Create Question Banks

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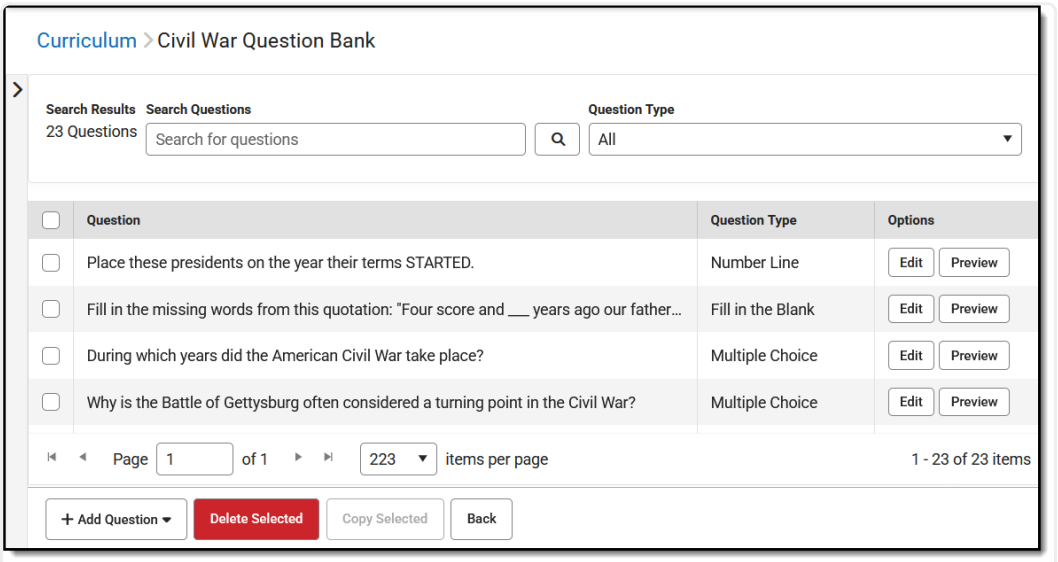
Advanced curriculum tools are available with Campus Learning Suite and require the *Enhanced Curriculum* tool right.

Location: Anywhere you view assignments, such as Grade Book, Planner, or Progress Monitor > click Add split button > Question Bank

Question Banks are a group of quiz questions. They are a type of curriculum visible only to teachers and other curriculum staff, not to parents or students. Banks collect questions together to make it simpler to store, access, and reuse quiz questions. Teachers can create banks for subjects, units, or any other grouping that makes sense for their curriculum.

This guide explains two methods of creating a question bank, either from scratch by creating a bank and adding questions to it, or by copying questions from an existing quiz.



Question Banks collect a group of quiz questions for easier reuse.

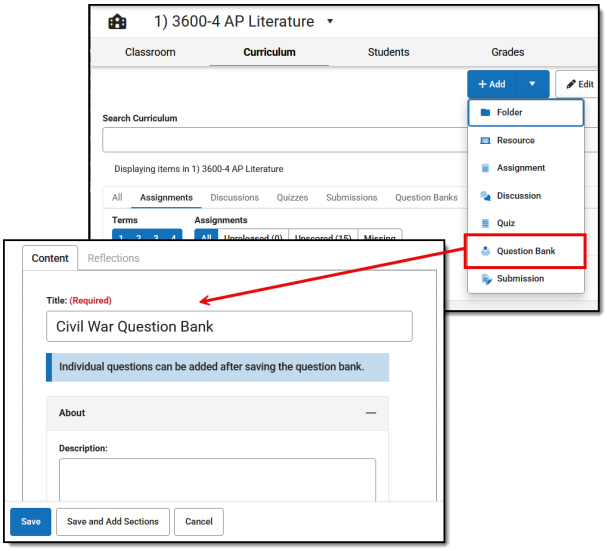
Before you start

- To create question banks, teachers must have the *Enhanced Curriculum* tool right.

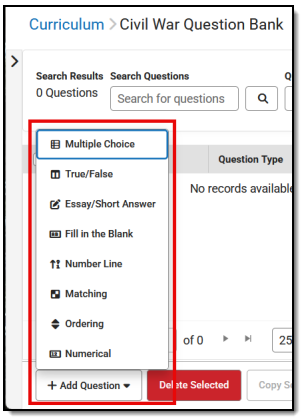
Method 1: Create a Question Bank from scratch

Start by creating a question bank and then adding questions to it.

Step 1: Create a new question bank



1. Start from My Curriculum, the Curriculum list, or a grading tool such as the Grade Book, Planner, or Progress Monitor. Click the arrow next to **Add** to open the list of additional options and select **Question Bank**.
2. Enter a **Name** for the bank.
3. If desired, enter information in the **About** metadata section. This information is useful when sharing curriculum to the Curriculum Library. See the Assignments & Resources article for more information about the fields in the About section.
4. Click **Save** to finish.



