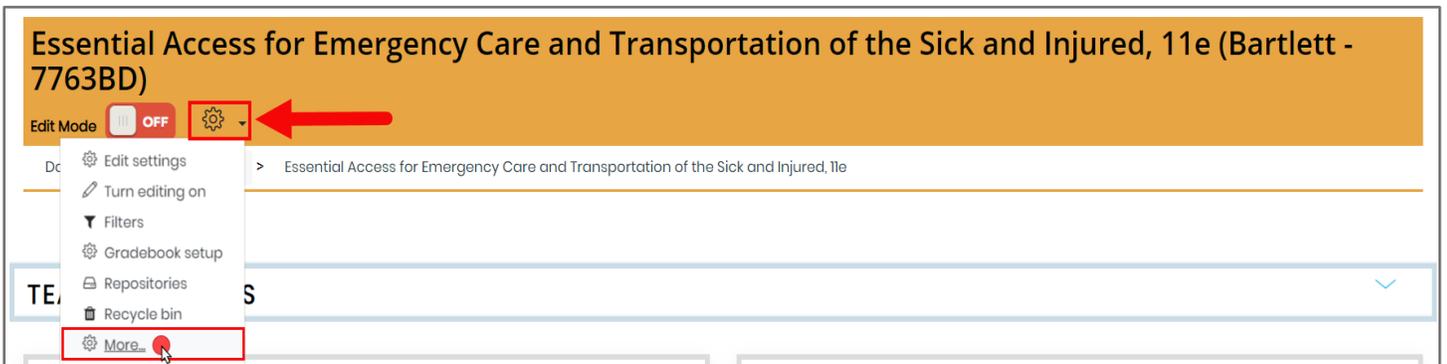


How to Create Custom Quiz Questions

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 own questions separately from the default test bank.

1. On the course homepage, click the **Actions** button at the top of the page and select the **More...** option.



2. Your course administration page will open, displaying a series of course settings and action items. Scroll to the bottom of the page to the **Question bank** section and click **Questions**.

The screenshot shows the 'Course administration' page with a sidebar on the left containing 'Course administration' and 'Users'. The main content area is divided into sections: 'Edit settings' (with sub-links: Turn editing on, Filters, Gradebook setup, Repositories, Recycle bin), 'Reports' (with sub-links: Competency breakdown, Logs, Live logs, Activity report, Course participation), 'Badges' (with sub-links: Manage badges, Add a new badge), and 'Question bank' (with sub-links: Questions, Categories, Import, Export). The 'Question bank' and 'Questions' links are highlighted with red boxes, and a red arrow points from the 'Question bank' box to the 'Questions' box.

3. 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. To set up a category, click the **Categories** tab.

The screenshot shows the 'Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)' course page. The breadcrumb trail is: Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Question bank > Questions. The 'Questions' page has tabs for 'Questions', 'Categories', 'Import', and 'Export'. The 'Categories' tab is selected and highlighted with a red box. Below the tabs, the 'Question bank' section shows a dropdown menu for 'Select a category:' with the value 'Default for Emergency Care and Transportation of the Sick and Injured, Eleventh'. Below that, it says 'No tag filters applied' and there is a 'Filter by tags...' dropdown menu.

4. Scroll down to the bottom of the Categories tab to the **Add category** section. 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.

▼ Add category

Parent category  Default for Emergency Care and Transportation of the Sick and Injured, Eleventh (2) ↓

