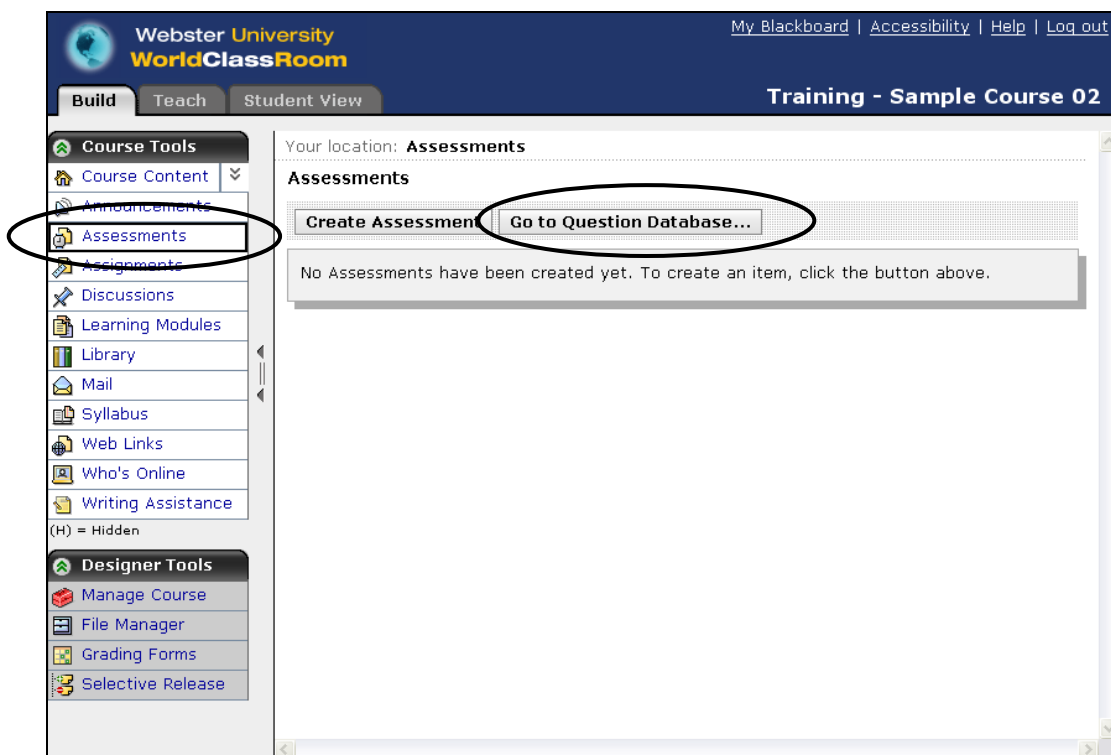


# CREATING QUESTIONS IN THE QUESTION DATABASE

The Question Database is a place to make questions that will be used in quizzes or surveys that you deliver with the assessments tool. Instead of creating questions inside the quiz, they are created in the database and can then be used by multiple quizzes. This is useful, because it lets you use a single, organized question bank for all your quizzes. The same question can be used in multiple quizzes without recreating the question.

