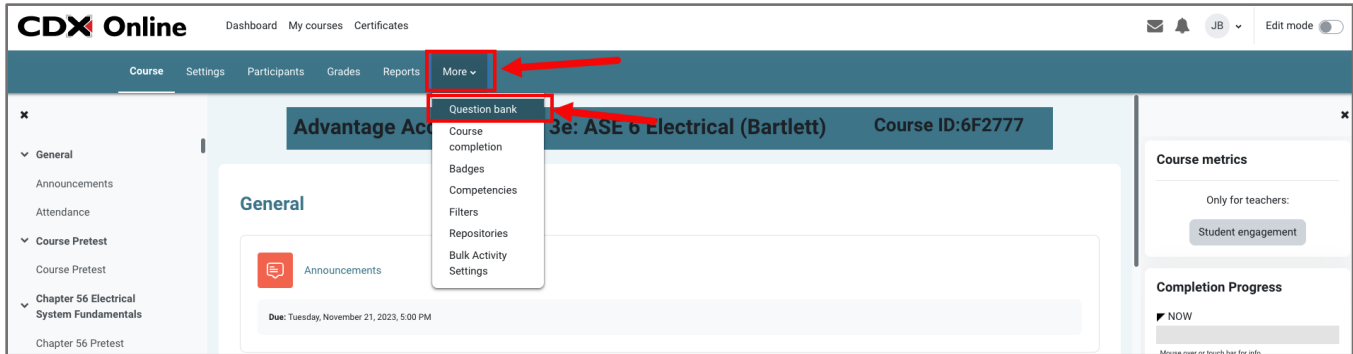


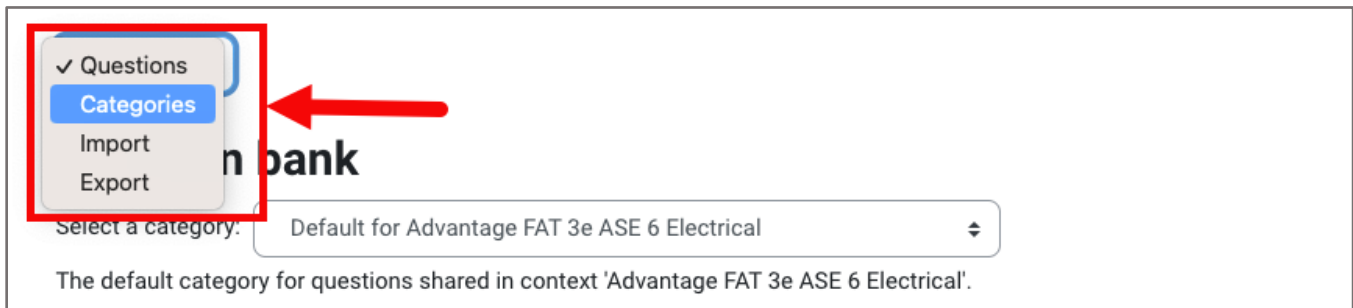
How to Create a Custom Quiz Question

This document contains instructions on how to create your own custom quiz questions from scratch. It's strongly recommended that you place all custom questions in custom and dedicated categories within the test bank. This will help you discern and manage your questions separately from the default test bank.

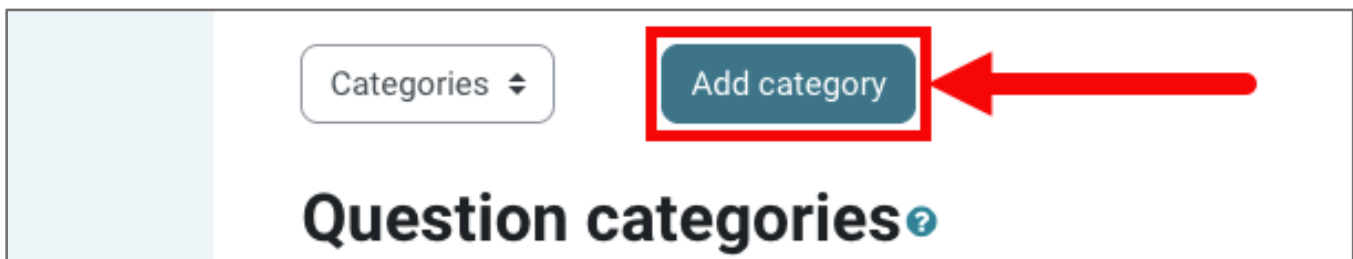
1. On the course homepage, click the **More** button in the navigation bar and select the **Question bank** option.



