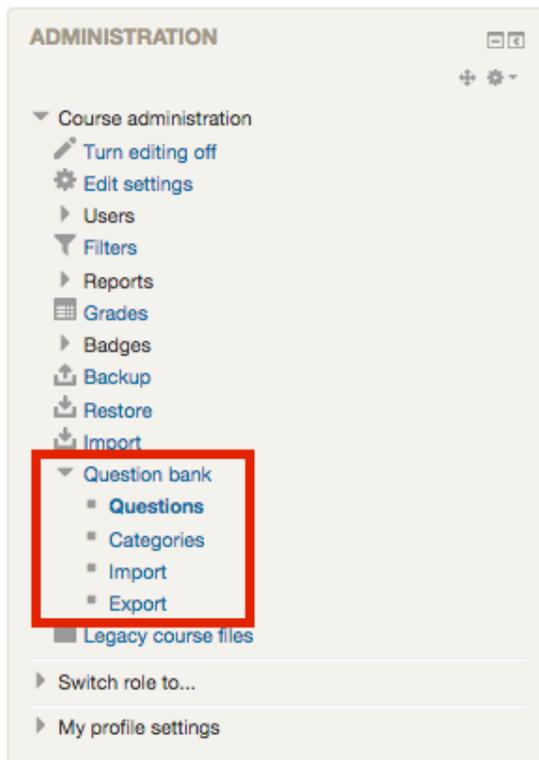


Creating Quiz Questions

Before you can create a quiz in Course Site, you have to add/create questions that will be used on the quiz.

Goto Administration>Question Bank.



At the **Question bank** screen you have various options that allow you to add questions to your course. This tutorial will **only** cover adding new questions within Course Site. If you have question banks from other Course Sites or course management system formats (i.e., Blackboard), please contact your Instructional Technologist for assistance.

Creating Categories

Before creating new questions to add to your course for quizzes and exams, you should consider creating Categories to organize your questions. Categories can allow you to pick a random or set amount of questions from certain chapters.

Categories can be created after questions have been created and by default, all questions not associated with a category are placed in the **Default for "name of your course."** If you do not want to work with categories, skip to the next step.

To add a new category, click on the Categories link under Question bank in the Settings menu.

ADMINISTRATION

- Course administration
 - Turn editing off
 - Edit settings
 - Users
 - Filters
 - Reports
 - Grades
 - Badges
 - Backup
 - Restore
 - Import
 - Question bank
 - Questions
 - Categories**
 - Import
 - Export
 - Legacy course files
- Switch role to...
- My profile settings

Type the name of your new category. Add any descriptive information you would like and click "Add category."

▼ Add category

Parent category ⓘ Default for IT test course (7)

Name* Chapter 1|

Category info





This category will now be saved and you can access it in the Category drop down under the questions tab.

Chapter 1
 Chapter 1 - Introduction (2)
 New Category
 New Category
 Test
 Test2

Create a new question...

Question	Created by First name / Last name / Date	Last modified by First name / Last name / Date
<input type="checkbox"/> _283108_1	Jason Slipp January 30 2014, 4:06 PM	Jason Slipp January 30 2014, 4:06 PM
<input type="checkbox"/> _283108_1	Course Site Administrator September 23 2009, 2:12 PM	
<input type="checkbox"/> This is a test (n)	Jason Slipp January 30 2014, 4:06 PM	Jason Slipp January 30 2014, 4:06 PM
<input type="checkbox"/> This is a test (n)	Course Site Administrator October 4 2010, 9:44 AM	Course Site Administrator October 4 2010, 9:44 AM
<input type="checkbox"/> What day is today?	Jason Slipp December 29 2015, 11:11 AM	Jason Slipp December 29 2015, 11:11 AM
<input type="checkbox"/> ** Course Site	Jason Slipp January 30 2014, 4:06 PM	Jason Slipp January 30 2014, 4:06 PM
<input type="checkbox"/> ** Course Site	Course Site Administrator January 21 2010, 2:55 PM	Course Site Administrator January 21 2010, 2:55 PM

With selected:

Default for IT test course (7)

Creating Questions

You can now begin adding questions to the root course category or to any categories you created in the last step.

To add a new question, click the "Questions" button in the Administration>Question Bank block on the left side of the screen. In the question bank screen, click "Create new question" button and pick your question type.

Choose a question type to add

QUESTIONS

- Multiple choice
Allows the selection of a single or multiple responses from a pre-defined list.
- True/False
- Short answer
- Numerical
- Calculated
- Essay
- Matching
- Random short-answer matching
- Embedded answers (Cloze)
- Calculated multichoice
- Calculated simple

OTHER

- Description

In the next screen, give the question a name. If you are using categories, it is a good idea to give the category name and then the question number.

Type in or paste your question content and give your question a mark (grade).

General

Category: Default for IT test course (6)

Question name*: Day Question

Question text*:
What day is today

Default points*: 10

General feedback ?

One or multiple answers?: One answer only

Shuffle the choices? ?

Number the choices?: a., b., c., ...

Next, choose whether to have one or multiple choices, randomly shuffle the choices, and how the choices should be numbered.

One or multiple answers? One answer only

Shuffle the choices? ?

Number the choices? a., b., c., ...

Fill in the answer options and choose the correct answer by choosing "100%" from the drop down. You can also add feedback for correct and wrong answers. Course site defaults to 5 choices for multiple choice questions, but you can add more by clicking the "Blanks for 3 More Choices" button.

Click the "Save changes" button when you are finished.