## ACCESSING QUESTIONS

1. Click the **Assessments Tool**.
2. Click the **Go To Question Database** button.

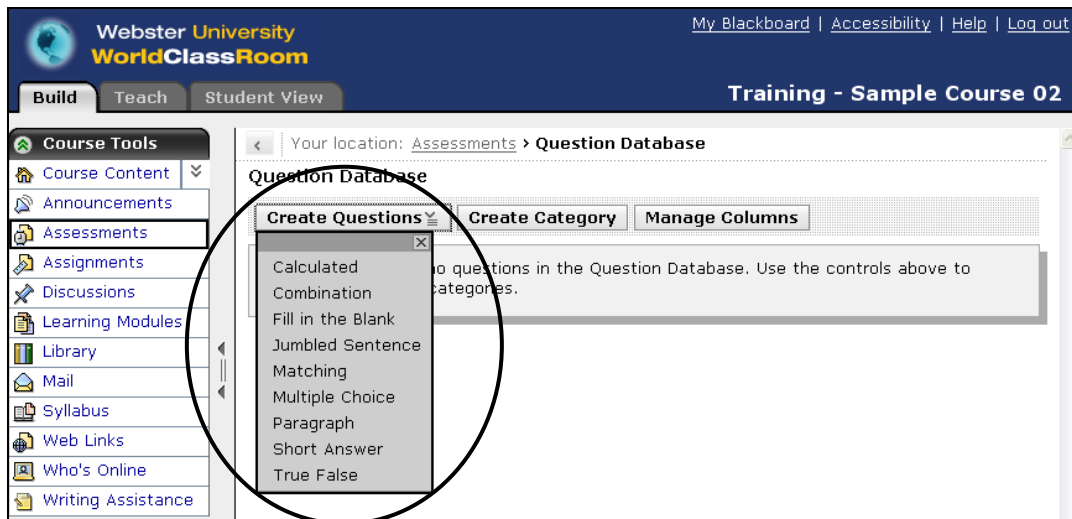


# CREATING QUESTIONS

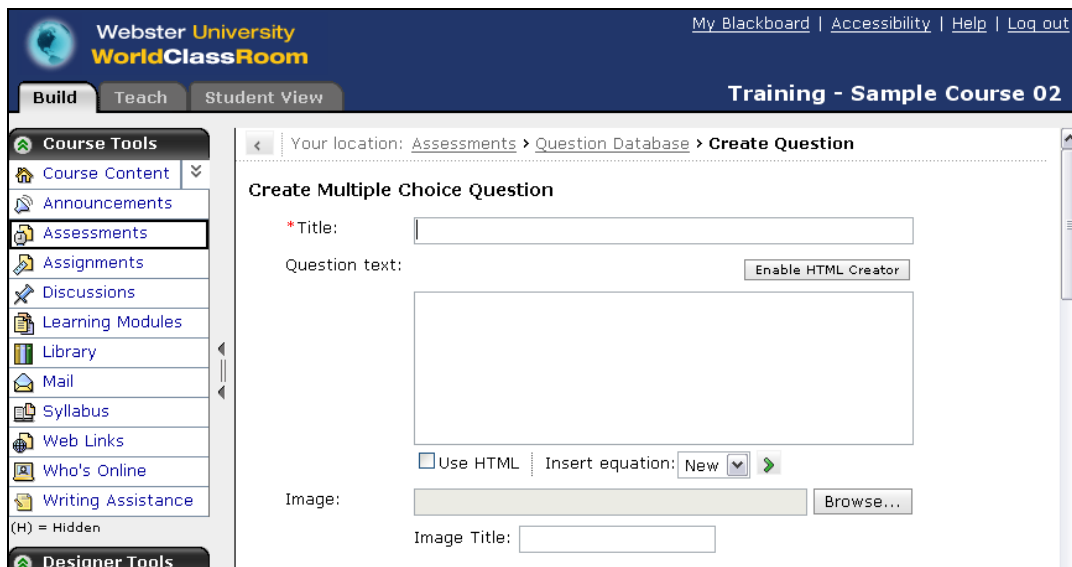
There are several different types of questions. This training focuses on two: Multiple Choice and True False.

## MULTIPLE CHOICE

1. Click **Create Question**.



2. Click **Multiple Choice**.
3. Type in the title of the question.
4. Type in the question.



**Note:** If you want to use bold, italics, or other styling or tools, you can use the HTML Creator by clicking Enable HTML Creator.

5. Add an image if needed.
6. Select the **Answers Select Mode:** that best fits the question type.

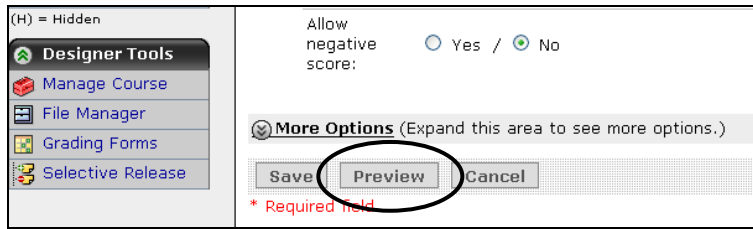
7. Type in the first answer.

8. If percentages are allowed for this question, type in the percentage value of this question.
9. Type in any feedback needed.
10. Continue until all answers are created.

