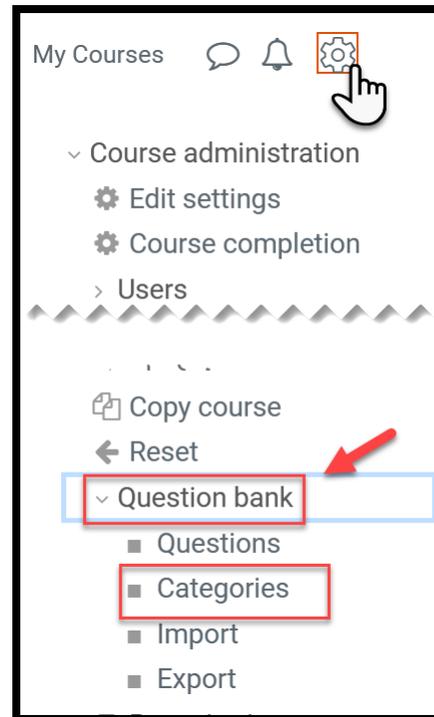


Question Bank and Quizzes

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

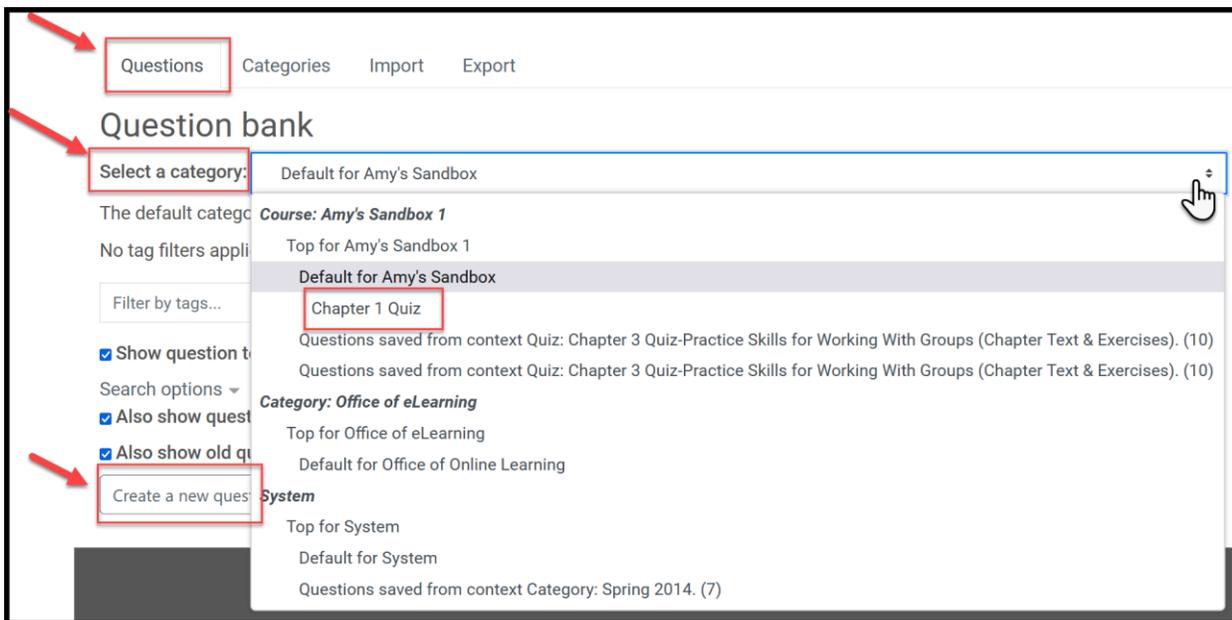
Then, click on the “**Add category**” button.

A screenshot of the 'Add category' form in Moodle. The form has a 'Parent category' dropdown set to 'Default for Amy's Sandbox'. The 'Name' field is required and contains the text 'Chapter 1 Quiz'. Below this is a 'Category info' section with a rich text editor. At the bottom, there is an 'ID number' field and an 'Add category' button. Red arrows point to the 'Name' field and 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.