Step 2: Add questions

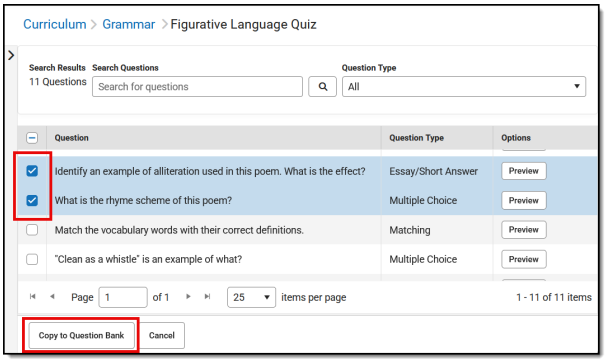
1. After creating your question bank, click **Open Question Bank** to start adding questions.
2. Click **Add Question** at the bottom of the screen. Select which type of question to add.
3. Enter question text, settings, and options. Specific question fields vary based on the question type. See the Quiz Question Types article for more information on each question type.
4. **Save** each question to add it to the bank. Once you've created the bank, it is automatically updated each time you save a new question.

Method 2: Create a Bank from an existing quiz

If you have already created quizzes in Campus, you can copy questions in those quizzes into a new or existing question bank.

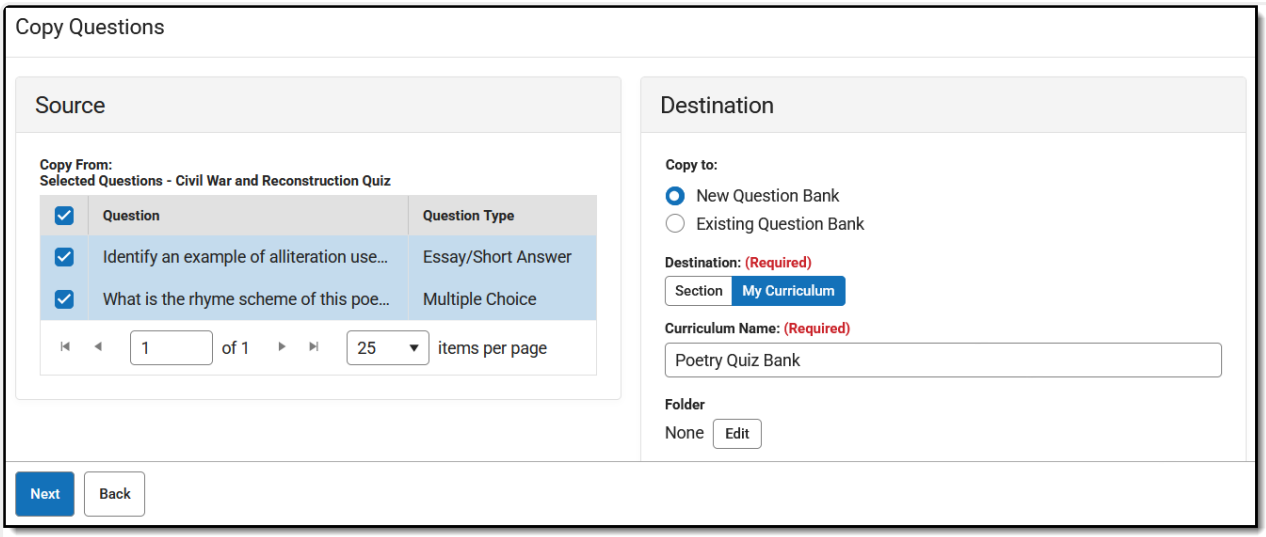
Step 1: Select questions to copy

1. Open an existing quiz.
2. In the *Quiz* section of the curriculum editor, click **Copy Questions to Bank**.
3. Select which questions in the quiz you want to copy to the bank by marking the checkbox next to the question. The **Type** of the question is shown next to the question text. Click **Preview** to view what the question would look like to a student.
    - Filter the list of questions using the Search field at the top, or filter by question Type.
4. Click **Copy to Question Bank** once you've selected all the questions you want to copy.



Step 2: Determine the destination of the copied questions

1. In the next screen, the selected questions are listed in the Source section on the left and information about the Question Bank is shown in the Destination section on the right.
2. If copying to a **New Question Bank**, select the following:
    - Indicate if the new bank should be aligned to a specific **Section** or the **My Curriculum** tool.
    - If adding to a section, select the **School Year** and **Section**.
    - Enter a **Name** for the new bank.
    - To add the bank to an existing **Folder**, click Edit and select one.
3. If copying to an **Existing Question Bank**, select the following:
    - Use the Destination fields to find the existing question bank to add questions to. If the bank is aligned to a section, select a Destination of **Section** and then select a **School Year** and **Section**.
    - Once you've identified a section or are looking in the My Curriculum tool, existing Question Banks are listed. Filter this list using the **Search** if desired.
    - Select an existing bank.
4. Click **Next** to create the new question bank or add questions to the existing one.



In step 2, select whether questions should copy to a new or existing bank.

Impact

Once you click Next, a new bank is created that includes the questions you selected, or the questions are added to an existing bank.

What's next

- Click **Open Question Bank** to view and edit the questions in a bank or add new ones.
- Share the question bank to the Curriculum Library to make it available to other teachers in your district.
- Use the question bank to build a new quiz. See the Use a Question Bank article for more information.