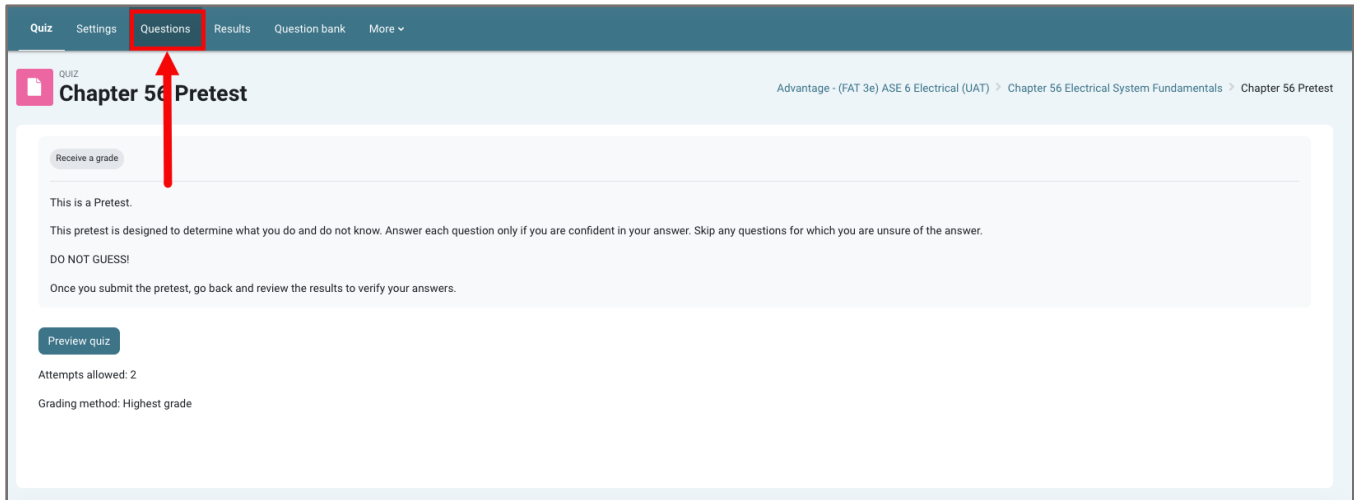


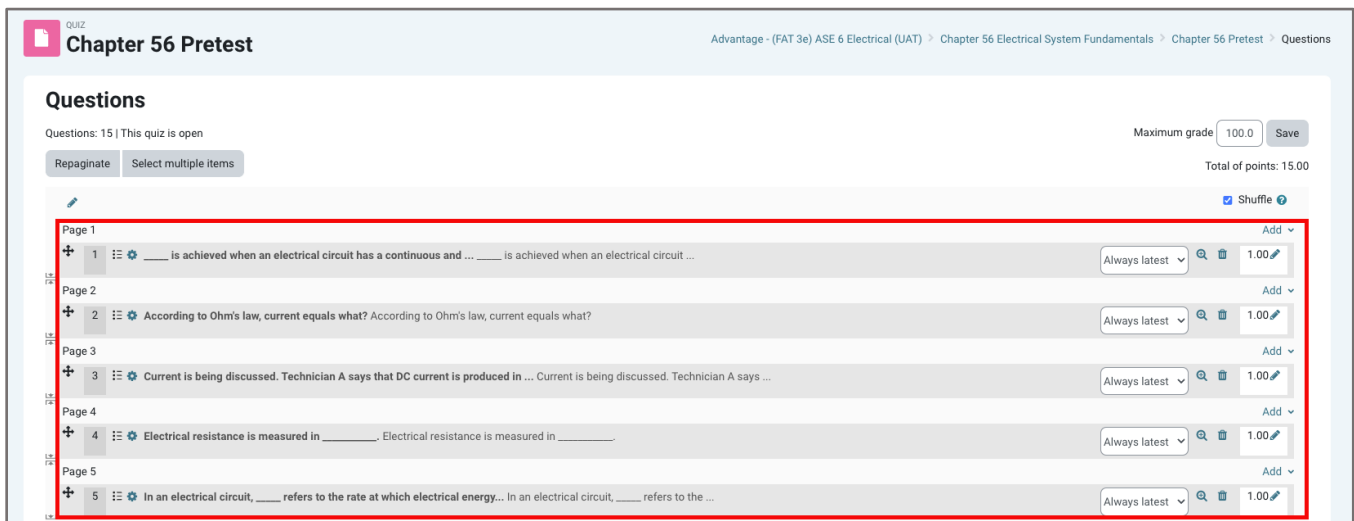
How to Add Questions to a Quiz

This document provides instructions on how you may add questions to any quiz or test of your choosing.

