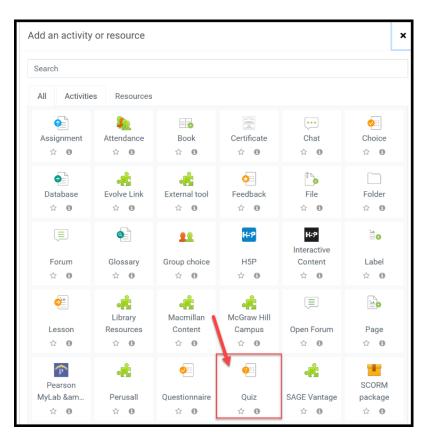
Creating a Quiz

(1) Go to the section of the course you want to add a quiz in.

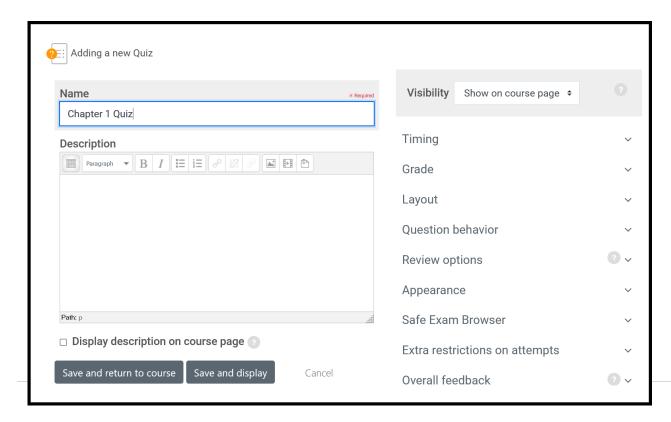Click on "**Create learning activity**" and then choose "**Quiz**'.

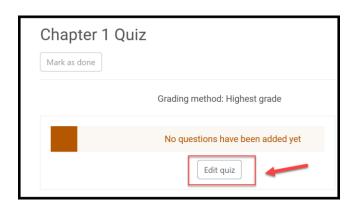(2) Give it a name and, if required, a description.

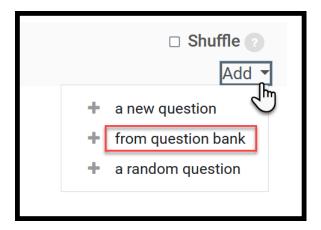Expand the other sections to select the settings you want.

Click **Save and display**.

(3) Click **Edit quiz**.

Click **Add** (on the right side of the page) and then click '+ a new question' (If you already made questions in the question bank, then click '+ from question bank' or if you wish to add a question randomly picked from a category of questions, click '+ a random question'.)
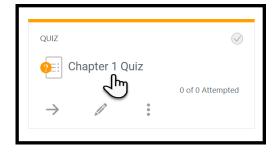

If you want, change the maximum grade for your quiz to reflect the number of questions.
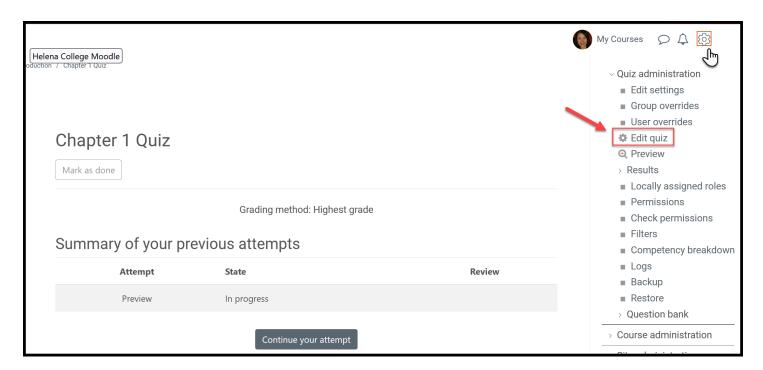

Editing a Quiz

After a quiz is created, if you want to go back to add more questions or remove any questions:

(1) Click on the quiz link.

(2) Click on the "gear" icon on top right then choose "**Edit quiz**".

You can delete questions or add more questions to the quiz.

Contact the **eLearning & Faculty Development Office** if you need help:

Office Phone: (406) 447-6364

Texting: (406) 209-9748

Email: eLearning@helenacollege.edu

Booking: Meeting with eLearning Office (virtually via TEAMS or in person in DON 203)