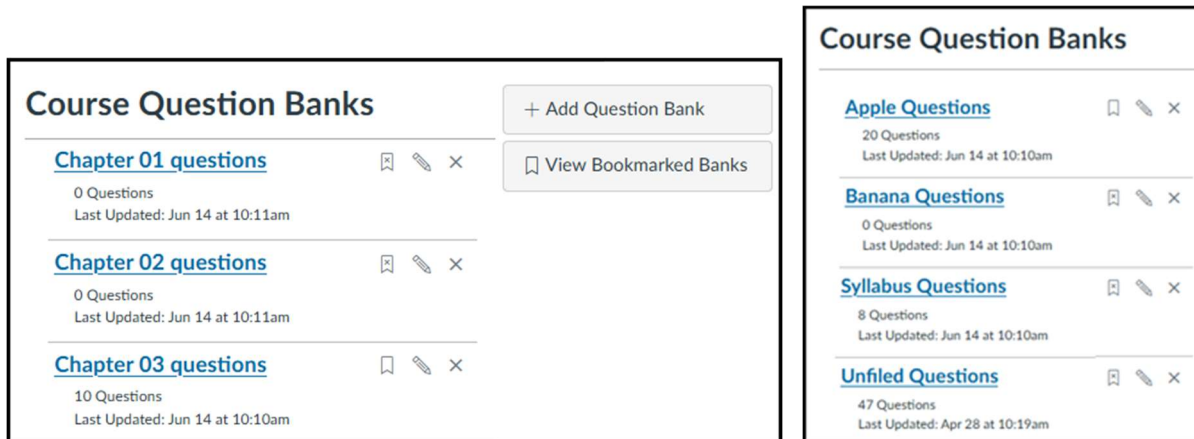


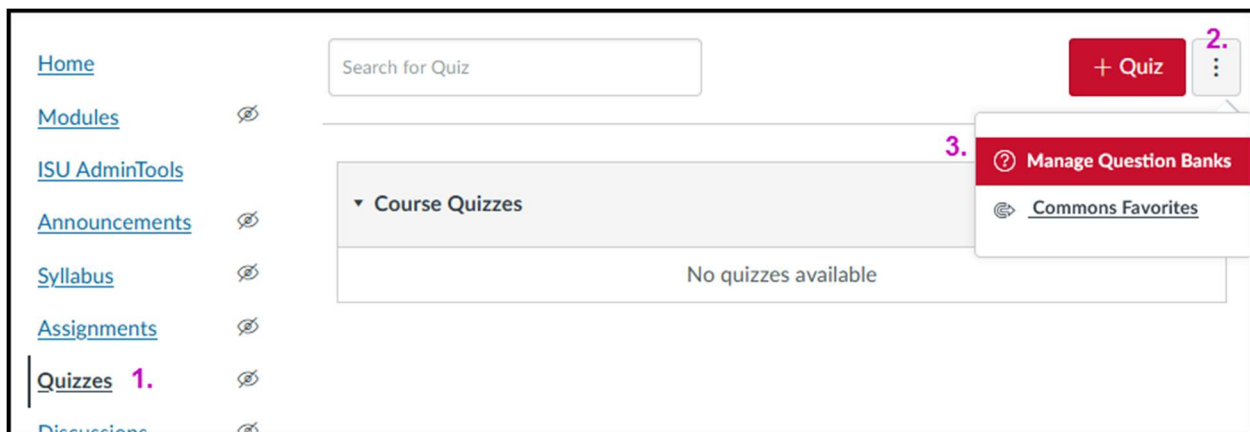
CANVAS: How to use Question Banks

A question bank is a place to store questions so that they can be used in one or more surveys and / or quizzes within the course. Typically a course will contain multiple question banks with questions stored either according to topic, book chapter, quiz name, or some combination thereof. Question banks can be manually created and built within a course, copied from other Canvas courses, imported from publisher materials, and imported from specially formatted text or Word files using [Respondus](#), a question bank software tool that ISU licenses.



To access the Question Bank storage area in a Canvas course,

1. Click the Quizzes link in the Course Menu.
2. Click the button with 3 dots on it in the upper right corner of the screen.
3. On the pop-up menu, select Manage Question Banks.



How you build question banks should be based on how you intend to use the stored questions in your course quizzes and surveys, how your course is organized, and with an eye to long term course maintenance.