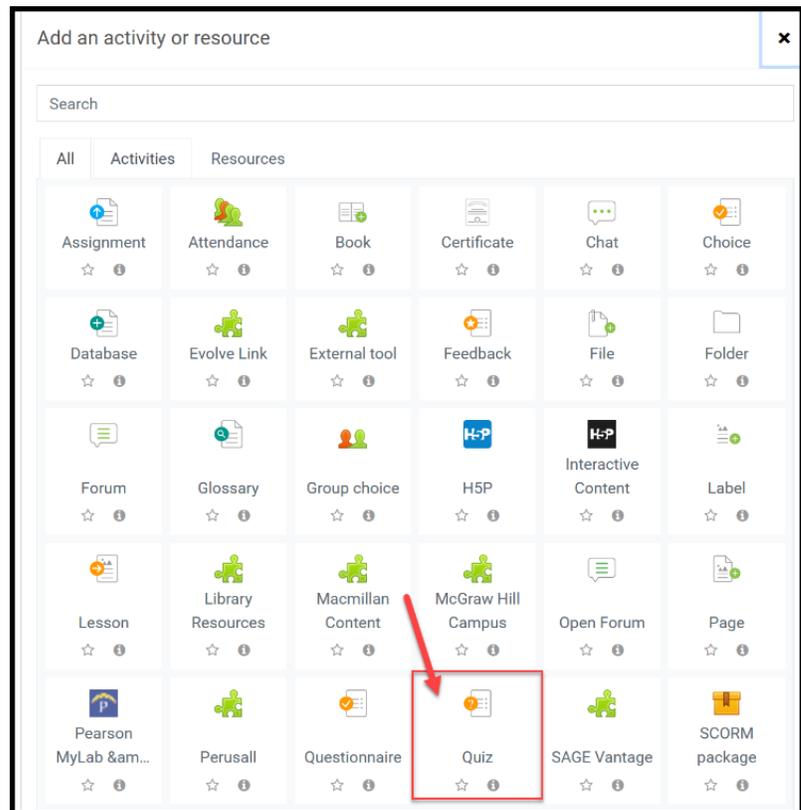
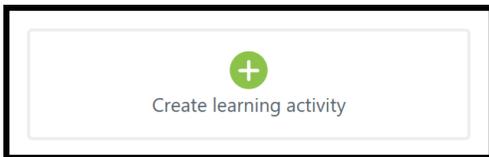
Click **Save changes** and repeat the steps for as many questions as you need.



Creating a Quiz

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

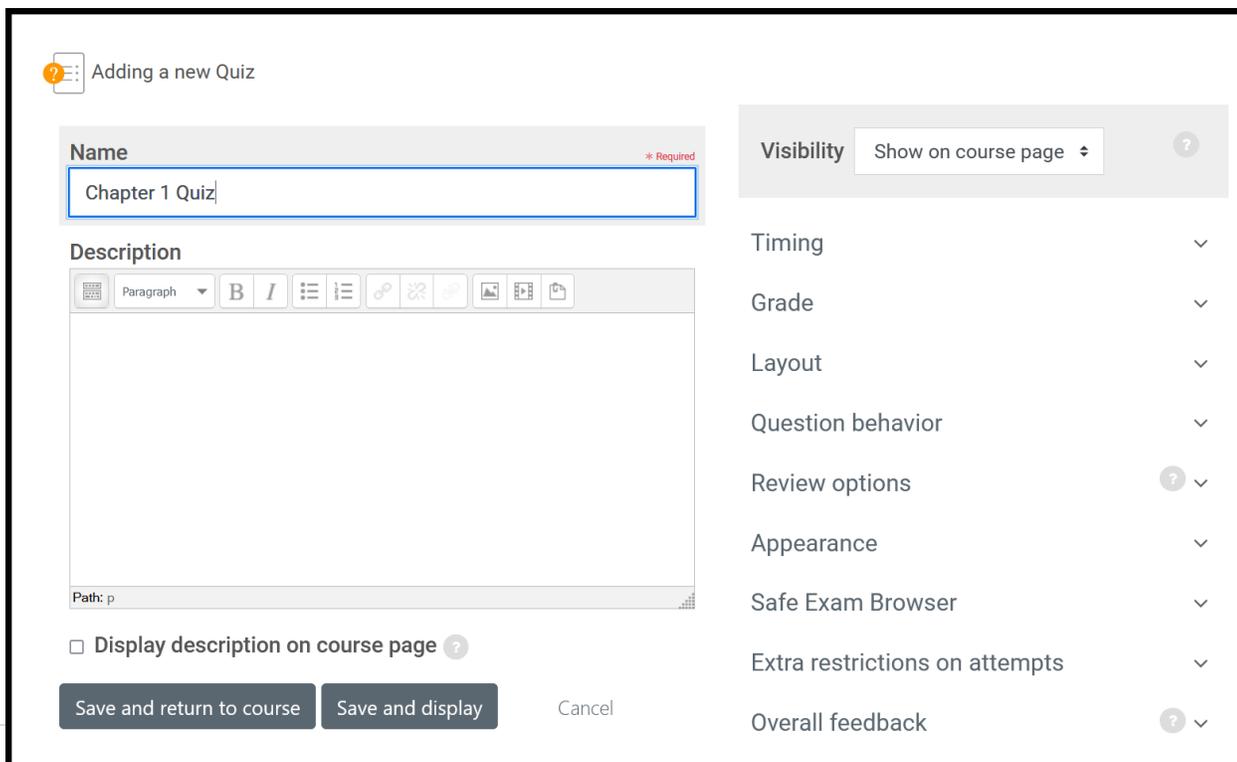
Click on **“Create learning activity”** and then choose **“Quiz”**.



