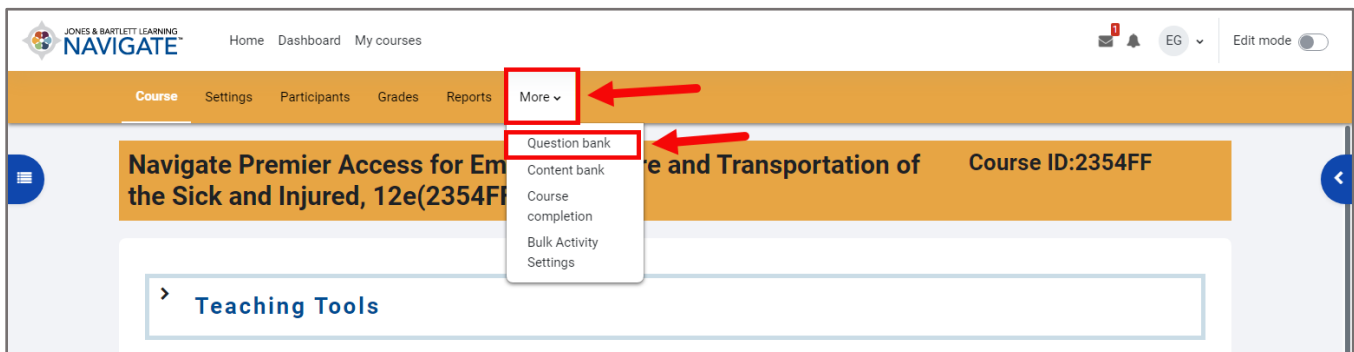


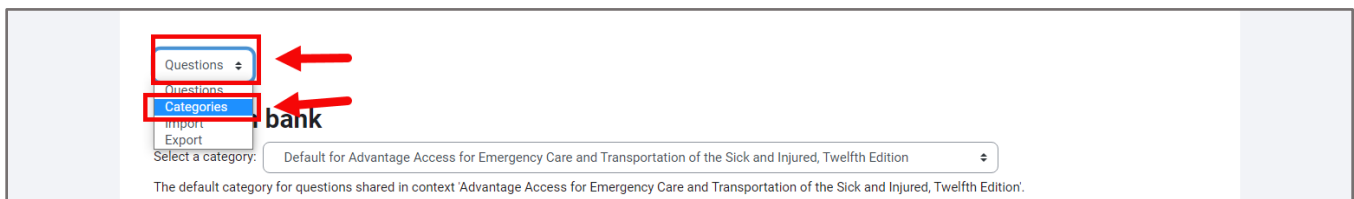
# How to Create Custom Quiz Questions

This document contains instructions on how to create your own custom quiz questions from scratch. It's strongly recommended that you place all custom questions in custom and dedicated categories within the test bank. This will help you discern and manage your own questions separately from the default test bank.

1. On the course homepage, click the **More** button in the navigation bar and select the **Question bank** option.



2. To help keep your custom questions organized and separate from the default course question bank, it is recommended that you store your custom questions in a custom category. Use the drop down selector to switch to the **Categories** page.



3. To set up a new category, click the **Add category** button.



4. Leave the parent category set to the default and enter in a title of your choosing in the **Name** field. Then click the **Add category** button below.

▼ **Add category**

Parent category ? Default for Advantage Access for Emergency Care and Transportation of the Sick and Injured, Twelfth Edition

Name ! Example New Category

Category info

ID number ?

**Add category** Cancel

5. After the page refreshes, use the dropdown selector to open the **Questions** page.

Categories ! **Questions** Add category

Categories  
Import  
Export

6. Use the **Select a category** dropdown menu to select your new custom question bank category. This category will be where your custom question is found after you add it to a quiz.

Questions !

**Question bank**

Select a category ! Default for Advantage Access for Emergency Care and Transportation of the Sick and Injured, Twelfth Edition

The default category Course: Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-01  
Top for Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)  
Default for Advantage Access for Emergency Care and Transportation of the Sick and Injured, Twelfth Edition

No tag filters applied

Filter by tags...

