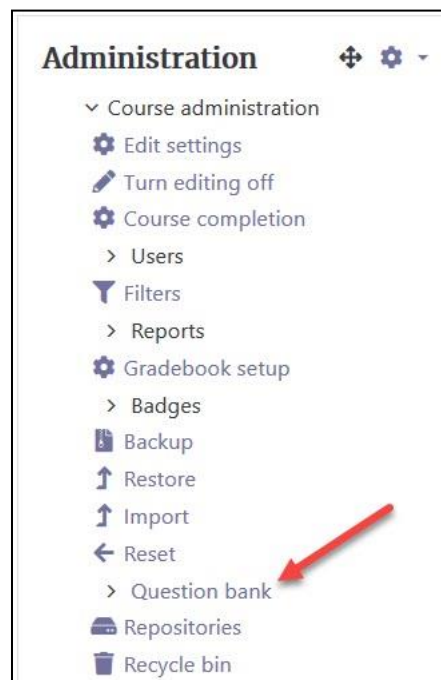
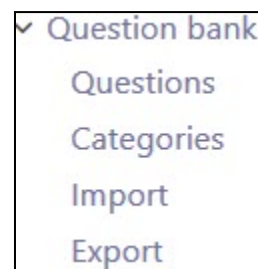


Adding a New Category in the Question Bank

1. On your course main page, locate the **Administration** block.
2. Expand the **Administration** block by clicking on the **Course administration** link.



3. Scroll down and click on **Question Bank**. The links **Questions**, **Categories**, **Import** and **Export** display.
4. Click on the option, **Questions**.



The **Question bank** page appears.

- Click the **Select a category** drop-down menu and choose the **target** category.

Course: BEV003
Top for Ms. Beverly's LINC 3
Default for LINC 5 (PC)
Link 5 Vocabulary
Questions saved from context Quiz: Language Companion Search Activity. (9)
Questions saved from context Quiz: Language Companion Search Activity. (9)
Questions saved from context Quiz: THIS IS A TEST Banking security writing quiz. (1)


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


Create a new question ...


The **Choose a question type to add** window opens.