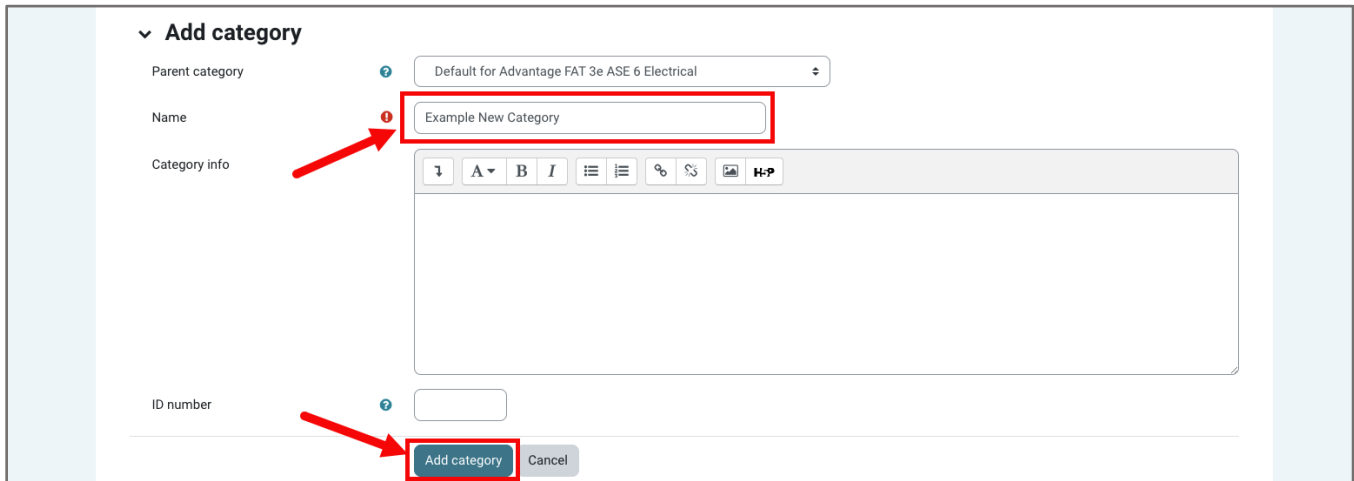
2. To help keep your custom questions organized and separate from the default course question bank, it is recommended that you store your custom questions in a custom category. Use the drop down **selector** to switch to the **Categories** page.



3. To set up a new category, click the **Add category** button.

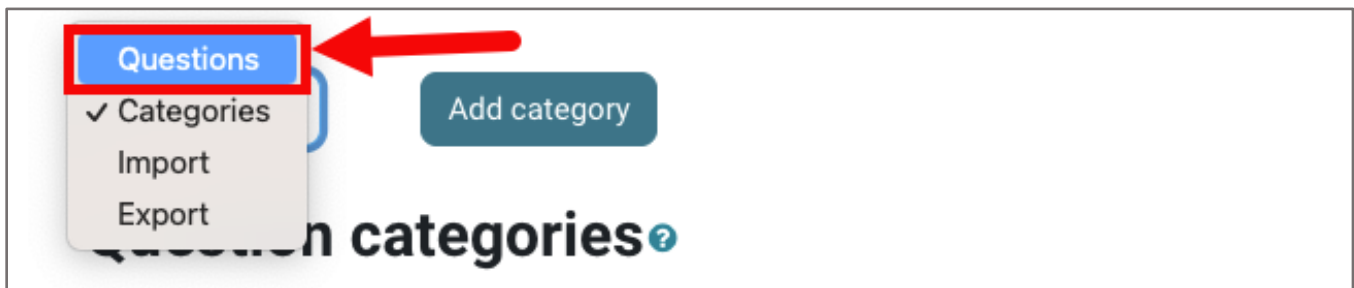


4. Leave the parent category set to the default and enter in a title of your choosing in the **Name** field. Then click the **Add category** button below.