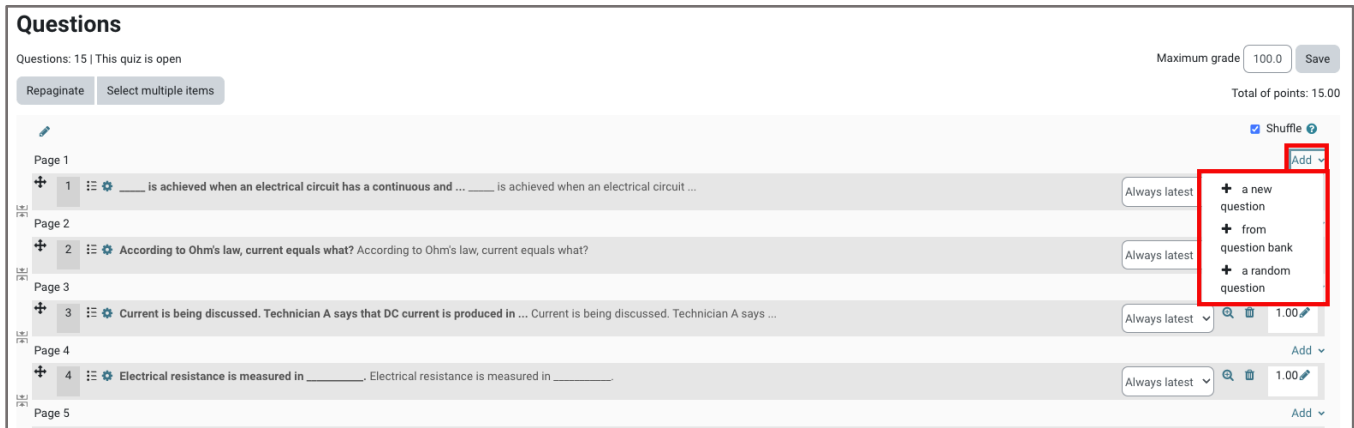
1. Begin by navigating to the quiz you would like to add questions to and click to open it. On the following page, click the **Questions** option in the menu top of the page.



