

MOODLE QUESTION BANK

Open the Moodle Question Bank

1. From your course page, click “question bank” under Course Administration on the Administrative Block (typically on the left side of Moodle).
2. Choose the category, from the drop down menu on the page, from which you would like to display the questions.

Add or Edit a Question Bank Category

1. From your course page, click the arrow beside “question bank” under Course Administration on the Administrative Block (typically on the left side of Moodle).
2. Select “categories” from the list that appears.
3. Under “add category”, at the bottom of the screen, enter the name of the new category and select the parent category from the drop down list. You may also want to add category info, for future reference of the questions in the category. NOTE: It is important to name the category with a relevant and useful name, as you will likely have a number of categories later and relevant naming makes the questions easier to find.
4. Creating separate categories for each topic allows you to draw from a specific category when creating a quiz. This is particularly important if you use the random generated questions on the quiz.
5. To edit category name or info, click the *gear* beside the category name on the top half of the page.
6. Use the arrows to move the category up or down in your list, or left or right (changing its parent/child status, as it relates to the other categories listed).

Add Questions to the Category

1. From your course page, click “question bank” under Course Administration on the Administrative Block (typically on the left side of Moodle).
2. Choose the category, from the drop down menu on the page, from which you would like to display the questions.
3. To add a new question, click “create a new question”. Then choose a question type to add from the pop-up window that will open. Once selected, a screen will appear that will allow you to create a name and question for your new question, as well as several other options, depending on the question type chosen.
4. To edit an existing question, find the question in the list of questions and click the *gear*. This will bring up the edit screen, where you can configure the question name, text, answer and options. This will vary depending on the type of question you are editing.
5. You can also move a question from one category to another by selecting the check box beside the question, selecting the category you want to move the question to from the drop down list below, and clicking the “move to” button.

Exporting a Question from the Question Bank

1. From your course page, click the arrow beside “question bank” under Course Administration on the Administrative Block (typically on the left side of Moodle).
2. Select “export” from the list that appears.
3. You can select from gift, XHTML and Moodle XML formats to export the question bank. If you are exporting the question bank to be used on another Moodle course, select Moodle XML format. Use XHTML if you want to open the questions in Word.
4. Select the category you want to export, from the drop down list in the middle of the page.
5. Click “export question to file”.