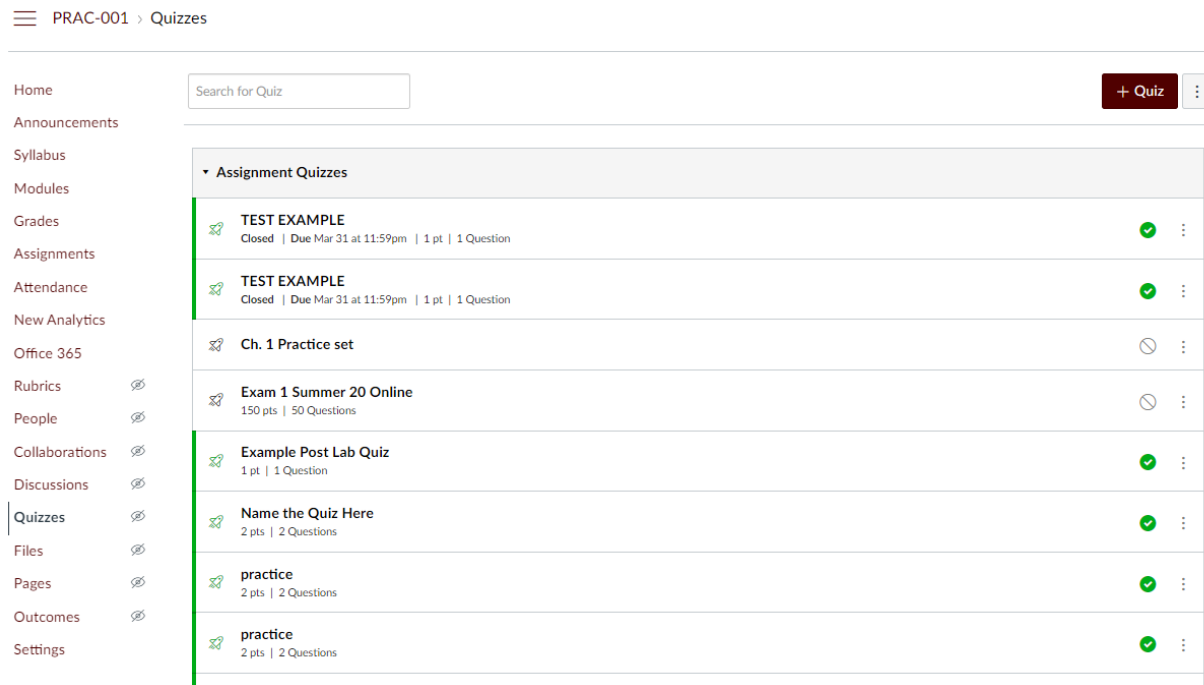


Importing and Editing Questions from Question Bank into Quiz or Exam in Canvas

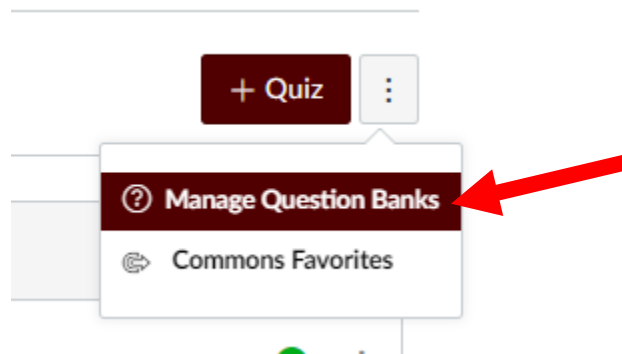
In your canvas course Go To Quizzes and click the three dots next to + Quiz



The screenshot shows the Canvas interface for a course named "PRAC-001". The "Quizzes" tab is selected in the left-hand navigation menu. At the top right, there is a "+ Quiz" button and a three-dot menu icon, with a red arrow pointing to the three dots. Below this is a search bar labeled "Search for Quiz". The main content area displays a list of quizzes under the heading "Assignment Quizzes". Each quiz entry includes a status icon (green checkmark or grey X), the quiz name, a status (Closed), a due date and time, and the number of questions. The quizzes listed are:

Quiz Name	Status	Due Date/Time	Questions
TEST EXAMPLE	Closed	Due Mar 31 at 11:59pm	1 pt 1 Question
TEST EXAMPLE	Closed	Due Mar 31 at 11:59pm	1 pt 1 Question
Ch. 1 Practice set			
Exam 1 Summer 20 Online			150 pts 50 Questions
Example Post Lab Quiz			1 pt 1 Question
Name the Quiz Here			2 pts 2 Questions
practice			2 pts 2 Questions
practice			2 pts 2 Questions

Choose Manage Question Banks



This close-up shows the dropdown menu that appears when the three dots next to the "+ Quiz" button are clicked. The menu contains two options: "Manage Question Banks" (with a question mark icon) and "Commons Favorites" (with a circular arrow icon). A red arrow points to the "Manage Question Banks" option.