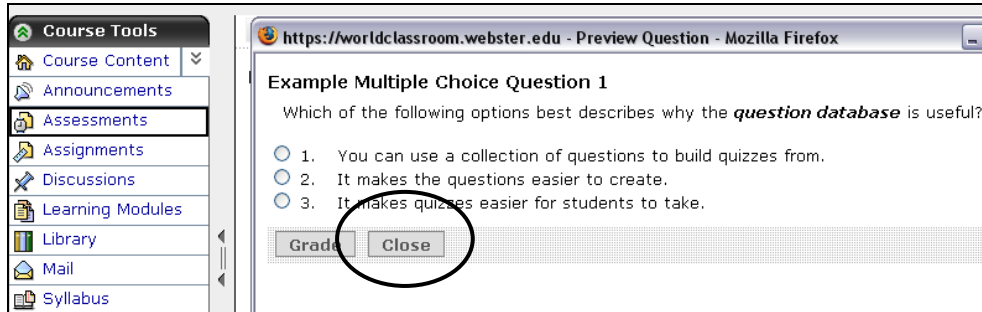
**Note:** Make sure the correct answer is marked by a check in the box next to **Correct response**.

11. Choose how the questions should be shown.

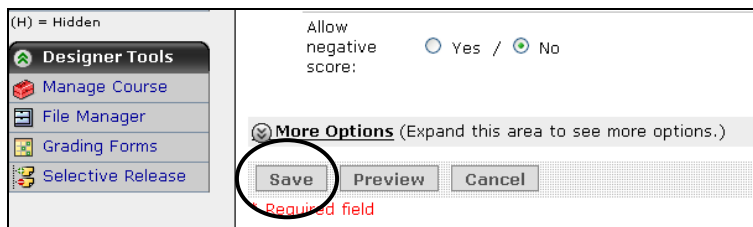
12. Click **Preview** to verify the question shows correctly.



13. Click **Close** to close the preview window.

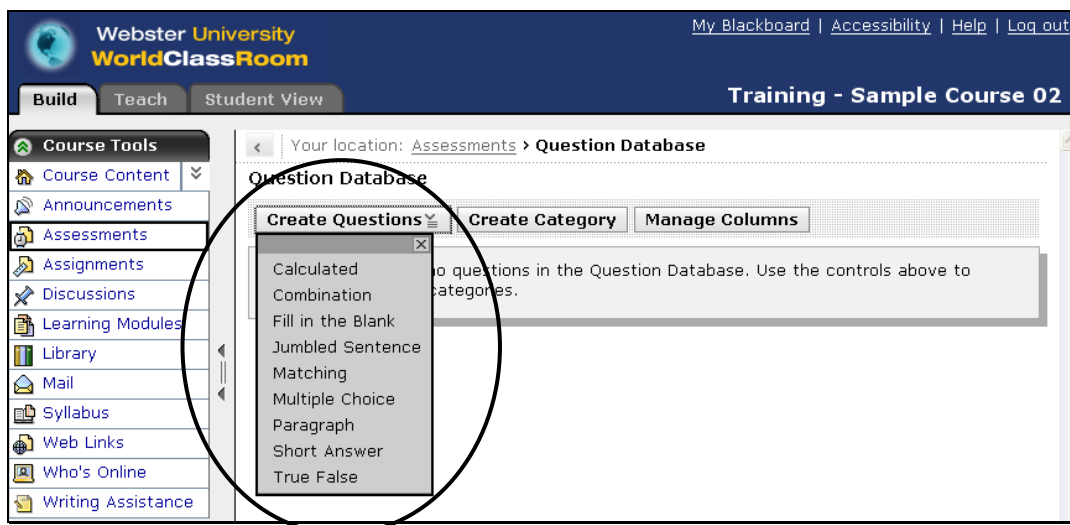


14. Click **Save**.



## TRUE FALSE

1. Click **Create Question**.



2. Choose **True False**.

3. Type in the title of the question
4. Type in the Question.

The screenshot shows the 'Create True False Question' form. The 'Title' field is empty. The 'Question text' field is empty. The 'Image' field is empty. The 'Image Title' field is empty. The 'Use HTML' checkbox is unchecked. The 'Enable HTML Creator' button is visible. The 'Insert equation' dropdown is set to 'New'.

**Note:** If you want to use bold, italics, or other styling or tools, you can use the HTML Creator by clicking *Enable HTML Creator*.