Show question text in the question list

Search options !

Also show questions from subcategories

Also show old questions

**Create a new question ...**

Chapter 01 - Chapter Quiz (20)  
Chapter 02 - Chapter Quiz (20)  
Chapter 03 - Chapter Quiz (20)  
Chapter 04 - Chapter Quiz (20)

7. Next, click the **Create a new question...** button.

Select a category: Example New Category

No tag filters applied

Filter by tags...

Show question text in the question list

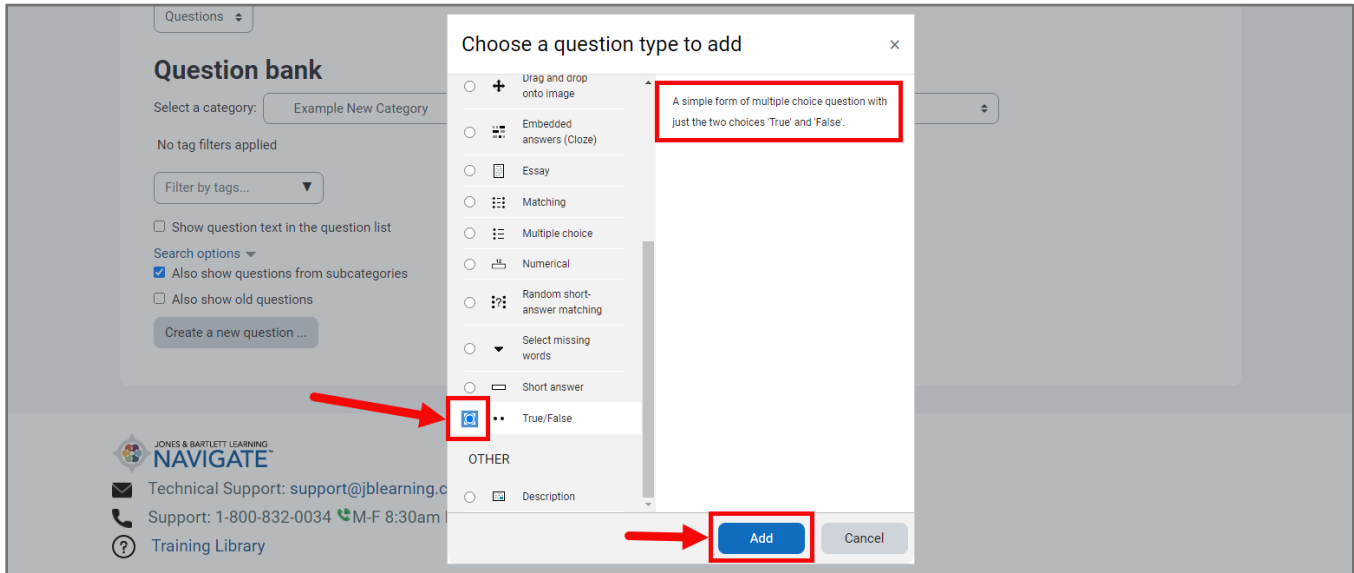
Search options !

