Quiz: Create a Question Bank

The Quiz activity is a core AsULearn module that allows the Teacher to design and build quizzes consisting of a large variety of question types, including multiple choice, true-false, and short answer questions. These questions are kept in the Question Bank and can be added in different quizzes. see Quiz: Add Questions

There are three major steps to creating a quiz:

1. Creating a question bank
2. Creating the Quiz activity and specifying name, timing, grading, and other details (see separate topic)
3. Adding questions to the quiz (see separate topic)

Step-by-step guide

Questions saved in the Question Bank are available to be used in any Quiz activity.

1. From the course page, click on the gear (top right) and select More... from the menu.
2. At the bottom of the screen in the Question bank section click the Categories link.

Edit categories

You can imagine a question category as a folder on your desktop computer. Questions are stored in these categories in a similar way as your files are stored in a file system.

Each category must have a name and you can include a short description of the category. Create the category hierarchy by specifying a Parent category for each category or the Top for Course as the parent for a category at the top level, that is, it has no parent.

The default category does not have to be added: it exists as Default for [Course Short Name]

1. Click the Add category section header to open it.
2. Select the Parent category for the new category. Your first category will be under the current Default or at the Top category level (same level as Default).
3. Enter a Name for the new category and optional Category info.
4. Click the Add Category button

• To continue adding categories, select the same Parent category for categories at the same hierarchical level, or choose a subcategory that you’ve added to create a subcategory of that one.
• Use the icon buttons (see image below) by the categories you’ve added to move them to different levels (arrows), edit the settings (gear), or remove the category (trashcan).
• The number in parentheses shows the number of questions currently in the category.
• Click on a category name to add a question to that category.
Create Questions in a category

1. Click the **Questions** tab; or click a category name on the Categories tab.
2. **Select a category** from the menu.
   - If you clicked the category name, it will already be selected.
   - If there are questions already in the category, they will be listed.
   - To show only questions in the selected category (and not its subcategories), uncheck the option **Also show questions from subcategories** under Search options.
   - In the list with each question are **icons** to Manage Tags, for, Edit, Duplicate, Preview, and Delete the question.
   - Use the check boxes on the left to select one or more questions. **With selected**: Click the **Delete** button to delete them completely from the Question Bank. Select another category then click **Move to >>** to recategorize them.
   - At the bottom of the screen is a link for **Moodle Docs (help) for this page** (the same link) where you can find details for the Question Bank.

3. Click the **Create a new question...** button.

4. **Choose a question type to add** from the list on the left by clicking it. There are many choices and when you click on the question type, the description of the question type is displayed.
5. Click **Add** to create a question of the type selected.

**General**

The particular options available depend on the question type selected. Click the blue question marks ? on the screen for more help with the settings. Most question types will have these settings:

- **Select the Category** for the question (defaults to the category selected on the previous screen).
- **Question name** is the short identifier for the question. This is used in lists of available questions. It should distinguish the question from others.
- **Question text** is displayed to the Students for them to respond to.
- **Default points** is the score assigned to the question when answered correctly; the default is 1, and we recommend keeping that value unless the questions should be worth additional points.

**Tags**

At the bottom of the **Editing a question** screen is the **Tags** section. Tags can be helpful for filtering questions to find them regardless of their category.

- In the **Search** field start typing a tag name.
- If one or more tags exist that matches, they will display. Use the down arrow key to highlight the tag and press Enter to add it, or click on it.
- Once you have tags created, click on the arrow in the Search field to display the list of tag and click to select one.
- If there is no matching tag, press Enter to create one with the text you've typed.
- Tags appear above the **Search** field.
- Questions can have more than one tag.
- Click the × on a tag to remove it from the question.

**Using Tags to Filter Questions**

- On the **Question Bank** screen **Select a category** for the questions you want to look through. Select a high-level category or **Top for [Course]** for all questions.
- Select **Also show questions for subcategories** to include questions below the selected category.
- In the **Filter by tags...** field type a tag name and Enter, or click the arrow to select one from the list.
• Questions with the selected tags will be listed.
• To clear a filter, click the × on the tag to remove it.

**Tips for Multiple choice**

For multiple choice questions also consider the following:

• Will the correct answer be **One answer only** (radio buttons) or **Multiple answers allowed** (check boxes)?
• Do you want to **Shuffle the choices**? If so, the response options will be presented in a different random order for each Student and for each attempt a Student takes the quiz.

> Shuffling response options within a multiple-choice question is controlled by two independent settings: one in the quiz settings, and one in the question settings. If a quiz is set to shuffle choices (Question behavior > Shuffle within questions > Yes), but a particular question is set to not shuffle (option not checked), that particular question does not shuffle. If you select Shuffle the choices in the question setting (option is checked), that means the question is eligible to be shuffled, but the quiz must have Shuffle within questions set to Yes for shuffling to occur.

• How will you assign the percentage of points for a correct answer? For questions with **One answer only**, 1 answer = 100%. For a question with **Multiple answers allowed**, the percentages for all correct responses should add up to 100%; incorrect responses can be 0% or a negative score; for example: a. 50% b. –50% c. 50% d. –50%, where selecting a and c is the complete correct response, and selecting b or d takes half a point off, so a Student who selects all the check boxes will score zero; whereas if b and d are 0%, selecting all the check boxes would score 1, the same as selecting only a and c.

**Tips for Essay**

For essay questions, AsULearn offers a **Response Template**. Any text entered there will be displayed in the response input box when a new attempt at the question starts.

An essay question can also be created as an **Online text** assignment.

**Tips for Matching**

• Enter some instructions in the **Question text** field to tell the students what they are matching.
• Check the **Shuffle** option if you want the answers to be shuffled. NOTE: The quiz Question behavior > Shuffle within questions setting must also be enabled for this to work.
• For the first matching item, enter the question and a matching answer.
• Fill in at least two questions and three answers. Click **Blanks for 3 more questions** to add more. You can enter as many as 10 items. You can provide extra wrong answers by giving an answer with a blank question.

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