Choose a question type to add


QUESTIONS


☐  Multiple choice


☐  True/False


☐  Matching


☐  Short answer


☐  Numerical

☐  Essay

☐  Calculated

☐  Calculated multichoice

☐  Calculated simple

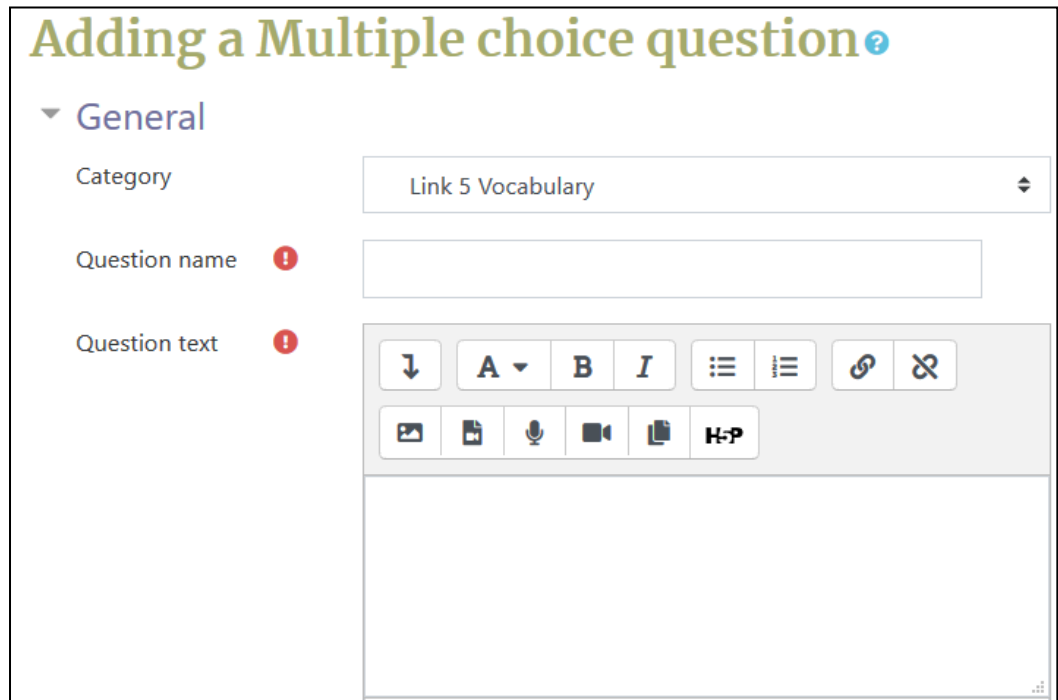
☐  Drag and drop into text

Select a question type to see its description.

Add

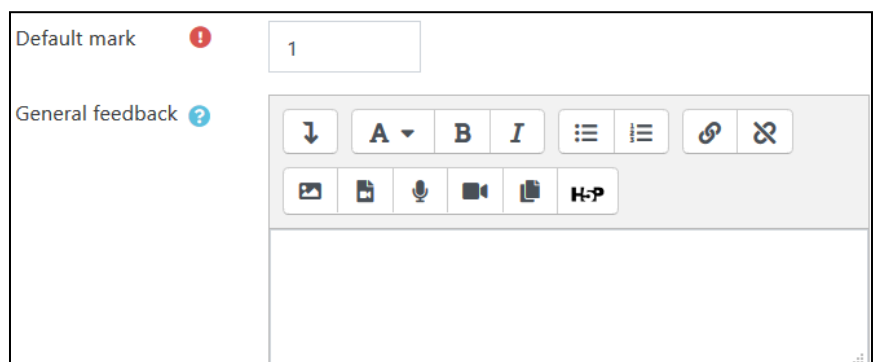
Cancel

7. Select **Multiple choice** (for example).
8. Click on the **Add** button.
9. The **Adding a multiple choice** question screen is displayed.

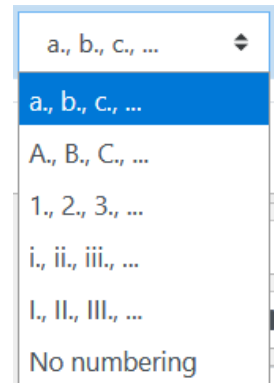


Make sure the correct **category** appears in the **Category** drop-down menu.

10. Type a name for the question next to **Question name**.
11. Type the question next to **Question text**.



12. General feedback can be added by typing it in the **General feedback** text box.
13. Do not input an **ID number** for your questions, we do not use these in our system.
14. Choose either one answer or multiple answers in the **One or multiple answer?** Drop-down.
15. There are different numbering styles offered in the **Number the choices?** Drop-box for the possible answers listing in a multiple choice question.



16. Enter the **Choices** and **Feedback** in the **Answers** section.

A screenshot of the 'Answers' section in a software interface. The section is titled 'Answers' with a dropdown arrow. It contains two main input areas: 'Choice 1' and 'Feedback'. Each area has a rich text editor with various formatting icons (bold, italic, underline, list, link, unlink, image, video, audio, document, H-P) and a text input field. The 'Grade' dropdown menu is set to 'None'.

17. Enter the text for the **Choice 1**. (Repeat this step for **Choice 2**, **Choice 3**, etc.)
18. If **Choice 1** is the correct answer, select 100% in the **Grade** drop-down menu. If **Choice 1** is not the correct answer, skip this step. Change the **Grade** setting to 100% for the correct answer choice. Note: More than one choice can be correct if you chose the **One or multiple answers?** option above.
19. Enter any custom or instructional feedback for **Choice 1**. Repeat this step as needed for **Choice 2**, **Choice 3**, etc. Note that Custom feedback is optional.

20. Click the **Save changes** button at the bottom of the window.
21. The **Question bank** page opens again, showing the newly created question. The **Preview** icon (magnifying glass) can now be clicked to preview and test the question.
22. Repeat these steps to add as many questions to the category as required.