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

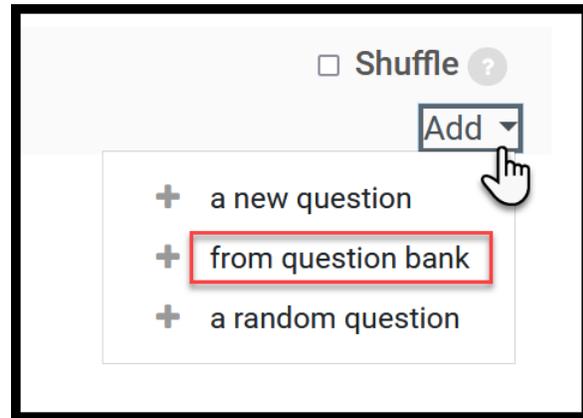
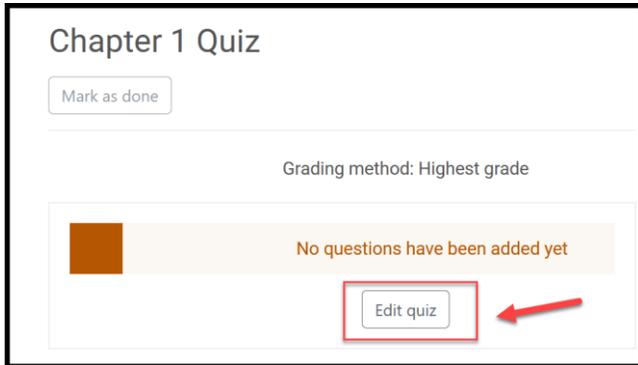
Expand the other sections to select the settings you want.

Click **Save and display**.

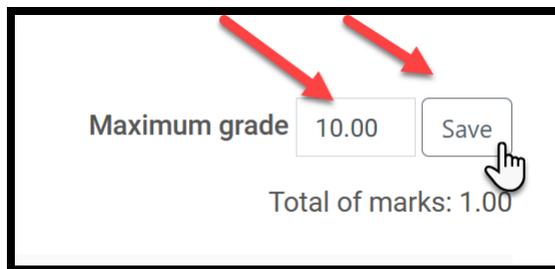
A screenshot of a configuration form titled "Adding a new Quiz". The form is divided into several sections. On the left, there is a "Name" field with the text "Chapter 1 Quiz" and a red asterisk indicating it is required. Below it is a "Description" field with a rich text editor toolbar. At the bottom left, there is a checkbox labeled "Display description on course page" which is currently unchecked. On the right side of the form, there is a "Visibility" dropdown menu set to "Show on course page". Below this are several expandable sections: "Timing", "Grade", "Layout", "Question behavior", "Review options", "Appearance", "Safe Exam Browser", "Extra restrictions on attempts", and "Overall feedback". Each section has a downward arrow and a question mark icon. At the bottom of the form, there are three buttons: "Save and return to course", "Save and display", and "Cancel".

(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'.)



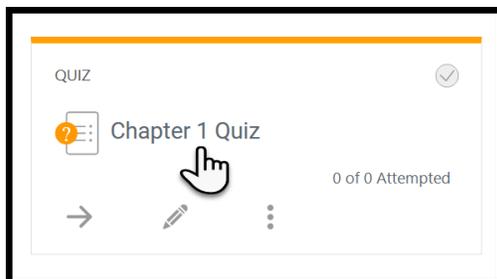
If you want, change the maximum grade for your quiz to reflect the number of questions.