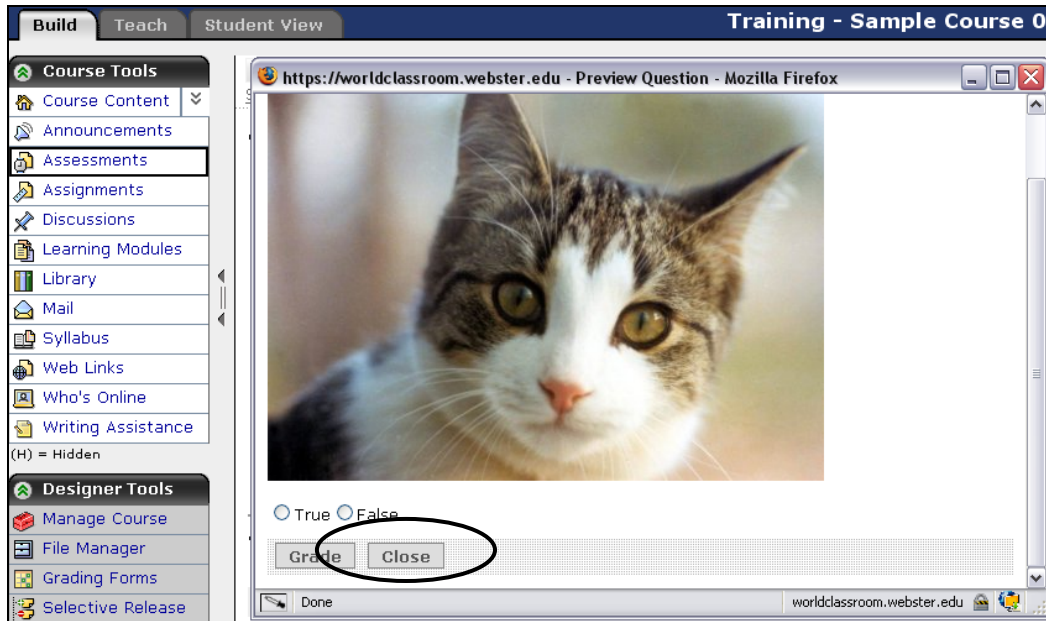
5. Add an image if needed.
6. Choose whether the question is True or False.

The screenshot shows the 'Answer' section of the form. The 'Image' field is set to 'cat.jpg'. The 'Image Title' field is set to 'cat.jpg'. The 'Correct response' section has radio buttons for 'True' and 'False', with 'False' selected. The 'More Options' section is expanded. The 'Preview' button is circled.

7. Click **Preview** to verify the question shows correctly.

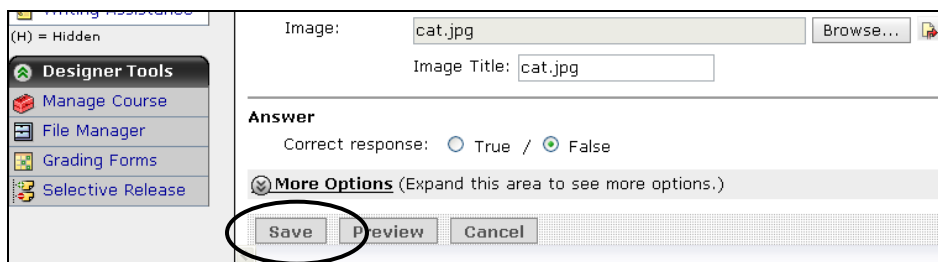
The screenshot shows the 'Preview Question' window. The question text is 'Example True False Question 1' and 'This is a dog.' followed by an image of a cat. The 'Preview' button is circled.

- Click **Close** to close the preview.



**Note:** Previewing the question is not required, but is highly recommended.

- Click **Save**.



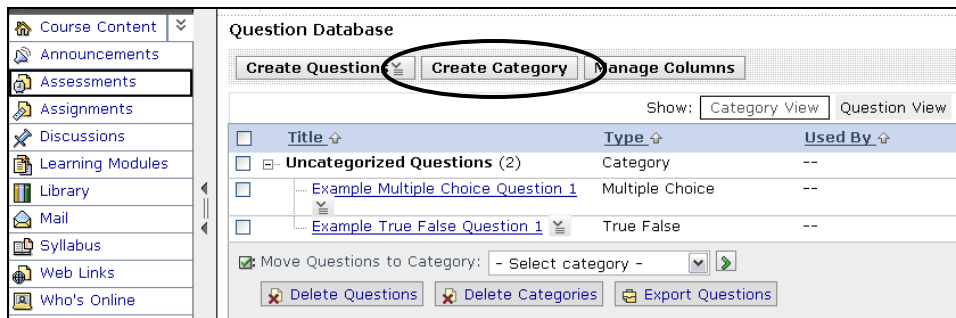
**Note:** Other questions are created in similar ways but will require you to fill out details specific to the question type. Proper planning is the key so you can make sure to create questions that most effectively assess student learning.