2. You are brought to the quiz contents page where you may customize items included in the quiz and their sequencing.

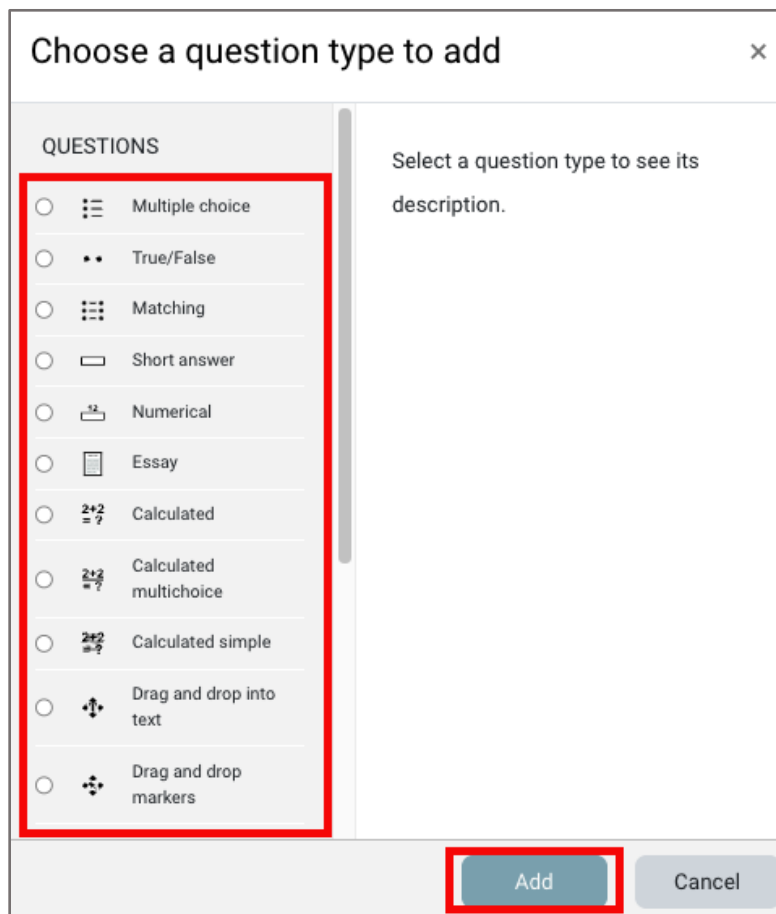


3. To add additional quiz questions, click on the **Add** button to the right of any listed Page of the quiz where you would like to insert them. You have three options for adding questions: **a new question, from question bank, and a random question.**



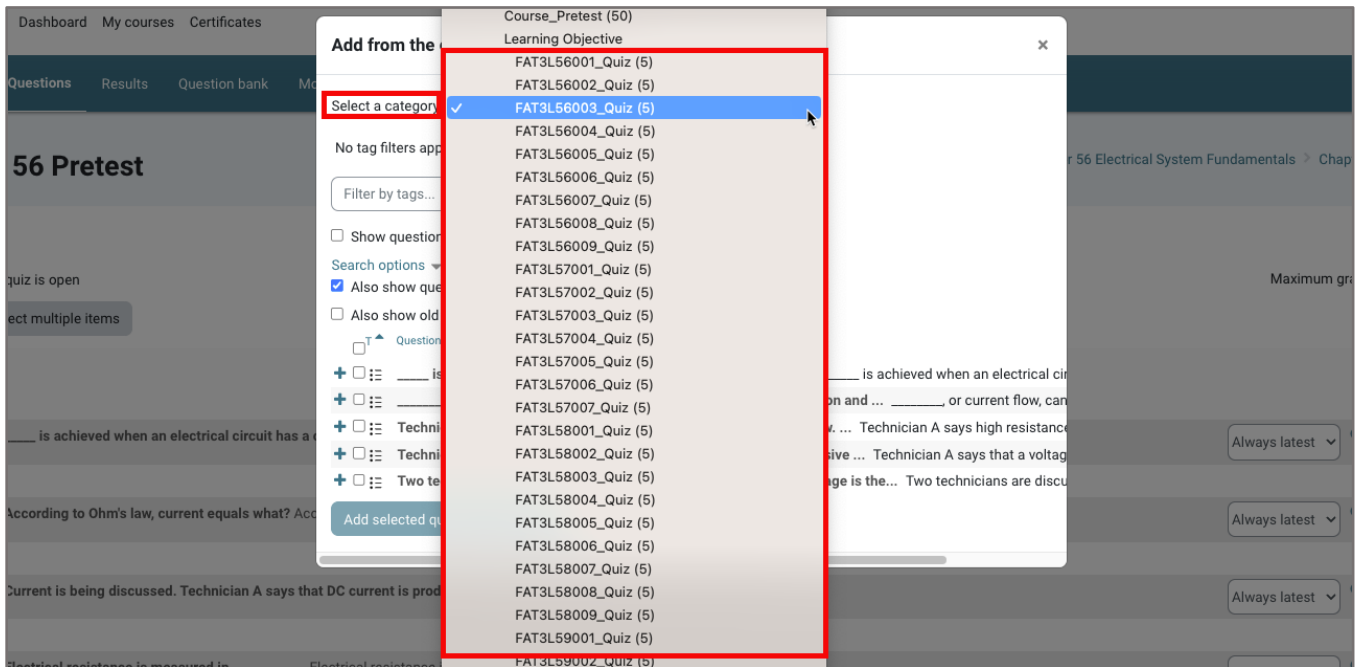
The screenshot shows a 'Questions' interface with a list of five pages. Each page has an 'Add' button. A red box highlights the 'Add' button for Page 1, which has opened a dropdown menu with three options: '+ a new question', '+ from question bank', and '+ a random question'. The interface also shows 'Maximum grade 100.0', 'Save', 'Repaginate', 'Select multiple items', 'Shuffle', and 'Total of points: 15.00'.

