

## Question Banks in Canvas

In Canvas, **Quizzes** refer to any quiz, survey, test or exam that includes instructor-generated questions.

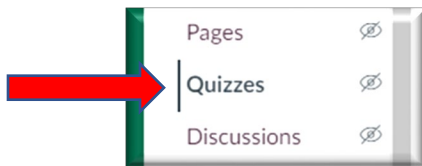


**Question Banks** allow instructors to organize all of the questions available for a quiz. By organizing questions into banks, instructors can quickly pull questions from across the course into single exams. Banks are ideal for creating midterms or final exams from existing quiz questions. For each quiz imported from Moodle or another source a question bank is automatically created. Question banks are used in Classic Quizzes only.

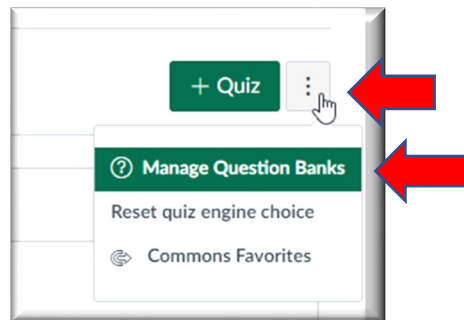
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### How to create a Question Bank in a course

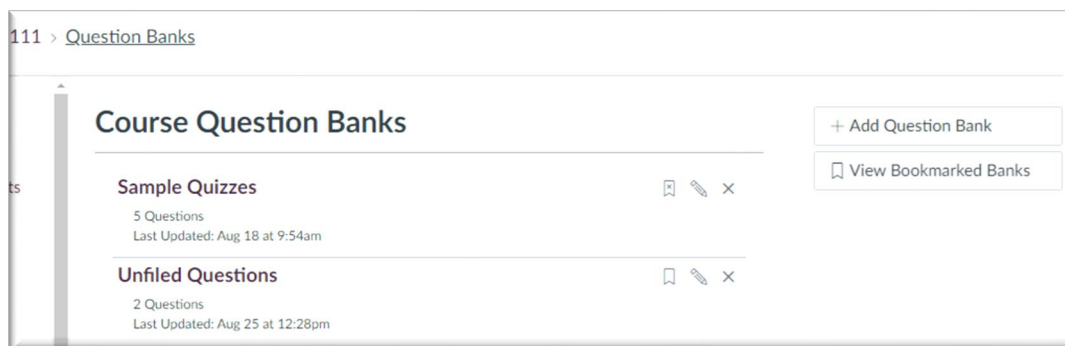
Open **Quizzes** in Course Navigation



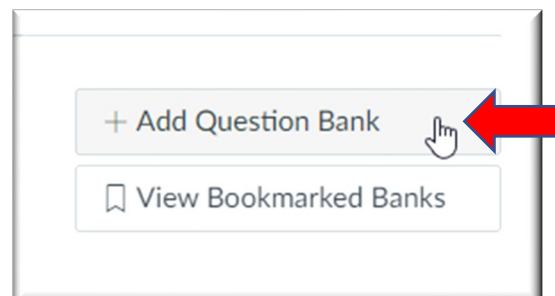
In the upper right corner, click on the three dots, then click on **Manage Question Banks**



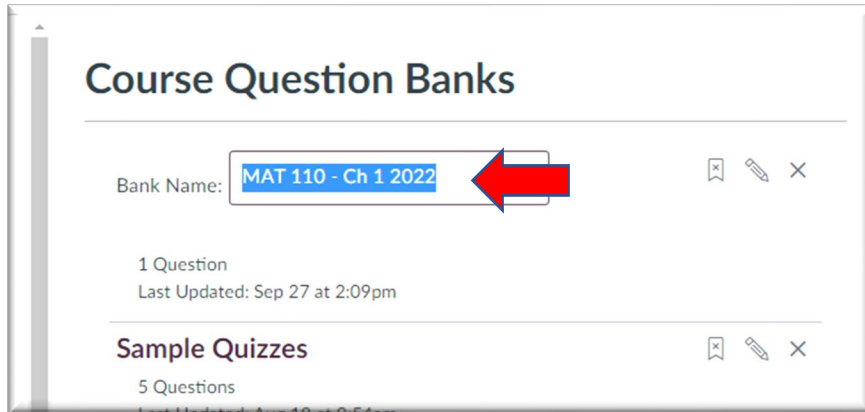
Question Banks already in the course will appear in alphabetical order.