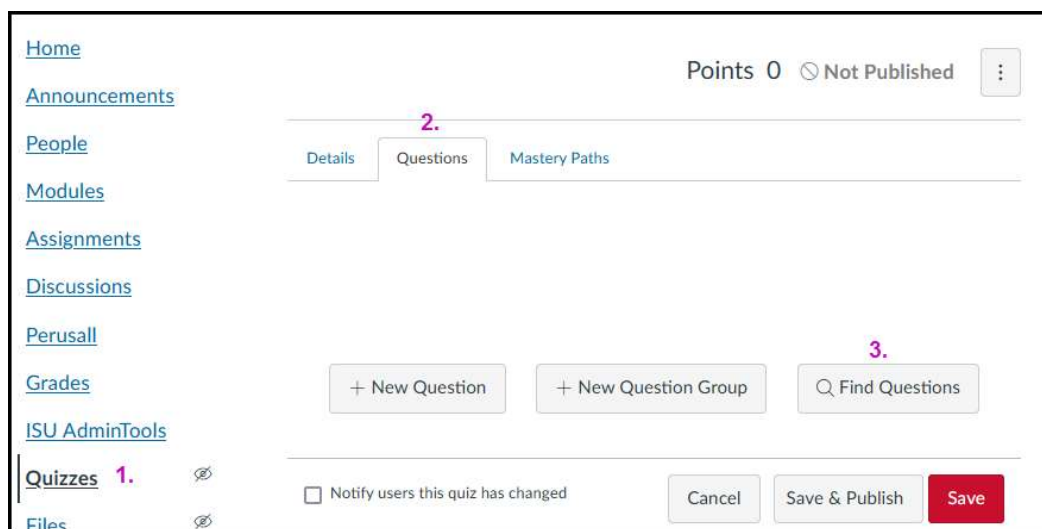
There are two ways in which stored questions are used in course quizzes and surveys, though these can be combined when building the actual activities.

1: Stored questions are copied into a Quiz/Survey

- This method allows select questions to be used in an activity independently from the unselected questions in the Question Bank.
- The Instructor/Course builder selects one or more questions from a Question Bank to copy into a quiz or survey. The selected questions can be left as stand-alone questions in the quiz, or grouped together as a new group. Stand-alone questions can subsequently be added to other existing question groups within the activity.
- A copied question is not connected to the original one in the Question Bank, so the course now contains multiple copies of the question.
- If a copied question is flawed and must be corrected, Canvas may be able to regrade any student submissions automatically because the question students' answered was stored in the activity itself and not in a Question Bank.
 - Every copy of the question will need to be corrected independently: don't forget to correct the Question Bank version too!

The process for copying questions from a Question Bank into an activity begins by editing the activity:

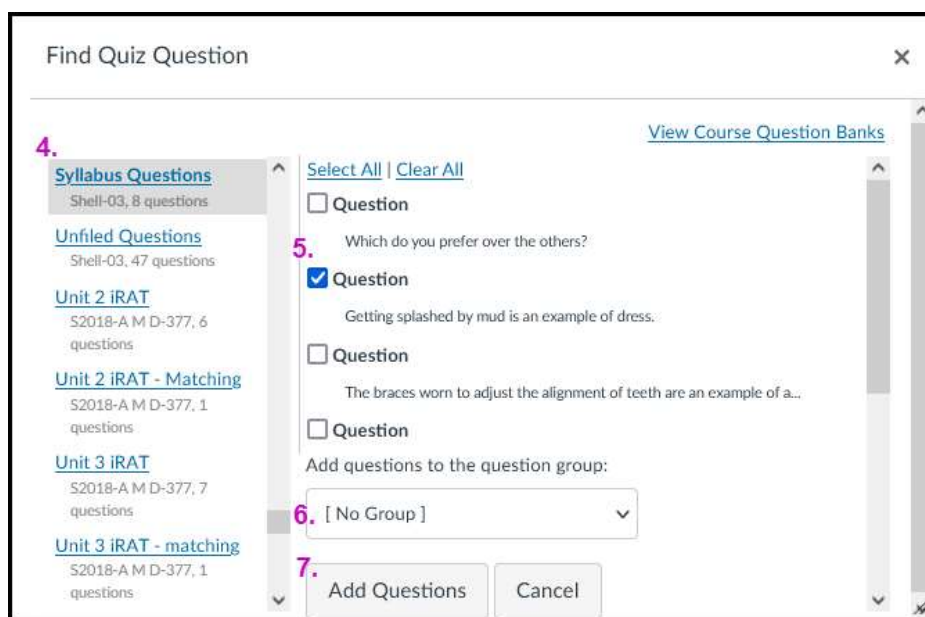
1. Click the Quizzes link on the Course Menu, then create or edit the desired quiz/survey.
2. Click the Questions tab.
3. Click the Find Questions button.



