

Managing Question Bank



Lecturer

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- B. [Add and Manage Question Bank Categories](#)
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A well-organized and categorized question is easier to find questions and facilitates the use of random questions. A new course has its Default category. Sub-categories can be further created. The more organized you make your question categories during the initial setup of your course, the easier it will be to reuse questions in future quizzes and exams.

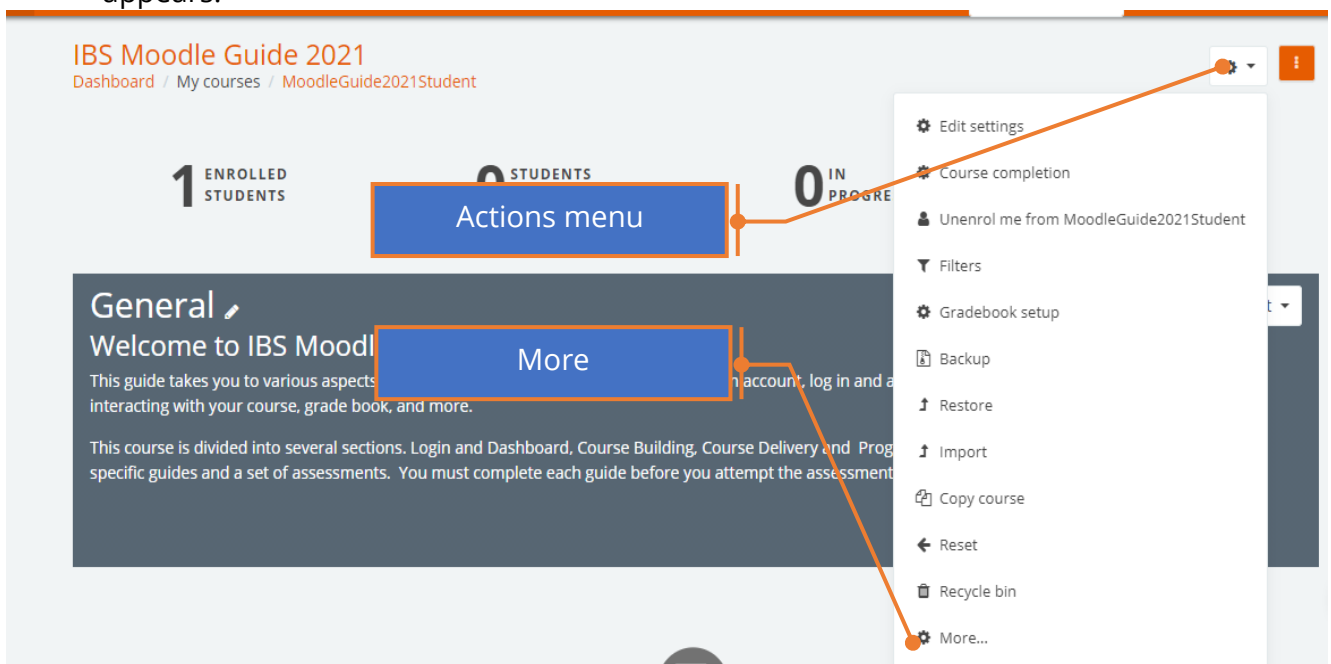
Pre-condition

1. The user must be on a Moodle course page as a Lecturer of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

A. Accessing Question Bank page

Procedure

1. Accessing Course Administration page.
 - a. Click Actions menu (cog wheel), then select More... The course Administration page appears.



2. Accessing Question Bank page

- On the Course Administration page, scroll to the bottom, where you can find the Question bank.
- Click the Question bank link, and this will take you to the *Question Bank Management* page.

Course administration

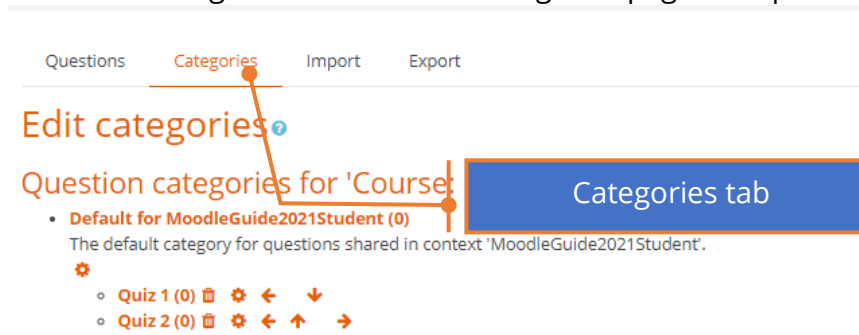
Course administration	Users	Reports
		<ul style="list-style-type: none">Edit settingsCourse completionUnenrol me from IT01012-2021-1FiltersGradebook setupBackupRestoreImportCopy courseResetRecycle bin
Badges		<ul style="list-style-type: none">Manage badgesAdd a new badge
Question bank		<ul style="list-style-type: none">QuestionsCategoriesImportExport

Note: You can also access the *Question Bank Management* page while on the *Quiz editing* page. Click on the **Action** menu, then select *Question Bank*.