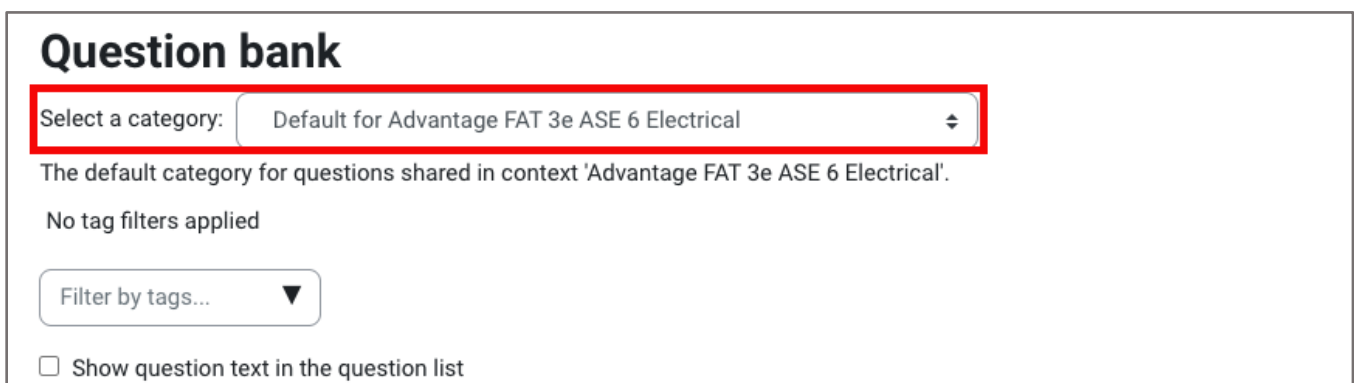


The screenshot shows the 'Add category' form. The 'Parent category' dropdown is set to 'Default for Advantage FAT 3e ASE 6 Electrical'. The 'Name' field contains 'Example New Category' and is highlighted with a red box and a red arrow. The 'Category info' field is empty. The 'ID number' field is empty. The 'Add category' button is highlighted with a red box and a red arrow.

5. After the page refreshes, use the dropdown selector to open the **Questions** page.

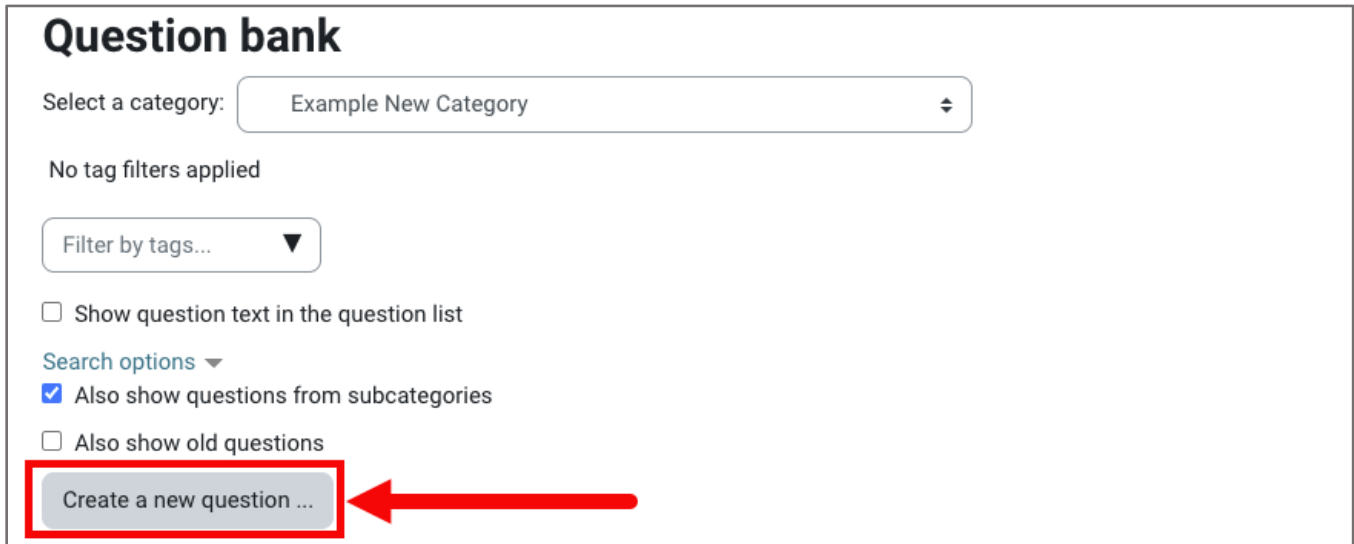


6. Use the **Select a category** dropdown menu and scroll down as needed to select your new custom question bank category. This category will contain your custom question after you add it to a quiz.



The screenshot shows the 'Question bank' page. The 'Select a category' dropdown menu is highlighted with a red box and contains 'Default for Advantage FAT 3e ASE 6 Electrical'. Below the dropdown, it says 'The default category for questions shared in context 'Advantage FAT 3e ASE 6 Electrical''. There is also a 'Filter by tags...' dropdown and a checkbox for 'Show question text in the question list'.

7. Click **Create a new question.**



Question bank

Select a category:

