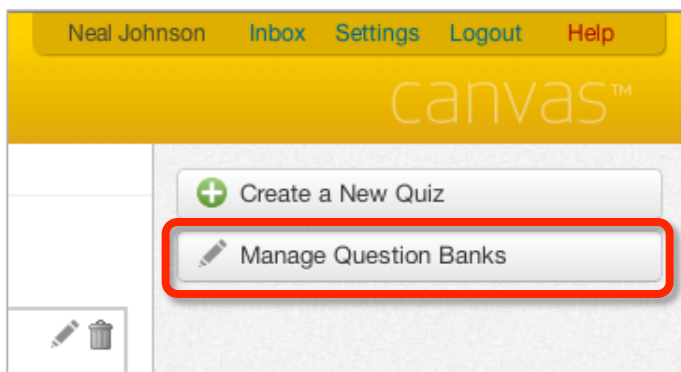


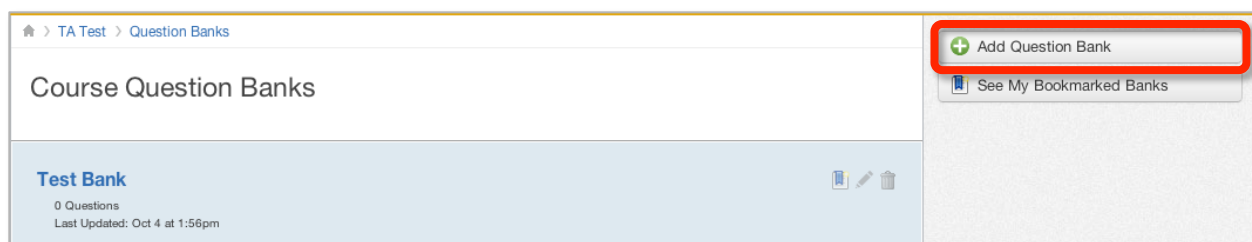
How to use a Question Bank

Question banks offer you the ability to house and share quiz questions between multiple quizzes and courses. They can be used from quizzes to pull in pre-written questions or in learning outcomes to keep track of a student's progress.

1. To create a question bank click on the quizzes tab and then hit "Manage Question Banks" in the upper right hand corner.



2. If you want to create a bank click on "Add Question Bank" and insert the bank name into the field that appears. By default you should have a bank called 'Unfiled Questions' that houses any questions you created in a canvas quiz that was not put into a bank.



3. To add questions to a bank, click on the bank name. This will bring you into the question bank where you can add questions by clicking "Add a Question" in the top-right.
4. To move questions from the current bank to another click 'Move Multiple Questions' and you can select the questions you wish to move and where you wish to move them.
5. You can also bookmark a question bank. Bookmarking a question bank allows you to access the questions housed within from any of your courses, a great tool if you teach similar courses.
6. Lastly, a question bank can be aligned to a learning outcome. To align an outcome go into a question bank and click on 'Align Outcomes'. Then select the learning outcome.