4. **A new question** allows you to create a custom question from scratch, where you may select the question type from an options window before building the question.

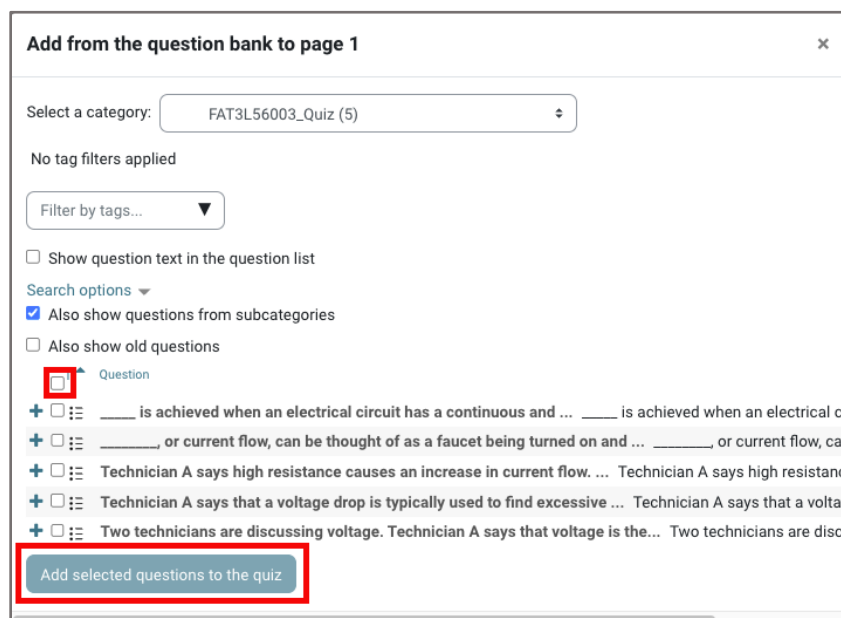


The screenshot shows a dialog box titled 'Choose a question type to add'. On the left, there is a list of question types, each with a radio button and an icon: Multiple choice, True/False, Matching, Short answer, Numerical, Essay, Calculated, Calculated multichoice, Calculated simple, Drag and drop into text, and Drag and drop markers. A red box highlights this list. On the right, there is a text area that says 'Select a question type to see its description.' At the bottom, there are two buttons: 'Add' and 'Cancel'. A red box highlights the 'Add' button.

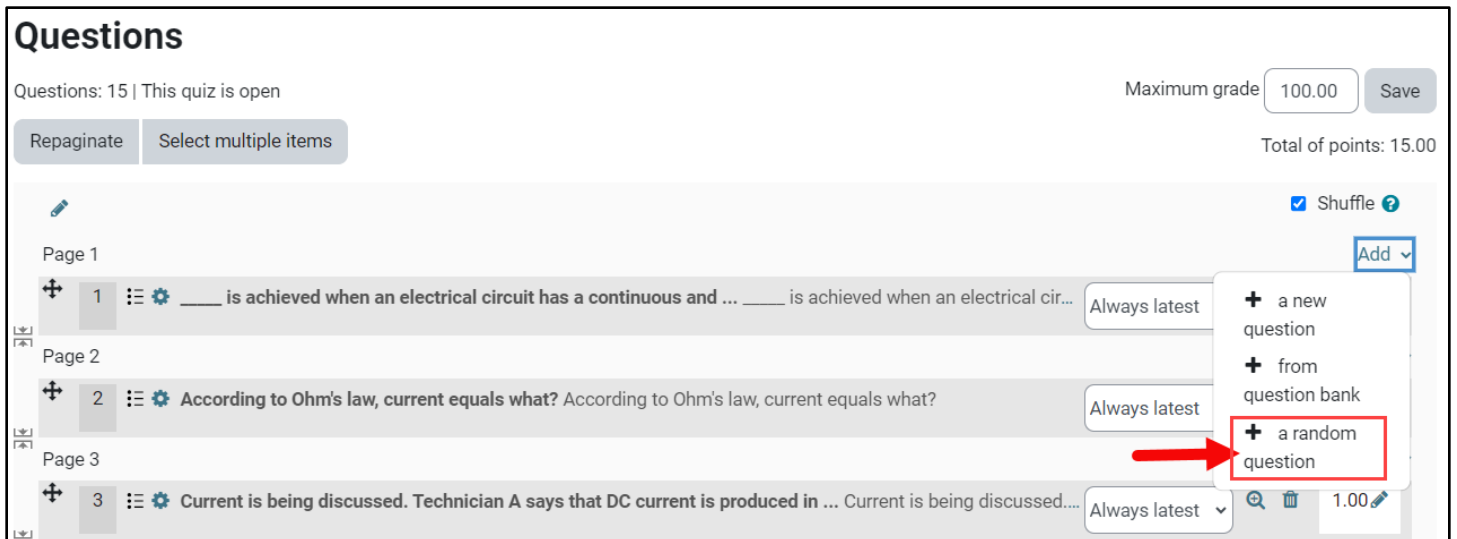
5. The **from question bank** option opens a popup window that allows you to choose the appropriate test bank category from which to add specific questions. Use the **Select a category** dropdown menu to choose a category of questions to select from. Categories are named by Learning Objective and reveal the number of questions available for selection in parenthesis to the right.