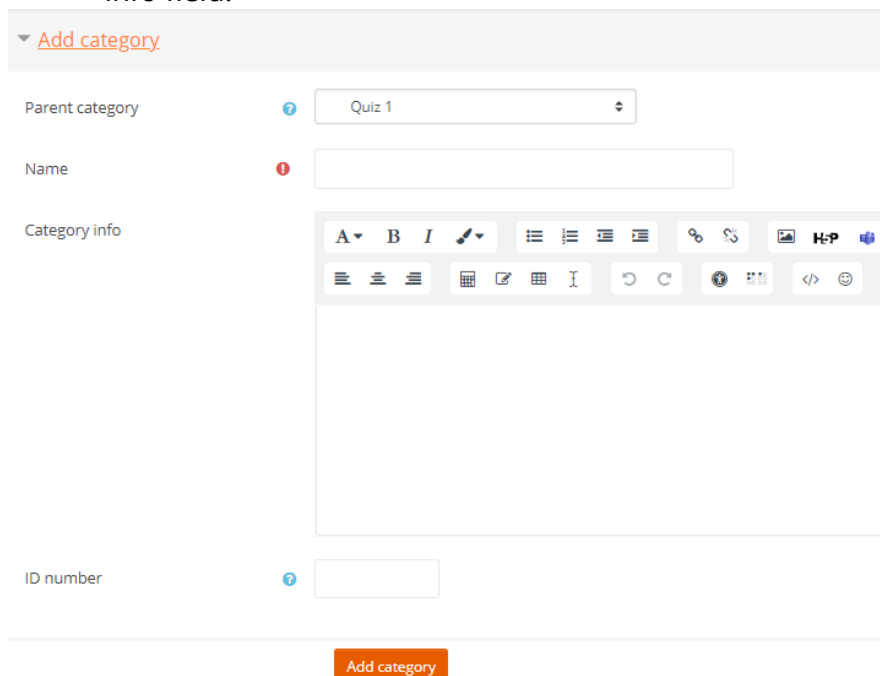
B. Add and Manage Question Bank Categories


Procedure

1. Accessing Question bank page
 - a. If you are not on the Question bank page, see the [Accessing Question bank page](#) to access the Question bank page.
2. Adding a new category
 - a. select the Categories tab. The Edit categories page will open.



- b. On the Edit categories page, under Add Category, define the new category that you want to add:
 - i. **Parent Category** (Optional) Select a Parent category for the new category. (By default, the new category will be added as a sub-category of the course's default category.)
 - ii. **Name** (Required) In the Name field, enter a name for the new category.
 - iii. **Category info** (Optional) Enter a description for the new category in the Category info field.

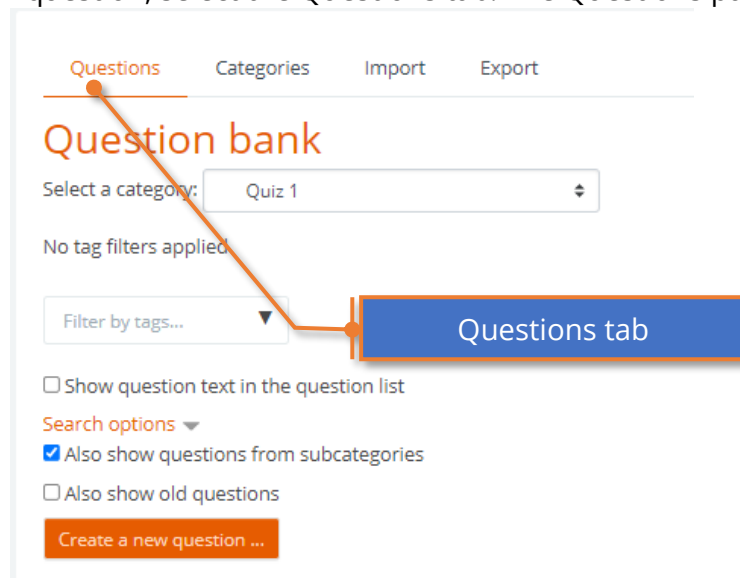


- c. Click **Add category** to add the newly specified category.
3. Managing Categories
 - a. (Optional) To delete, edit, move or indent a category, click the **configuration icons**

 next to each category listed.