# CATEGORIZING QUESTIONS

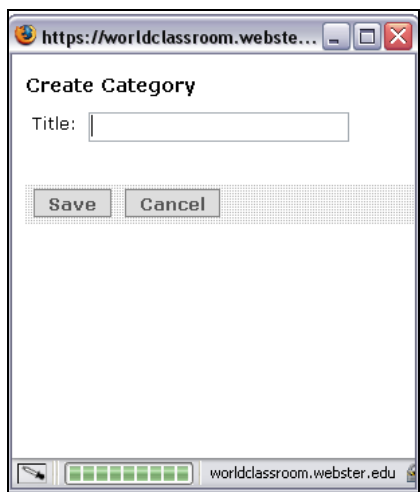
You can group similar questions by creating categories and placing the question in them.

## CREATING A CATEGORY

1. Click **Create Category**.



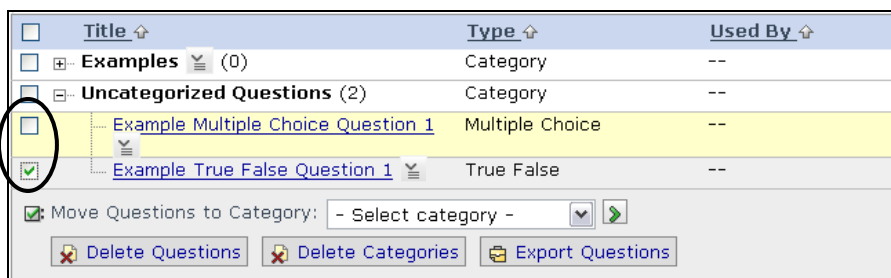
2. Type in the title of the category.



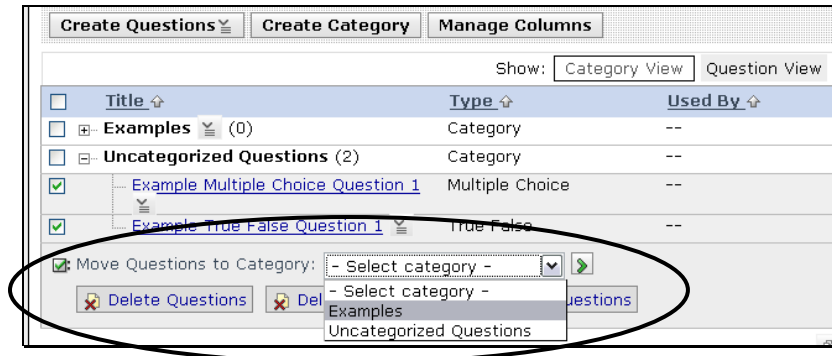
3. Click **Save**.

## MOVING QUESTIONS TO CATEGORIES

1. Click the box next to one or more questions to be moved.



2. Select category in *Move Questions to Category* option at the bottom of the list.



3. Click the green **Go** arrow after the *Move Questions to Category* option.



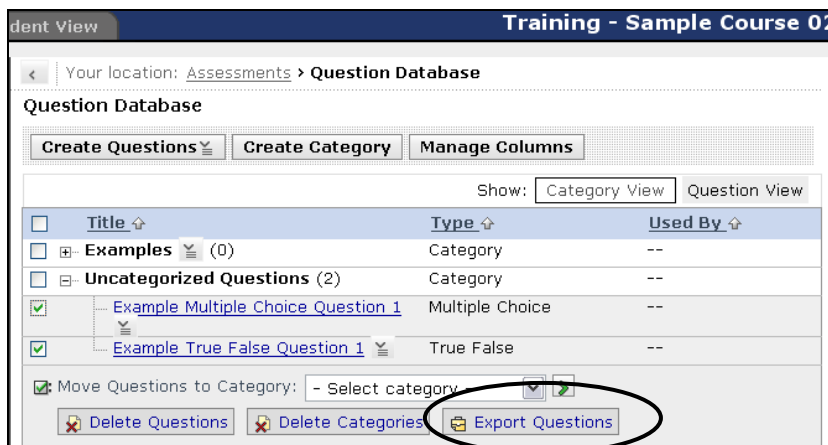
## EXPORTING QUESTIONS

If you spend time creating questions that you would like to use in the future, or if you would like to share the questions you have created with other teachers, you can export them to a single file.