Name  EMS Terminology

Category info





5. After the page refreshes, click back to the **Questions** tab.

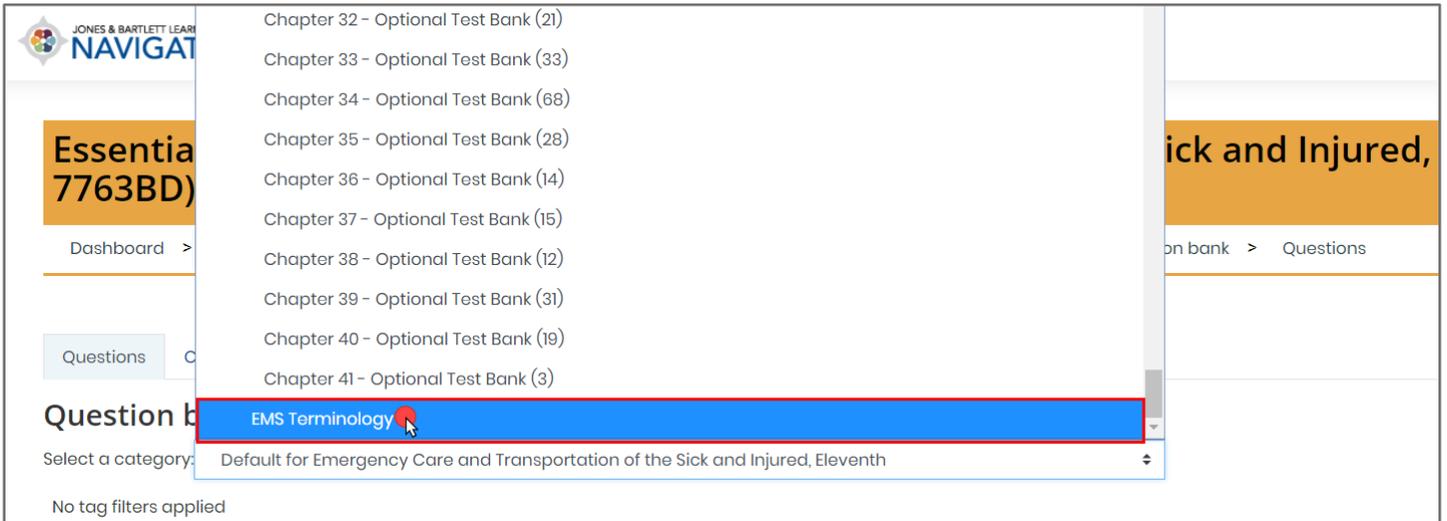
Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Question bank > Categories