When the Find Questions button is selected, a pop-up window appears listing, in alphabetical order, every Canvas Question bank you have access to. Under each Question Bank name is the name of the Canvas course in smaller type. Be careful that you are looking in the right course since question banks in different courses may have identical names.

4. Click the desired Question Bank name in the left hand column.
5. The list of questions stored in the selected bank appears in the right hand column. Select one or more questions by clicking in the box in front of the question.
6. Scroll to the bottom of the window and indicate whether the selected questions should be copied as a series of stand-alone questions, or added as a new group within the activity. If you add them as stand-alone questions, you can subsequently move them into groups as desired.

7. Click the Add Questions button.



2. Link to a Question Bank

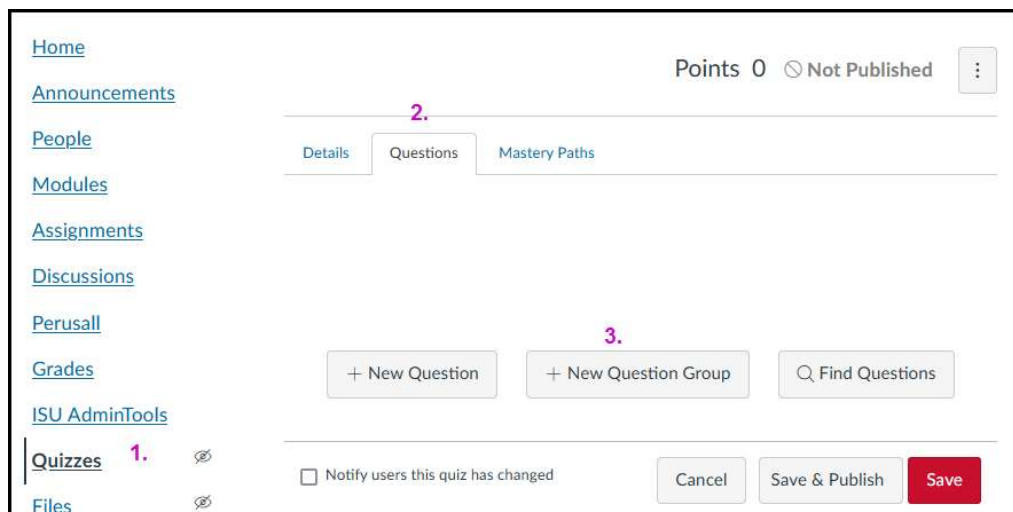
Rather than copying questions, the Instructor/Course designer can create a link in a quiz or survey to a Question Bank. Linking has the advantage of maintaining a single copy of each question in the course, which is easier to maintain in the long term.

The entire linked Question Bank becomes a Group in the quiz. The instructor indicates how many questions will be randomly drawn from the linked bank and the point value for each drawn question. Therefore, care must be taken to build the Question Bank with questions that are interchangeable, i.e. of a similar level of difficulty and the same point value. This works well for multiple choice and true false questions since they normally have the same point value. Because matching questions, open ended questions, and multiple fill-in-the-blank questions tend to be worth more points, and variable points from one another, they should not be included in a linked Question Bank. Instead, they can be added to a quiz using the copy question method.

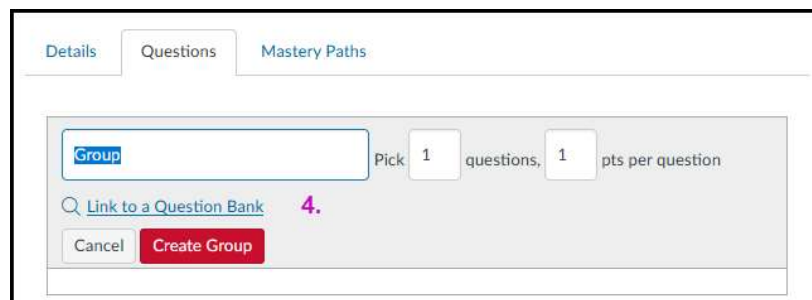
Also, it is important to realize that if a quiz question stored in a linked Question Bank has an error that is discovered after students have already submitted the quiz, Canvas cannot auto regrade the submissions after the error is corrected. Instructors will instead have to examine the [Quiz Statistics](#) to determine whose submission should be manually regraded, open each of those submissions, adjust the score appropriately, and resave the submission grade.