To add a new bank - Click on the **+Add Question Bank**



To finish creating the Question bank – Add a Name (be descriptive) – Press Enter/Return



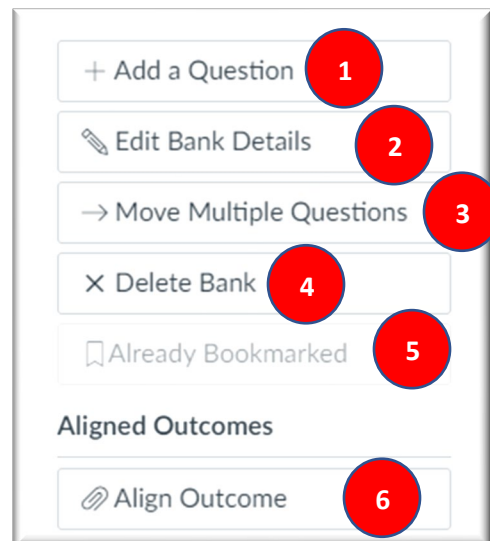
Open Question Banks by clicking on the name of the question bank.

## Question Bank Options

After opening the Question Bank, you can:

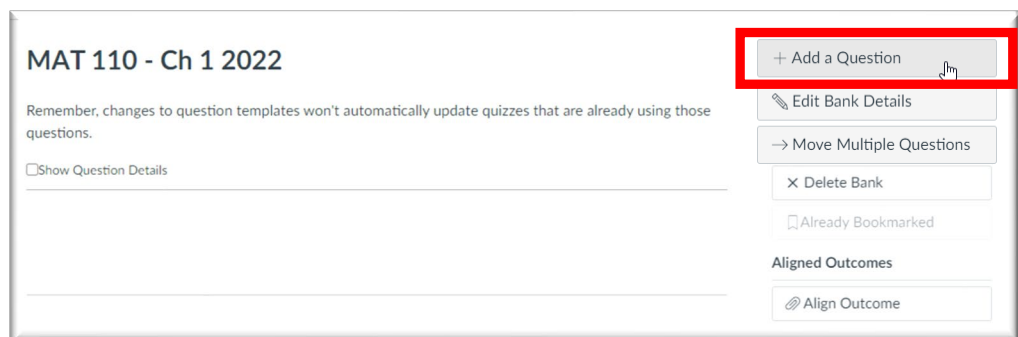
1. Add a Question
2. Edit Question Bank Details (Name only)
3. Move Multiple Questions
4. Delete Question Bank
5. Verify Question Bank Bookmark (by default new Question Banks are bookmarked automatically)
6. Align Outcomes to Questions

Instructors can MOVE a question from a bank, however they CANNOT delete a question from a bank.



