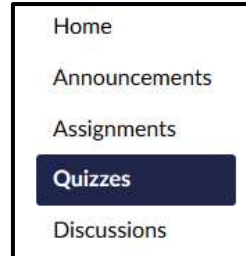


Canvas Question Banks

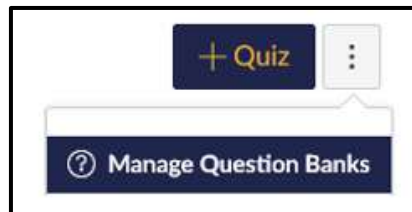
Question banks are used to house questions that can be added to quizzes in Canvas courses.

To create a question bank

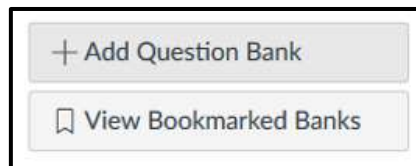
- Click **Quizzes** in the course navigation pane.



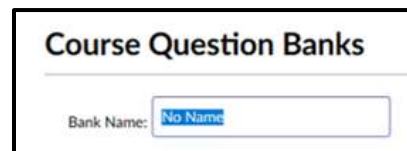
- Click the settings icon.
- Click **Manage Question Banks**.



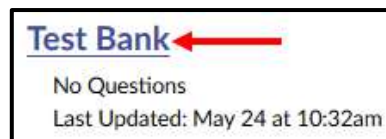
- Click **+ Add Question Bank**.



- Enter a name for the question bank and hit Enter.

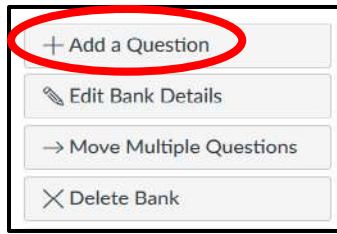


- Click the name of the title bank to open it.



- To add a question

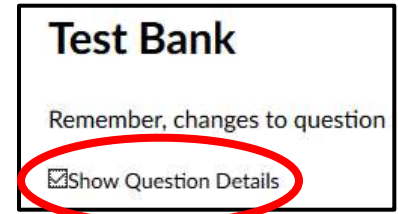
- Click **+ Add a Question**.



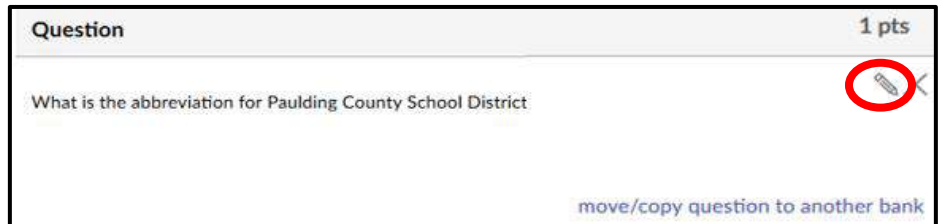
- Enter the question details and click **Update Question**.

- Add as many questions as you desire to the question bank, making sure to click **Update Question** after each addition.

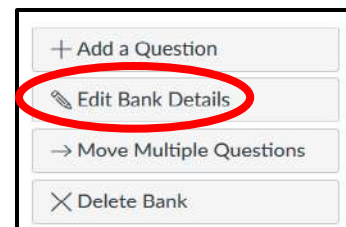
- To view the questions in the question bank, click the **Show Question Details** box (Note: question details are not available in question banks with more than 50 questions).



- To edit a question, hover over the question, then click the pencil icon to the right of the question.

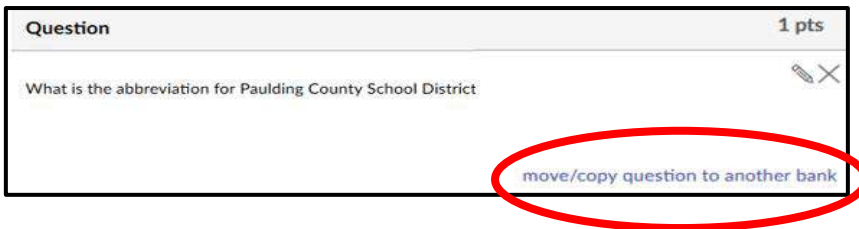


- Click **Edit Bank Details** to change the name of the question bank.