The process for linking a Question Bank to a quiz is:

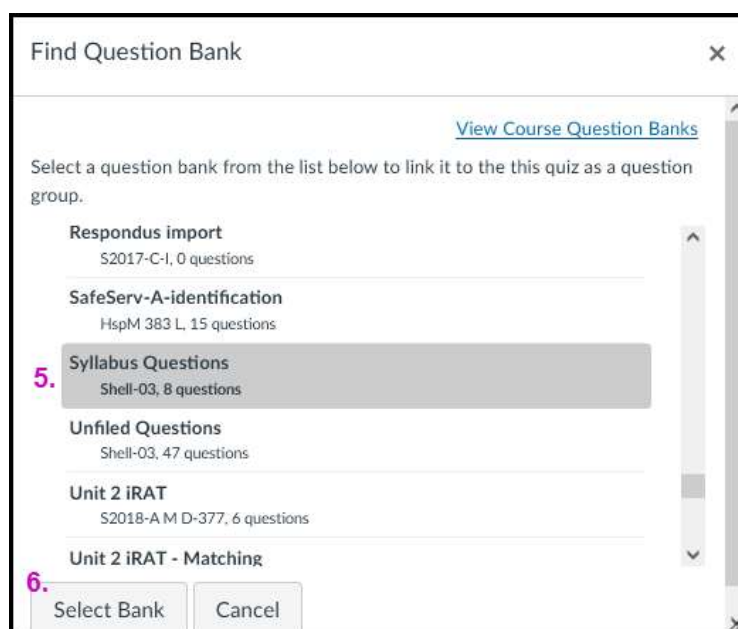
1. Click the Quizzes link on the Course Menu, then create or edit the desired quiz/survey.
2. Click the Questions tab in the quiz.
3. Click the New Question Group button.



4. Click the link labeled Link to a Question Bank



5. A popup window appears that lists all the Question Banks you have access to, in all your courses. Find and click on the Question Bank you want to link to.
6. Scroll to the bottom of the list and then click the Select Bank button.



7. On the Quiz editing page, verify that the question are being pulled from the Question Bank you selected.
8. Rename this new group so it has meaning to you.
9. Indicate how many questions from the linked bank should be randomly selected per student attempt
10. Indicate how many points each selected question is worth.

The screenshot shows the 'Questions' tab in a quiz editor. At the top are three tabs: 'Details', 'Questions' (selected), and 'Mastery Paths'. Below the tabs is a form area. In this area, there is a button labeled 'Link to Syllabus Question Bank' with a pink '8.' next to it. To its right is a 'Pick' dropdown menu showing '5' with a pink '9.' next to it. Further right is a text input field labeled 'pts per question' containing the number '2' with a pink '10.' next to it. Below these elements are two buttons: 'Cancel' and 'Create Group' (with a pink '11.' next to it). At the bottom of the form area, a message reads 'Questions will be pulled from the bank: Syllabus Questions' with a pink '7.' next to it.

Continue adding questions, as either individual questions, groups of questions, or linked Question Banks to the activity, until the quiz/survey is complete. Click either the Save button, or the Save & Publish button.

Tips for Building and Using Question Banks:

- Include the course name as the beginning of each Question Bank name to make it easier to find specific banks in your master list of Question Banks

HDFS 373 - Chapter 01
F2019-HD FS-373, 0 questions
HDFS 373 - Chapter 02
F2019-HD FS-373, 0 questions
HS215-Exam1-Matching
F2020-H S-215, 1 questions

- In general, for course maintenance and efficiency reasons, it's preferable to link to Question Banks rather than to have questions stored in quizzes.
- Adding new questions to a Question Bank makes them immediately available in quizzes that link to the Question Bank and has no effect on quizzes already created with copied questions.
- For large classes with unproven question banks, consider copying questions into the quizzes rather than linking directly to Question Banks. Storing copied questions in the quizzes reduces the need for manual regrading if a question must be corrected and submissions regraded.
- Creating topic-specific Question Banks, rather than exam-specific banks, allows for greater use of the banks within the course. A quiz can link to multiple Question Banks, and a specific Question Bank can be linked to multiple quizzes.