6. After selecting a category, its individual questions are displayed in the same window. Use the checkboxes to the left of the questions to select them. When satisfied with your selections, click the **Add selected questions to the quiz** button. To select all available questions on the page at one time, click on the “select all” checkbox at the top of this list.

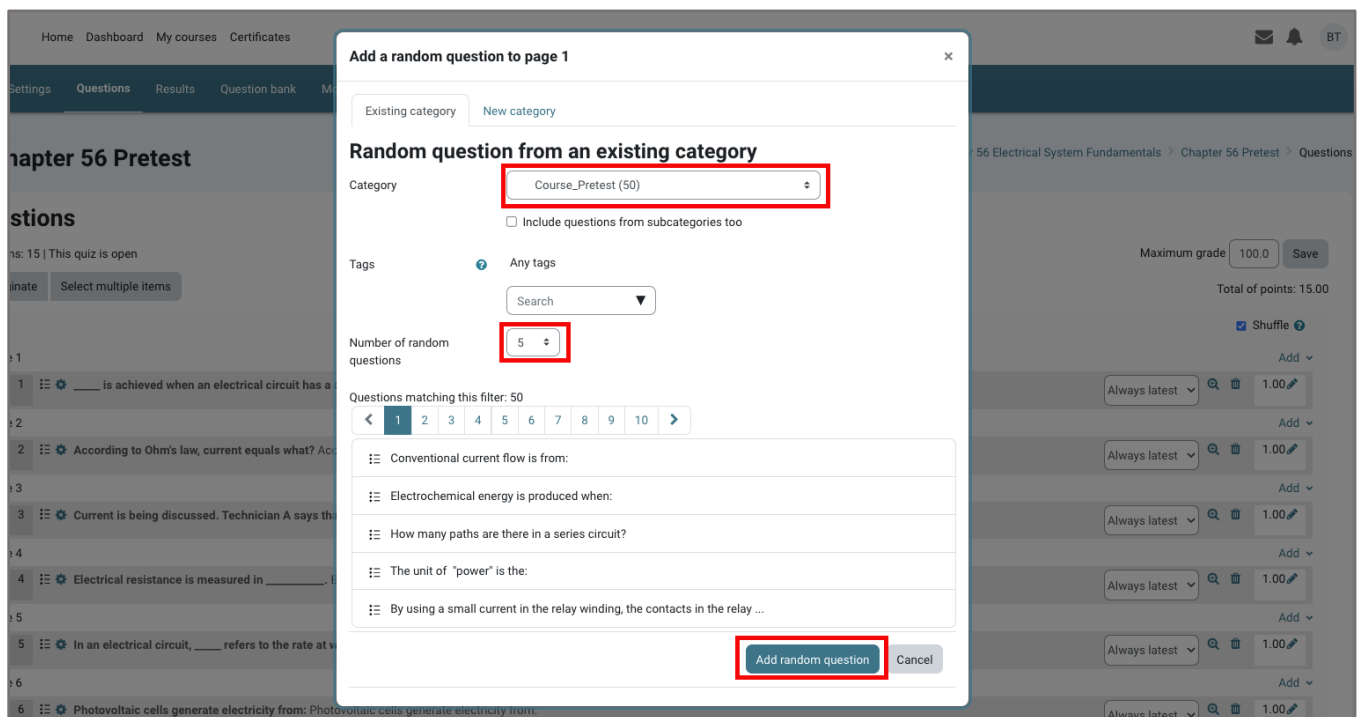


7. In addition to adding handpicked questions to the quiz, you may also add random questions. To add random questions, choose the third “Add” option under the **Add** menu of the quiz contents page of a **random question**.



