Canvas Question Banks

Question banks are used to house questions that can be added to quizzes in Canvas courses.

Click Quizzes in the course navigation pane.



- Click the settings icon.
- Click Manage Question Banks.



• Click + Add Question Bank.



• Enter a name for the question bank and hit Enter.



• Click the name of the title bank to open it.



- To add a question
 - Click + Add a Question.

+ Add a Question	
🗞 Edit Bank Details	
\rightarrow Move Multiple Questions	
X Delete Bank	

- Enter the question details and click **Update Question**.
- Add as many questions as you desire to the question bank, making sure to click **Update Question** after each addition.
- To view the questions in the question bank, click the **Show Question Details** box (Note: question details are not available in question banks with more than 50 questions).

Test Bank
Remember, changes to question
Show Question Details

• To edit a question, hover over the question, then click the pencil icon to the right of the question.

Question	1 pts
What is the abbreviation for Paulding County School District	
	move/conv question to another hank

• Click Edit Bank Details to change the name of the question bank.



• To move or copy an individual question from one question bank to another

0	Click move/copy	Question		1 pts
question to another bank.		What is the abbre	viation for Paulding County School District	\gg
			move/copy qu	uestion to another bank
			Move/Copy Questions	
0	 Click the name of the bank where you want to copy/move the question: click 		Move/Copy Question	

- Click the name of the bank where you want to copy/move the question; click
 Keep a copy in this question bank as well if you want to copy the question rather than moving it.
- Click Move/Copy Questions.

Move/Copy Question What is the abbreviation for Paulding County Sc	hool District	
Select the destination question bank for t	his question:	
Test Bank Question		
O Test Bank1 Question		
○ [New Question Bank]		
☑ Keep a copy in this question bank as w	ell	
	Cancol	Move/Conv Questions

- To move multiple questions from one question bank to another
 - Open the question bank.
 - Click Move Multiple Questions.

+ Add a Question
N Edit Bank Details
ightarrow Move Multiple Questions
X Delete Bank

- Select the questions to move and choose the destination bank (NOTE: you will not have the option to leave a copy in the original question bank).
- Click Move Questions.



NOTE: Changes to questions do not automatically update quizzes already using the questions; you must remove the question and re-add it to the quiz.

• Click **Delete Bank** to delete the question bank and all the questions in this bank.

+ Add a Question Section Edit Bank Details → Move Multiple Questions × Delete Bank

To create a quiz with question banks

- Create a new quiz.
- On the questions tab, click **Find Questions**.



- Select a question bank from the list on the left.
- Check the box next to an individual question to add it to the quiz or click **Select All** to add all the questions from the question bank.
- If the question bank has a large number of questions, scroll down and click More Questions a couple of times to display all the questions in order to select them.

Find Quiz Question	×
	View Course Question Banks
Test Bank Question, 1 questions	Select All Clear All
Test Bank1 Question, 4 questions	What is the abbreviation for Paulding County School District
Test Bank2 Question, 3 questions	Question upload a file
	Add questions to the question group:
	Add Questions Cancel

- Drag and drop the questions in the quiz to reorder them.
- Click Save & Publish or Save to save the quiz.

To align question banks and outcomes

- Make sure the outcomes already exist for the course.
- Click **Quizzes** in the course navigation pane.
- Click the settings icon.
- Click Manage Question Banks.



• Click the title of the question bank you want to align with the outcome.



• Click Align Outcome.

- Choose an outcome from the list.
- Type a percent in the mastery level field.
- Click **Import** to align the outcome with the question bank.



• The aligned outcome is now visible under Aligned Outcomes.

Aligned Outcomes		
ELAGSE7RL4	mastery at 70%	×
Align Out	comes	