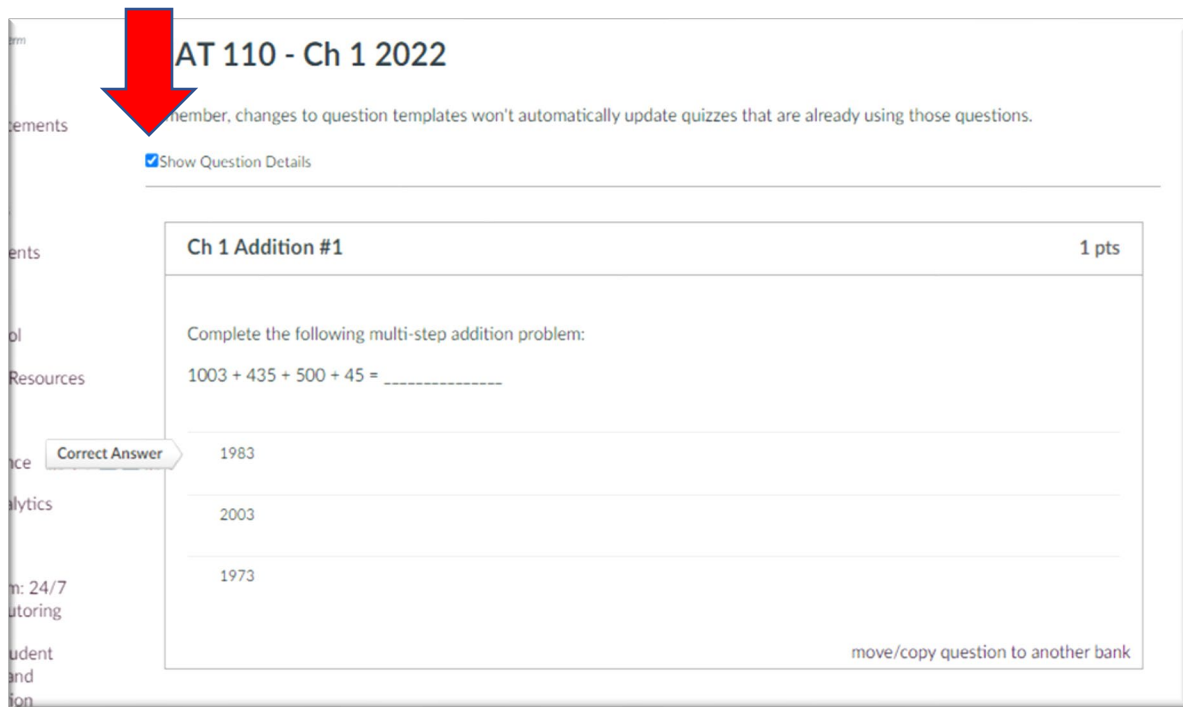
## How to Add a Question

Click the **+Add a Question** button. Add as many individual questions as you wish to your question bank.



## How to View Questions

In the Question Bank, click on the Show Question Details button to see the question details.



The screenshot shows a question bank interface for 'MAT 110 - Ch 1 2022'. A red arrow points to the 'Show Question Details' button. The question details are displayed in a box titled 'Ch 1 Addition #1' with a value of '1 pts'. The question text is 'Complete the following multi-step addition problem: 1003 + 435 + 500 + 45 = \_\_\_\_\_'. Below the question are three input fields with the following values: '1983', '2003', and '1973'. A 'Correct Answer' callout points to the first input field. At the bottom right of the question box, there is a link that says 'move/copy question to another bank'.

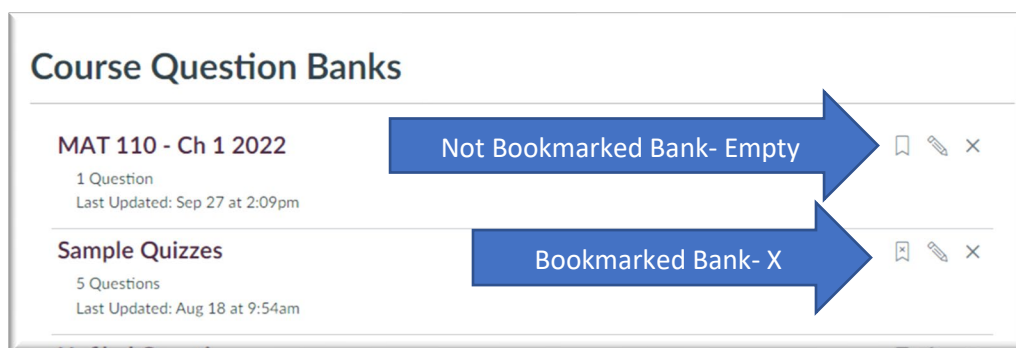
One benefit of Question Banks is an instructor can reference this single bank of questions in many different quizzes.

Note: Questions details are not available in question banks with more than 50 questions.

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## Question Bank Bookmark

The Question Bank **Bookmark** feature gives you a way of keeping track of frequently accessed Question Banks. When you bookmark a Question Bank, it can be accessed in any other course you teach. Bookmarks save you time from having to search through Question Banks, especially if your course or account contains a significant number of Question Banks.



The screenshot shows the 'Course Question Banks' interface. It lists two banks: 'MAT 110 - Ch 1 2022' and 'Sample Quizzes'. The first bank has 1 question and was last updated on Sep 27 at 2:09pm. The second bank has 5 questions and was last updated on Aug 18 at 9:54am. Blue arrows point to the bookmark icons for each bank. The first bank is labeled 'Not Bookmarked Bank- Empty' and the second bank is labeled 'Bookmarked Bank- X'.