

Adding a New Question into the Question Bank Category

Step-by-Step

1. On your course main page, locate the **Administration** block.



2. Click on the ... **More** option.

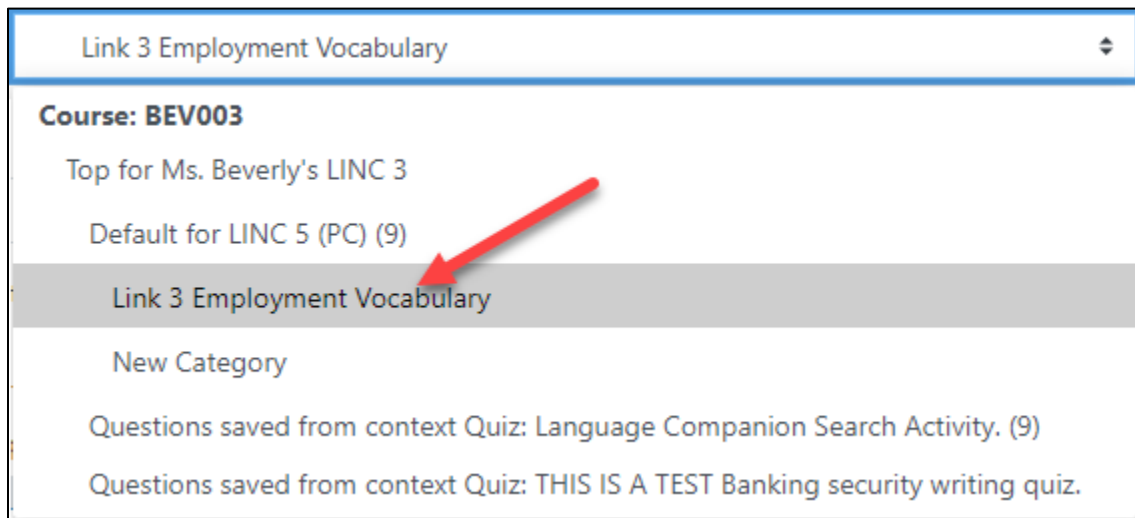
3. In the **Question bank** section, click on **Questions**.



4. Click on the option, **Questions**.

Note: The **Question bank** page appears.

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

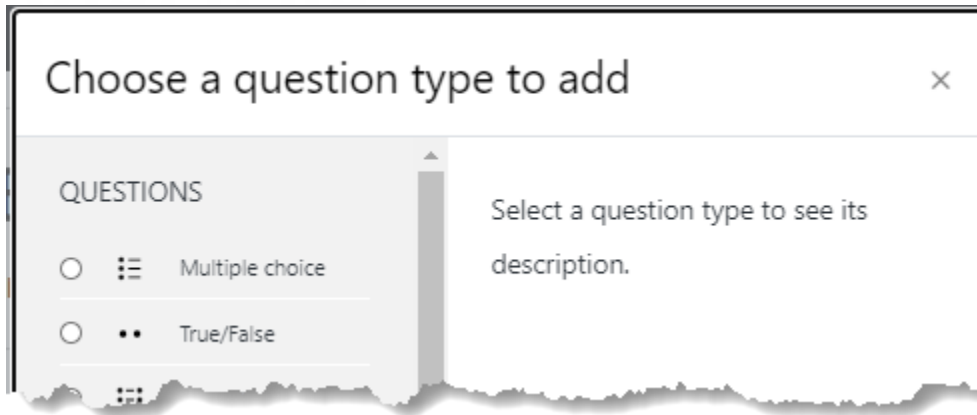


6. Click the **Create a new question...** button.

Create a new question ...

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

7. Select **Multiple choice** (for example).



8. Click on the **Add** button.
9. The **Adding a Multiple choice question** screen is displayed.

A form titled "Adding a Multiple choice question" with a help icon (question mark) in the top right. The form is divided into sections. The "General" section is expanded, showing a "Category" dropdown menu with the text "Link 3 Employment Vocabulary", a "Question name" text input field, and a "Question text" area. The "Question text" area includes a rich text editor toolbar with icons for bold, italic, list, link, unlink, smiley, image, video, audio, microphone, camera, and help. Below the toolbar is a large text input area for the question text.

Ensure 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**.

The screenshot shows a form with two main sections. The top section is labeled 'Default mark' with a red warning icon and a text input field containing the number '1'. Below this is a section labeled 'General feedback' with a blue question mark icon. This section contains a rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, image, video, audio, and help. Below the toolbar is a large empty text area for entering feedback.

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.

The dropdown menu is open, showing several options for numbering choices. The options are: 'a., b., c., ...' (selected), 'A., B., C., ...', '1., 2., 3., ...', 'i., ii., iii., ...', 'I., II., III., ...', and 'No numbering'.

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

17. Enter the text for the **Choice 1**. (Repeat this step for **Choice 2**, **Choice 3**, etc.)

The screenshot shows the 'Answers' section of the question editor. It is titled 'Answers' with a dropdown arrow. Underneath, there is a section for 'Choice 1'. This section contains a rich text editor toolbar and a text input field. Below the 'Choice 1' section is a 'Grade' dropdown menu currently set to 'None'. At the bottom of the 'Answers' section is another 'Feedback' section, which also contains a rich text editor toolbar and a text input field.

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.