This will bring you to the question bank list and you can edit the questions (and point values) for the question bank by clicking the pencil icon. DON'T FORGET TO SAVE!

Course Question Banks

111 LabEx_2_sp20

25 Questions

Last Updated: Apr 14 at 2:59pm



Exam 1 Summer 20 Online

50 Questions

Last Updated: Apr 14 at 2:55pm



Example

1 Question

Last Updated: Nov 11, 2020 at 12:02pm



practice

1 Question

Last Updated: Oct 14, 2020 at 1:01pm



Spider Exam

1 Question

Last Updated: Apr 14 at 10:23am



TEST EXAMPLE

1 Question

Last Updated: Mar 18 at 3:58pm



Unfiled Questions

3 Questions

Last Updated: Nov 11, 2020 at 12:22pm



If you want to add this bank into a quiz, go to the quizzes area and click +Quiz for a new quiz, or choose an existing quiz by clicking on its name

PRAC-001 > Quizzes

Home Search for Quiz **+ Quiz**

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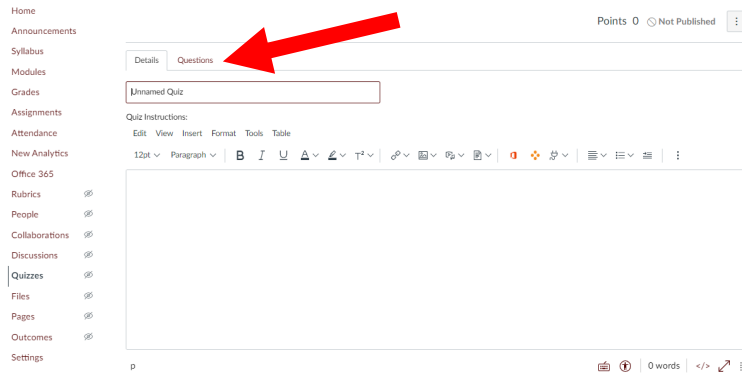
Outcomes

Settings

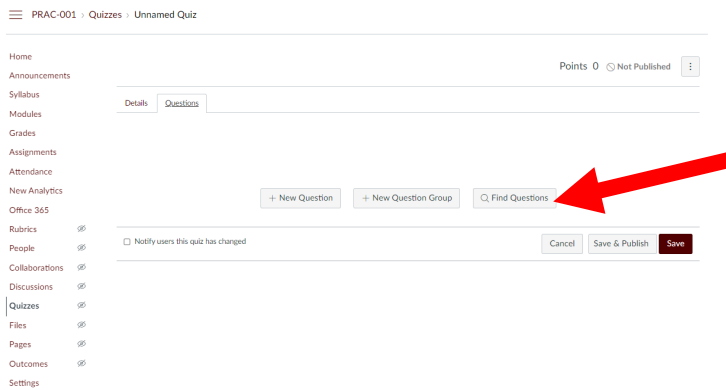
Assignment Quizzes

TEST EXAMPLE	Closed Due Mar 31 at 11:59pm 1 pt 1 Question	100%	⋮
TEST EXAMPLE	Closed Due Mar 31 at 11:59pm 1 pt 1 Question	100%	⋮
Ch. 1 Practice set		100%	⋮
Exam 1 Summer 20 Online	150 pts 50 Questions	100%	⋮
Example Post Lab Quiz	1 pt 1 Question	100%	⋮
Name the Quiz Here	2 pts 2 Questions	100%	⋮
practice	2 pts 2 Questions	100%	⋮
practice	2 pts 2 Questions	100%	⋮

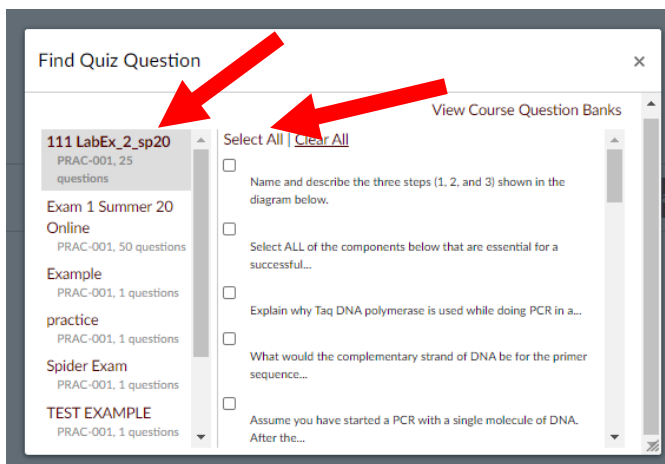
This will bring you to the page for the quiz, click the "Questions" at the top