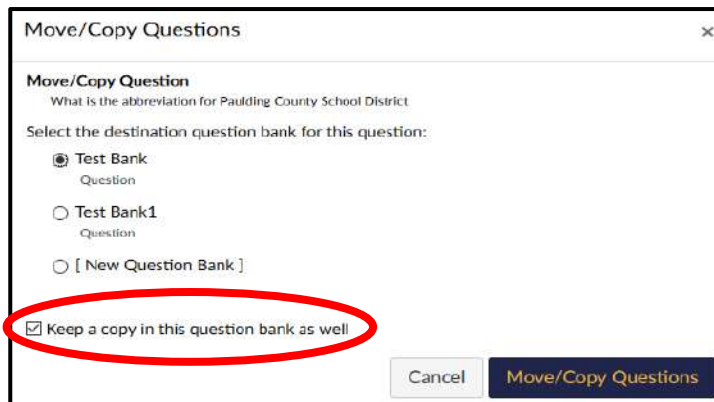


- To move or copy an individual question from one question bank to another

- Click **move/copy question to another bank**.



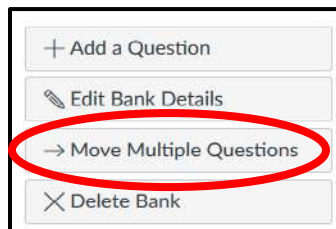
- Click the name of the bank where you want to copy/move the question; click **Keep a copy in this question bank as well** if you want to copy the question rather than moving it.



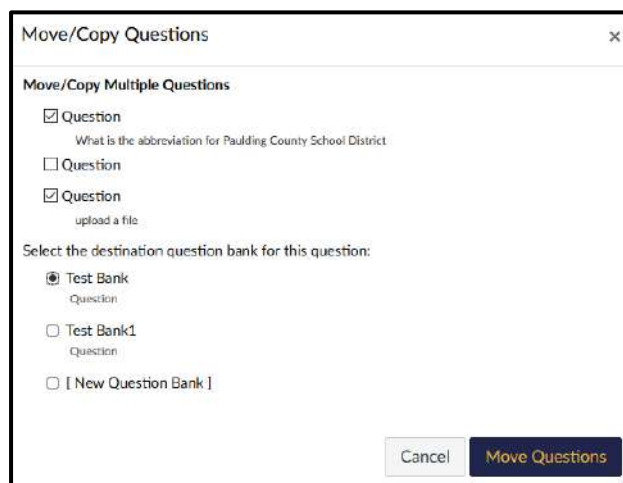
- Click **Move/Copy Questions**.

- To move multiple questions from one question bank to another

- Open the question bank.
- Click **Move Multiple Questions**.



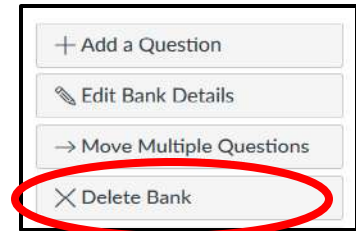
- Select the questions to move and choose the destination bank (**NOTE**: you will not have the option to leave a copy in the original question bank).



- Click **Move Questions**.

NOTE: Changes to questions do not automatically update quizzes already using the questions; you must remove the question and re-add it to the quiz.

- Click **Delete Bank** to delete the question bank and all the questions in this bank.