Questions Categories Import Export

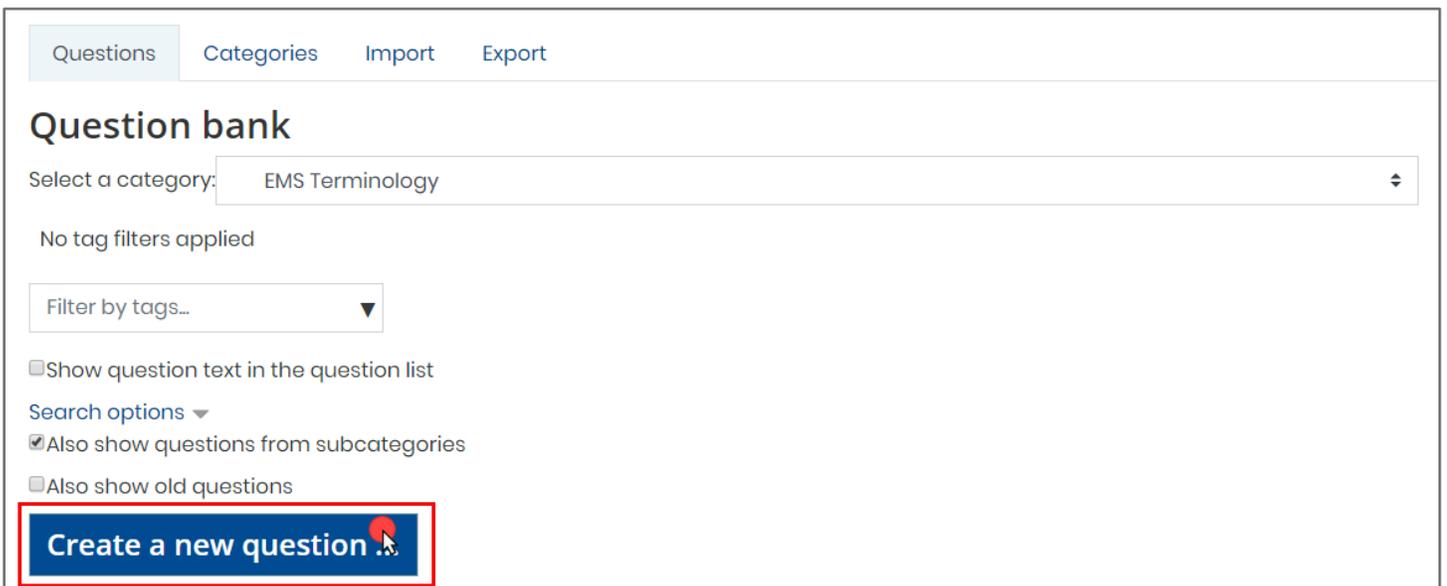
Edit categories 

6. Use the **Select a category** dropdown menu to select your new custom question bank category, which will be listed at the bottom of the menu by default. This category will be where your custom question is found after you add it to a quiz.



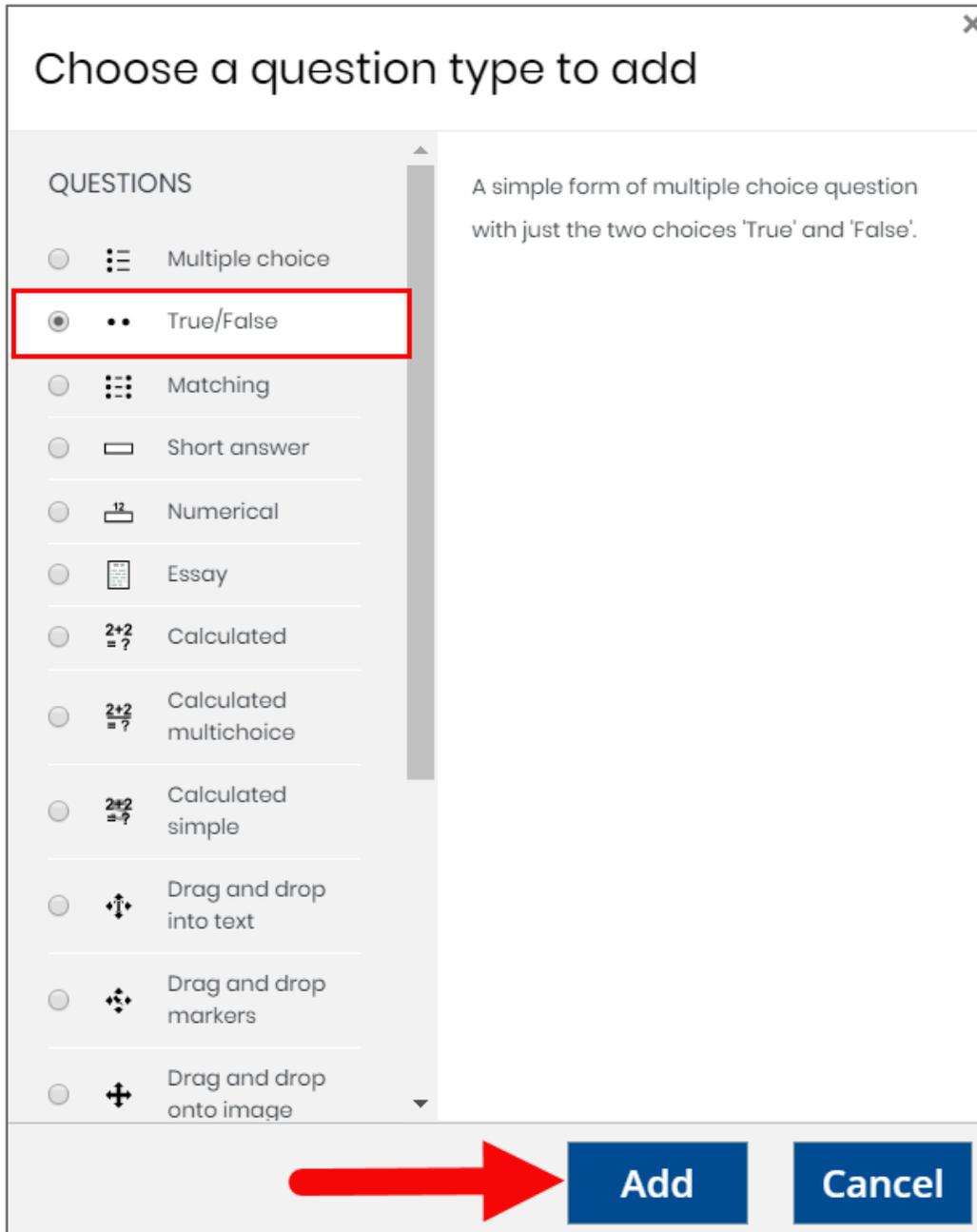
The screenshot shows the 'Question bank' interface. On the left, there is a sidebar with 'Essential 7763BD)' and 'Dashboard >'. Below that, 'Questions' is highlighted. The main area shows 'Question bank' and 'Select a category:'. A dropdown menu is open, listing various chapters: Chapter 32 - Optional Test Bank (21), Chapter 33 - Optional Test Bank (33), Chapter 34 - Optional Test Bank (68), Chapter 35 - Optional Test Bank (28), Chapter 36 - Optional Test Bank (14), Chapter 37 - Optional Test Bank (15), Chapter 38 - Optional Test Bank (12), Chapter 39 - Optional Test Bank (31), Chapter 40 - Optional Test Bank (19), and Chapter 41 - Optional Test Bank (3). The 'EMS Terminology' option is highlighted in blue and has a red box around it. Below the dropdown, the text 'Default for Emergency Care and Transportation of the Sick and Injured, Eleventh' is visible. At the bottom left, it says 'No tag filters applied'.