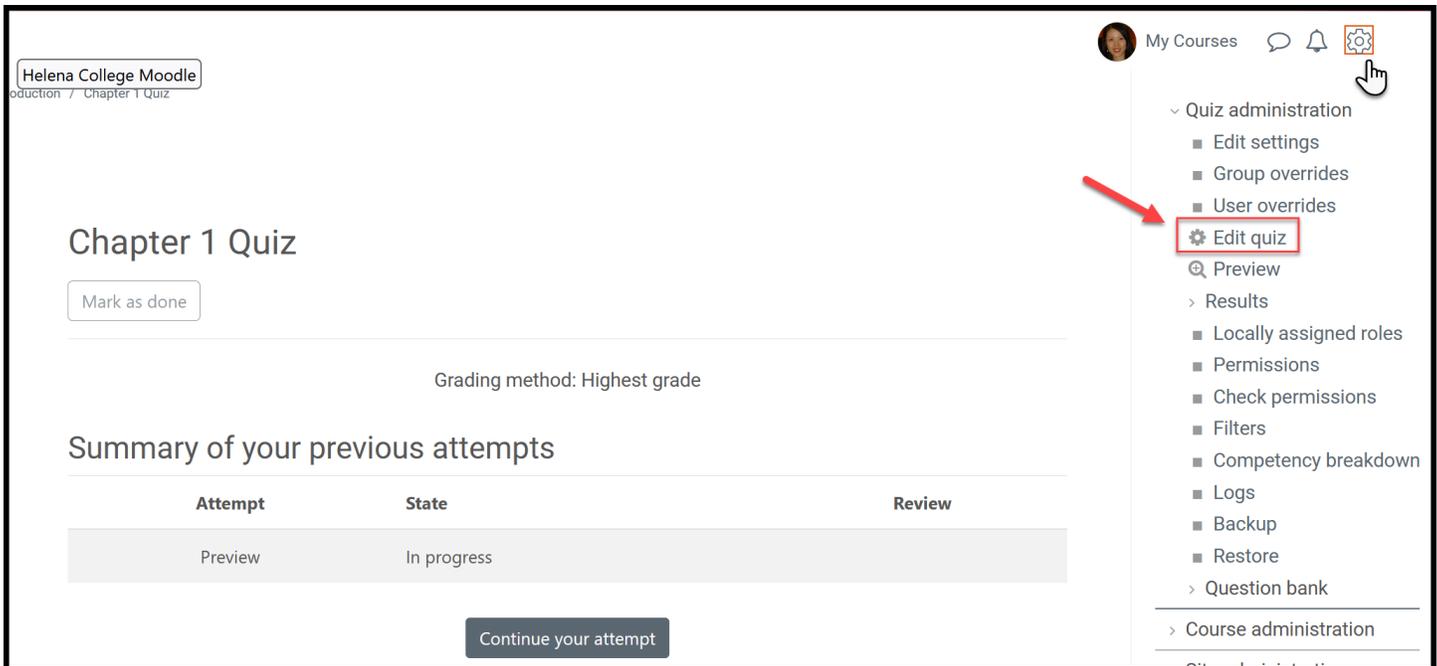
Editing a Quiz

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

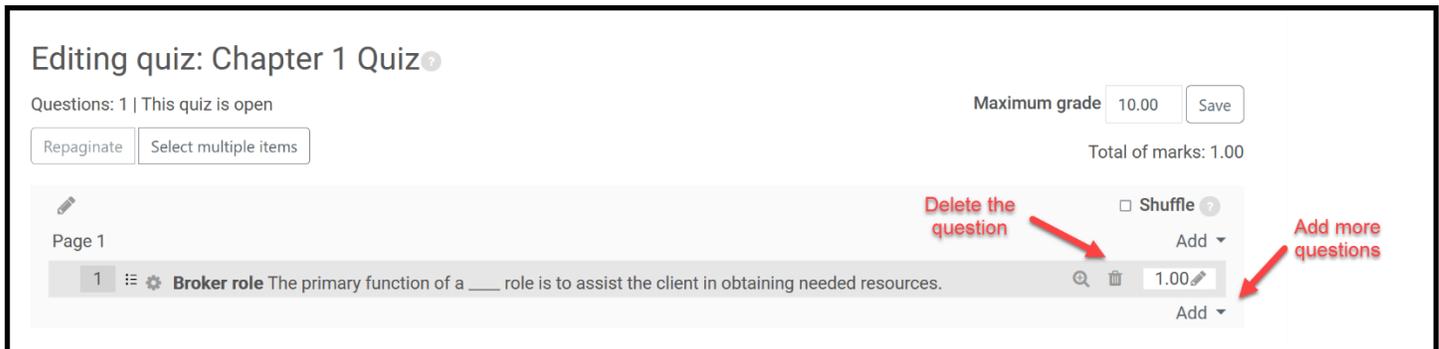
(1) Click on the quiz link.



(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)