No tag filters applied

Show question text in the question list

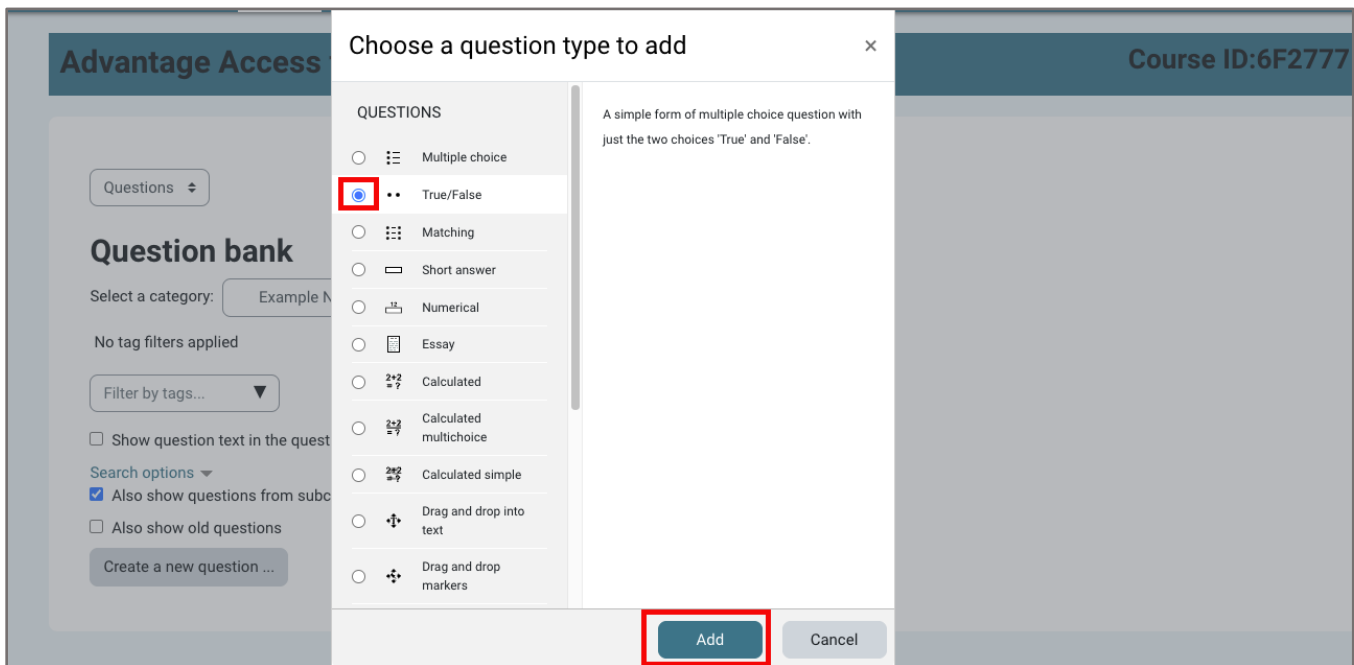
Search options ▾

Also show questions from subcategories

Also show old questions

Create a new question ...

8. In the popup window, select the type of question you would like to create and note the brief description of the question type. Once you have chosen the question type you want, click **Add**.



Advantage Access Course ID:6F2777

Questions ▾

Question bank

Select a category:

No tag filters applied

Show question text in the quest

Search options ▾

Also show questions from subc

Also show old questions

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
- Drag and drop markers

A simple form of multiple choice question with just the two choices 'True' and 'False'.

Add Cancel

9. On the next page, populate the required fields marked with a red circle and exclamation point, along with other fields or options that may apply.

Adding a True/False question 🔗

[Expand all](#)

General

Category: Example New Category

Question name: !

Question text: !

10. When satisfied with the content of your question, click **Save changes** button at the bottom of the page.

Tags

Save changes and continue editing

Save changes Cancel

! Required

11. Upon saving, you will be brought back to the Question bank page, which displays your new question. From here, preview the question with the magnifying glass.

Search options

- Also show questions from subcategories
- Also show old questions

Create a new question ...

Question	Actions	Status	Version	Created by	Comments	Needs checking?	Facility index	Discriminative efficiency	Usage	Last used	Modified by
Question name / ID number				First name / Last name / Date							First name / Last name / Date
1	Edit	Ready	v1	Jones Bartlett November 28 2023, 8:51 AM	0	-	N/A	N/A	0	Never	Jones Bartlett November 28 2023, 8:51 AM

CDX **Systems**

- Preview
- Edit question
- Duplicate
- Manage tags
- History
- Delete
- Export as Moodle XML

12. You may also create your own custom questions while viewing the **Questions** page on a quiz and selecting questions to include in the quiz. On the **Questions** page, click **Add**, select the **new question** option, and build your question.

The screenshot shows the 'Questions' page interface. At the top left, it says 'Questions' in a large font. Below that, it says 'Questions: 0 | This quiz is closed'. On the right side, there is a 'Maximum grade' field set to '100.0' and a 'Save' button. Below the 'Maximum grade' field, there is a 'Total of points: 0.00' label. On the left side, there are two buttons: 'Repaginate' and 'Select multiple items'. In the center, there is a large empty area with a pencil icon. On the right side, there is a 'Shuffle' checkbox and an 'Add' button. A dropdown menu is open from the 'Add' button, showing three options: '+ a new question', '+ from question bank', and '+ a random question'. The 'Add' button and the first option in the dropdown menu are highlighted with red boxes.