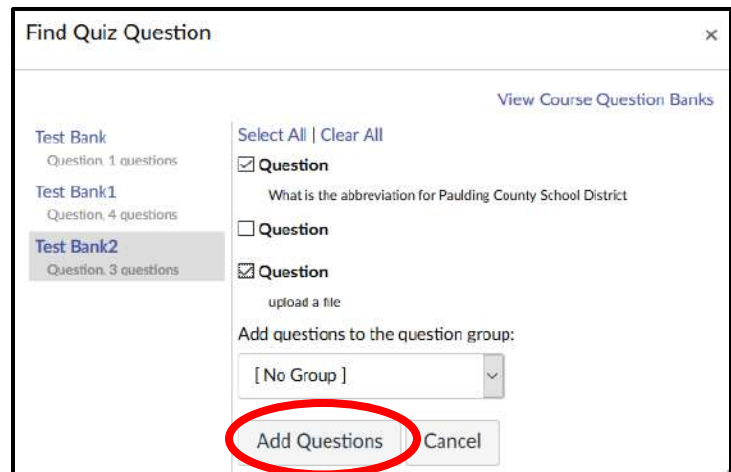
To create a quiz with question banks

- Create a new quiz.

- On the questions tab, click **Find Questions**.



- Select a question bank from the list on the left.
- Check the box next to an individual question to add it to the quiz or click **Select All** to add all the questions from the question bank.
- If the question bank has a large number of questions, scroll down and click **More Questions** a couple of times to display all the questions in order to select them.



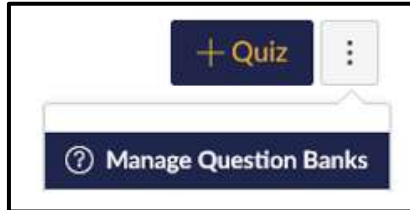
- Drag and drop the questions in the quiz to reorder them.

- Click **Save & Publish** or **Save** to save the quiz.

To align question banks and outcomes

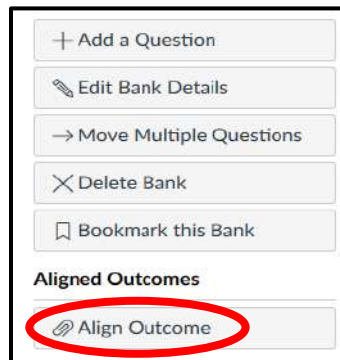
- Make sure the outcomes already exist for the course.
- Click **Quizzes** in the course navigation pane.

- Click the settings icon.



- Click **Manage Question Banks**.

- Click the title of the question bank you want to align with the outcome.

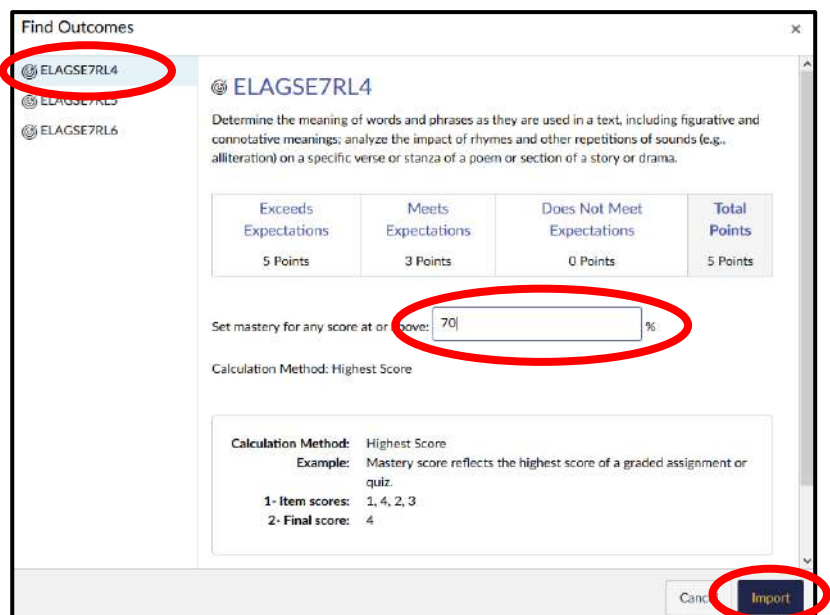


- Click **Align Outcome**.

- Choose an outcome from the list.

- Type a percent in the mastery level field.

- Click **Import** to align the outcome with the question bank.



- The aligned outcome is now visible under **Aligned Outcomes**.