C. Add Questions to a Category

Procedure

4. Accessing Question bank page
 - a. If you are not on the Question bank page, see the [Accessing Question bank page](#) to access the Question bank page.
5. Adding New question.
 - a. To create a new question, select the Questions tab. The Questions page will open.



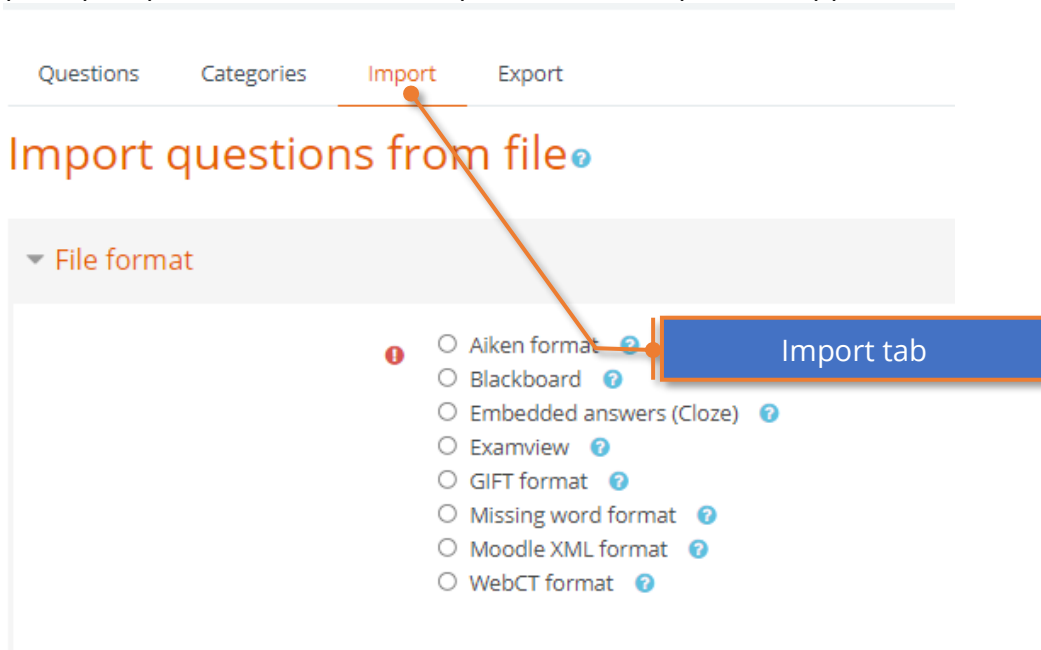
- b. Select a category from the **Select a category** drop-down menu. The page will update to show you the list of questions within that category.
 - c. Click the **Create a new question....** The *Choose a question type to add window will open.*
 - d. Choose the type of question you want to add, then select **Add**. The Adding a Question page will open. Configure the question according to its type
6. Moving question to another category
 - a. Select a category from the **Select a category** drop-down menu that contains the question or questions you want to move. The page will update to show you the list of questions within that category.
 - b. Select the question(s) you want to move by clicking the check box to the left of the question(s).

Note: You can select/deselect all the questions in a category by selecting the check box at the top left of the questions table (to the left of the T).
 - c. In the **Move to >>** drop-down menu on the bottom of the page, select a category you want to move the questions to.

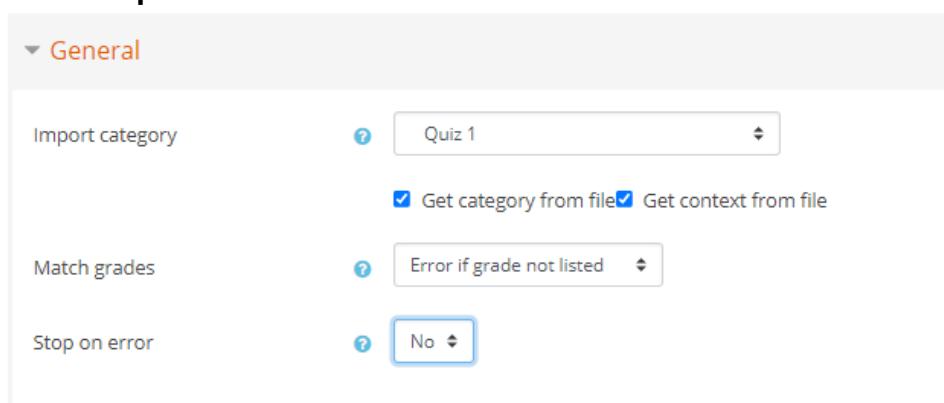
D. Importing Quiz Questions

Procedure

7. Accessing Question bank page
 - a. If you are not on the Question bank page, see the [Accessing Question bank page](#) to access the Question bank page.
8. Adding New question.
 - a. To import quiz questions, select the Import tab. The Import tab appears.