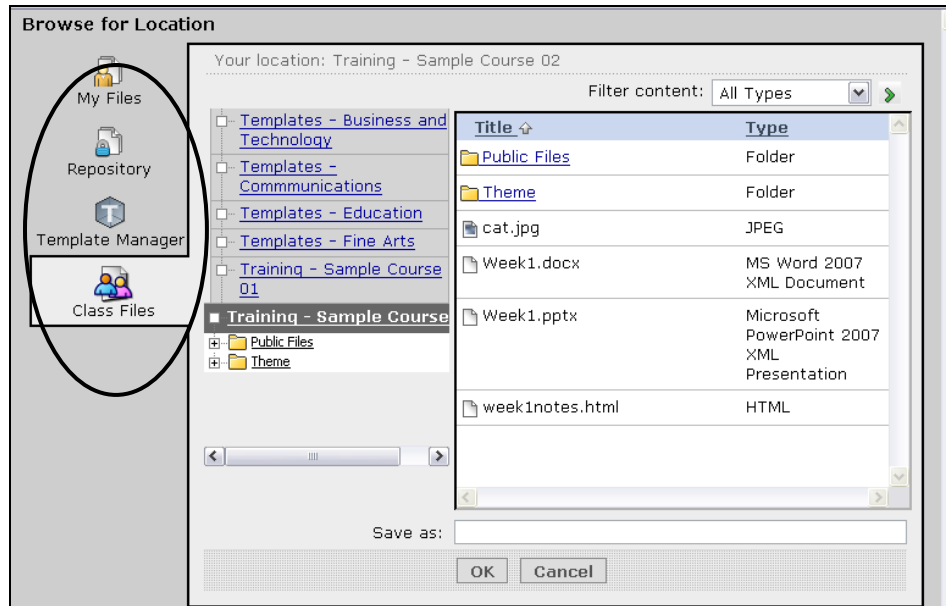
1. Click the checkbox next to each of the questions you wish to export.

**Note:** You may need to click the plus sign next to a category to see the individual questions.

2. Select the **Export Questions** button.

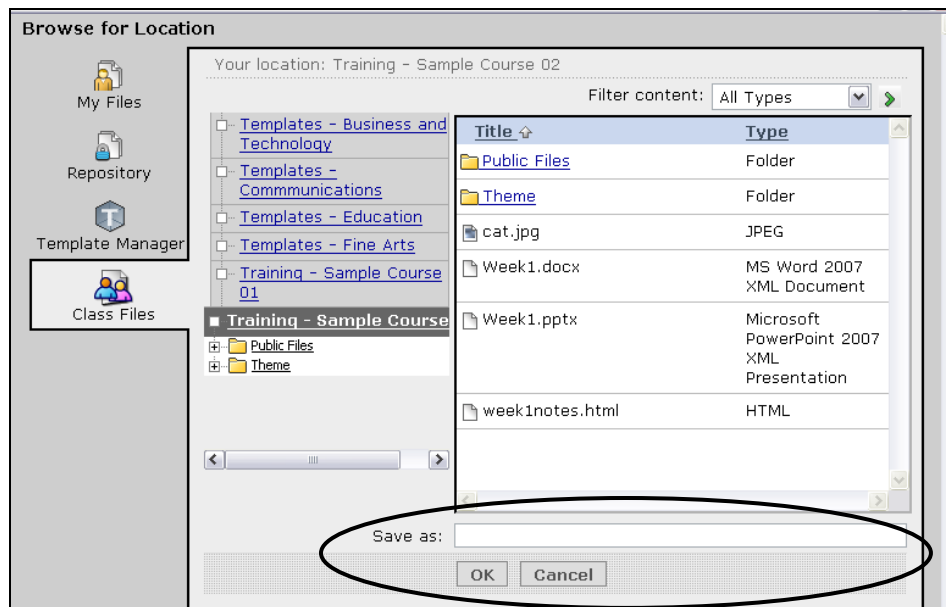


- In the *Content Browser* window, navigate to the location the file should be saved.



**Note:** Because these questions may be used for future classes, saving to *My Files* may be the easiest to access but these files can be saved anywhere desired.

- Name the file.



- Click the **OK** button to save.

**Note:** The files will export, and an export log will appear. Click the *Return* button to go back to the *Question Database*. After adding files to the question database, you should now be able to quickly create a new quiz, survey, or self-test.