7. Next, click the **Create a new question...** button.



The screenshot shows the 'Question bank' interface. At the top, there are tabs for 'Questions', 'Categories', 'Import', and 'Export'. Below the tabs, the title 'Question bank' is displayed. Underneath, there is a 'Select a category:' dropdown menu with 'EMS Terminology' selected. Below the dropdown, it says 'No tag filters applied'. There is a 'Filter by tags...' dropdown menu. Below that, there are three checkboxes: 'Show question text in the question list' (unchecked), 'Also show questions from subcategories' (checked), and 'Also show old questions' (unchecked). At the bottom, there is a blue button with the text 'Create a new question...' and a red box around it.

8. In the popup window, select the type of question you would like to create, then click **Add**.



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9. On the next page, populate the required fields marked with a red circle, along with other fields or options that may apply. The below example covers adding a true or false question.

Adding a True/False question ? Expand all

General

Category: EMS Terminology

Question name: Ⓢ

Question text: Ⓢ

Default mark: 

General feedback:

Correct answer: Ⓢ

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

▶ **Multiple tries**

▶ **Tags**

Save changes and continue editing

 **Save changes** **Cancel**

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

Question bank

Select a category: EMS Terminology (1)

No tag filters applied

Filter by tags...

Show question text in the question list

Search options ▾

Also show questions from subcategories

Also show old questions

Create a new question ...

Question

	Created by First name / Surname / Date	Last modified by First name / Surname / Date
•• The meaning of CPR	Jones Bartlett 18 May 2020, 2:07 PM	Jones Bartlett 18 May 2020, 2:07 PM

With selected:

Delete **Move to >>** EMS Terminology (1)

12. You may also create your own custom questions while viewing the Quiz Edit page and selecting questions to include in the quiz. On the Edit Quiz page, click **Add**, select the **new question** option, and proceed by building your question.

Chapter 5 Quiz

Attempts allowed: 2

Grading method: Highest grade

No questions have been added yet

- Edit settings
- Group overrides
- User overrides
- Edit quiz**
- 🔍 Preview
- 📊 Results

Editing quiz: Chapter 5 Quiz

Questions: 0 | This quiz is open

Maximum grade: 100.00 Total of marks: 0.00

Save

Repaginate **Select multiple items**

Shuffle ? **Add**

- ⊕ a new question**
- ⊕ from question bank
- ⊕ a random question