- b. Select a suitable file format for your quiz file. If creating a quiz file from scratch, see [Aiken format](#) quiz or [Gift format](#).
- c. In the **General tab**, select the category where the imported questions will be created.
- d. Set the **Stop on error** to Yes.



- e. In the **import question from file** tab, upload the quiz file. See [Managing Files](#) for instructions to upload a file.
- f. Click **Import**.

▼ Import questions from file

Import ❗



You can drag and drop files here to add them.

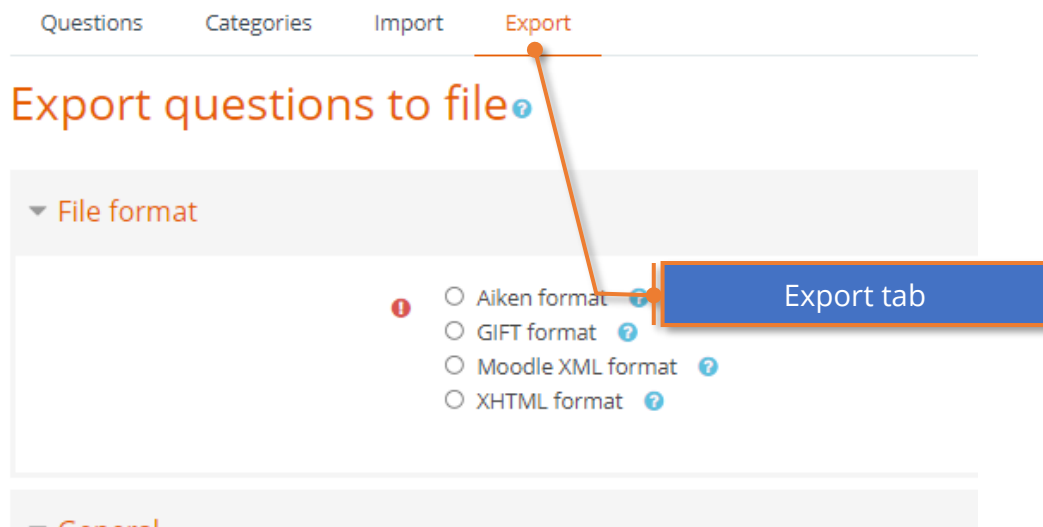
There are required fields in this form marked ❗.

- g. If any error occurs during the importation, go back to your quiz file to check for any deficiency.
- h. Preview all the questions to ensure each question is imported correctly.

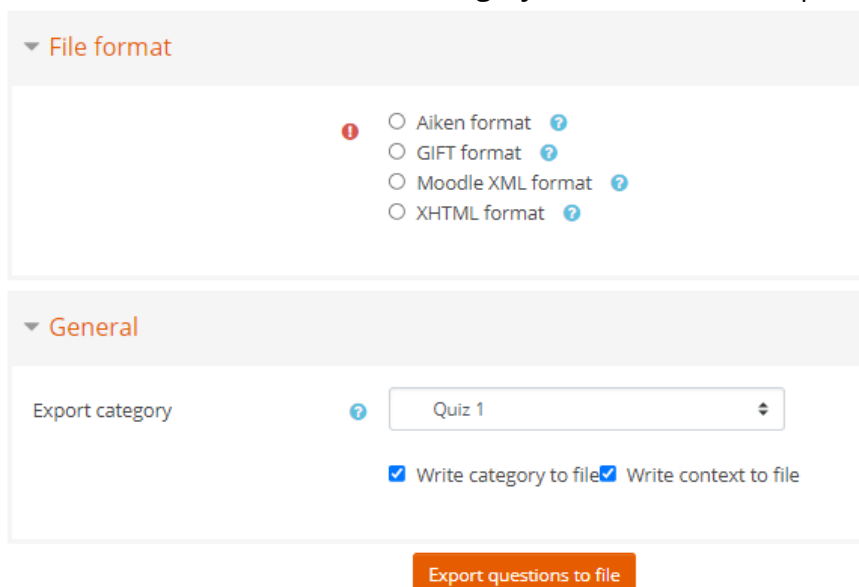
E. Exporting Quiz Questions

Procedure

1. Accessing Question bank page
 - i. If you are not on the Question bank page, see the [Accessing Question bank page](#) to access the Question bank page.
9. Adding New question.
 - a. To export quiz questions, select the Export tab. The Export tab appears.



- b. Select a suitable file format for your quiz file.
- c. In the **General tab**, select the category where the source questions for exportation.



- d. Click **Export questions to file**.