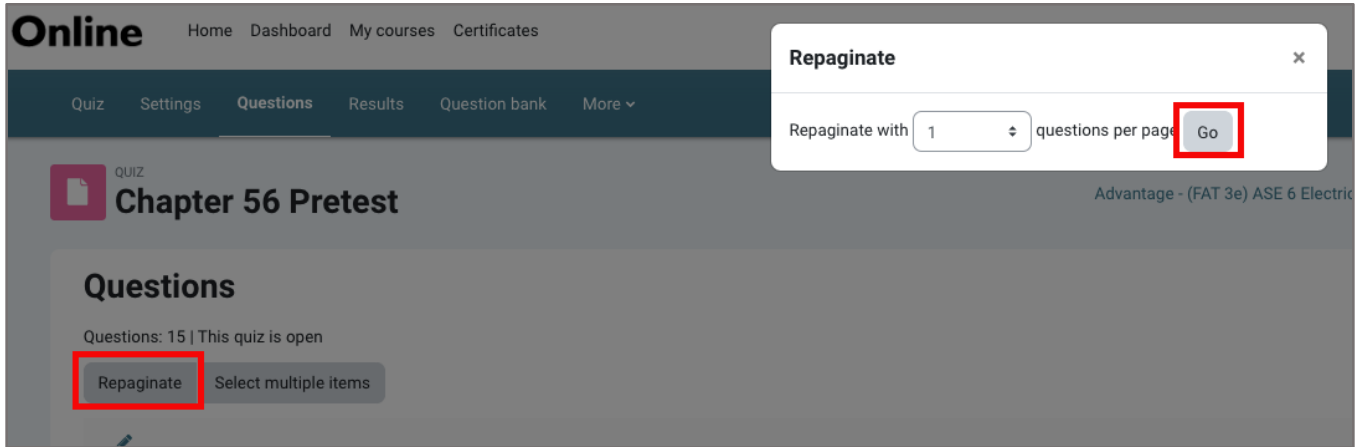
The screenshot shows the 'Questions' page of a quiz editor. At the top, it says 'Questions: 15 | This quiz is open' and 'Maximum grade 100.00'. There are buttons for 'Repaginate' and 'Select multiple items'. A 'Shuffle' checkbox is checked. The questions are listed in three pages. The third question is selected, and an 'Add' dropdown menu is open. The menu has three options: '+ a new question', '+ from question bank', and '+ a random question'. A red arrow points to the '+ a random question' option.

8. Use the **Category** dropdown menu from the resulting popup window to select the bank’s category from which you wish to draw the random questions. Then specify the number of questions you wish you to randomly select from the designated category by using the **Number of random questions dropdown**. Make sure you do not choose a figure that exceeds the number of questions available for use within the selected category.



The screenshot shows a popup window titled 'Add a random question to page 1'. It has two tabs: 'Existing category' and 'New category'. Under 'Existing category', there is a 'Random question from an existing category' section. The 'Category' dropdown is set to 'Course_Pretest (50)'. There is a checkbox for 'Include questions from subcategories too' which is unchecked. The 'Tags' section has 'Any tags' selected. The 'Number of random questions' dropdown is set to '5'. Below this, there is a list of 'Questions matching this filter: 50'. The first question is 'Conventional current flow is from:'. The 'Add random question' button is highlighted with a red box.

9. All questions selected and added are displayed on the Quiz Questions page. To readjust the quiz layout to evenly distribute newly added questions, click the **Repaginate** button at the top of the contents page. Then, confirm how many questions you would like spaced per page and click **Go**.



10. Your additions save automatically as they are added, and you may return to the home page of your course when finished adding questions and/or making other changes to the quiz contents.