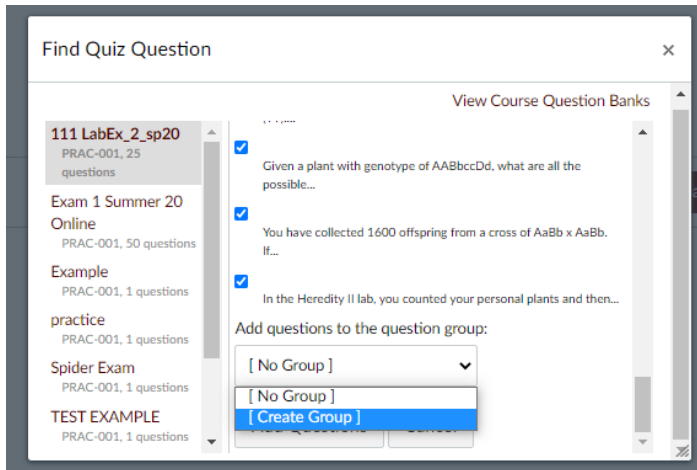
To pull from a pool, click the “Find Questions” button



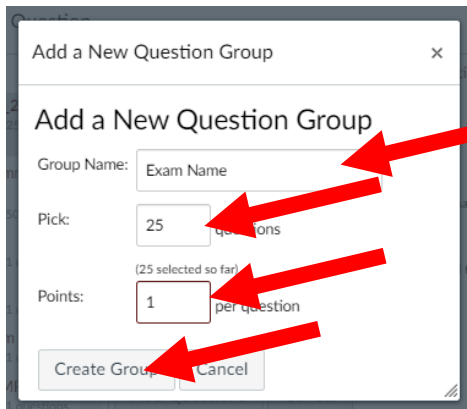
This will bring you to a pop up, where on the left you select the pool you want to pull from, and select the questions you want on the right (likely select all)



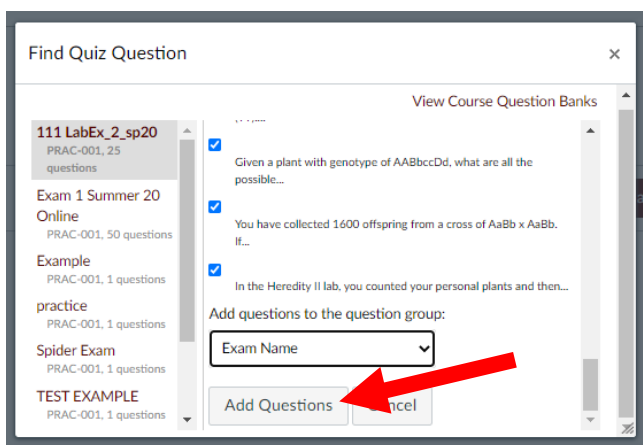
Now, scroll down to the bottom of this pop up and click the dropdown menu and choose “Create Group”



You can give the group a name (such as Exam 1 Group), tell it how many questions from the pool you want (the total number of questions should work), and set the points per question, then click “Create Group”



Now click Add Questions:



This should bring you back to the exam page, with the questions from the pool now populated. You can click the pencil icon at the Question Bank banner to change the number of questions or points value:

Details Questions

Show Question Details

Exam Name Pick 25 questions, 1 pts per question

Question

EXAMPLE QUESTION

Details Questions

Show Question Details

Exam Name Pick 25 questions, 1 pts per question

Link to a Question Bank

Cancel Update Group

Question

EXAMPLE QUESTION

If you want to change an individual question or its points value, hover the mouse inside the question box and click the pencil icon

Question

EXAMPLE QUESTION

You can now edit the question, question type, or its points value. DO NOT forget to click "Update Question button" for the question, then SAVE at the bottom of the exam page:

Question Multiple Answers pts: 1

This question will show a checkbox next to each answer, and the student must select ALL the answers you mark as correct.

Question:

Edit View Insert Format Tools Table

12pt Paragraph B I U A T | | | | |

EXAMPLE QUESTION

p 2 words </>

Answers

Correct Answer

EXAMPLE

Possible Answer ONPG

+ Add Another Answer

Cancel Update Question

+ New Question + New Question Group Find Questions

Notify users this quiz has changed Cancel Save & Publish Save