Also show questions from subcategories

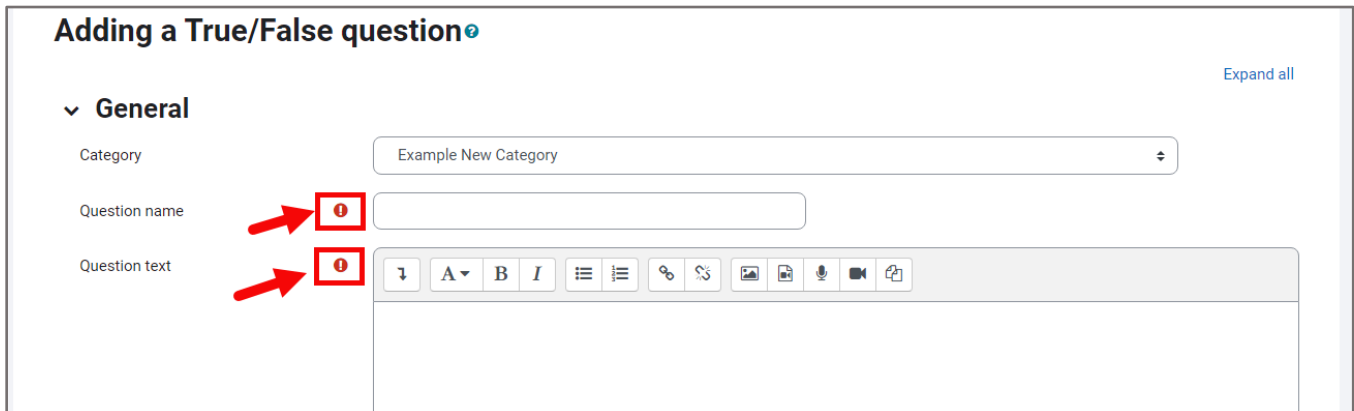
Also show old questions

**Create a new question ...**

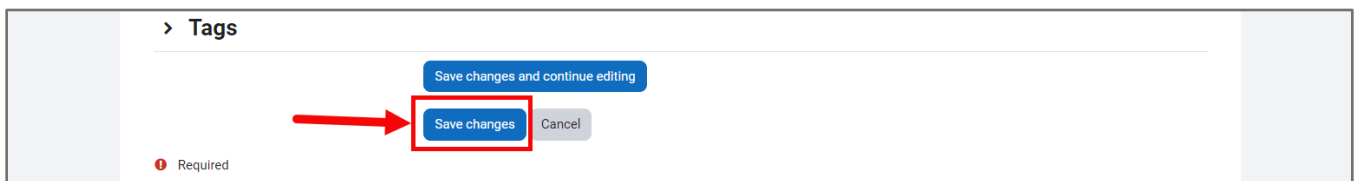
8. In the popup window, select the type of question you would like to create and note the brief description of the question type. Once you have chosen the question type you want, click **Add**.



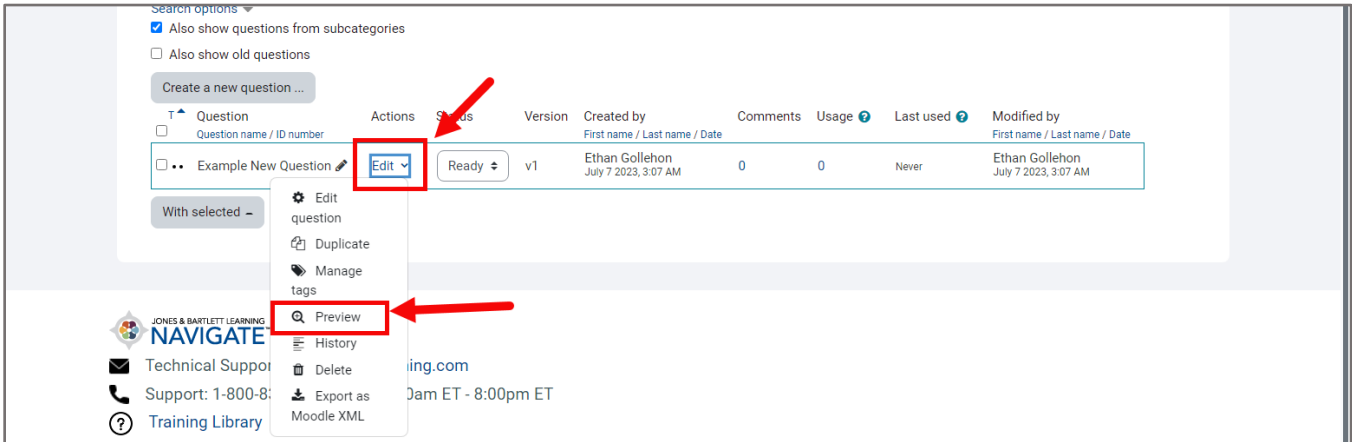
9. On the next page, populate the required fields marked with a red circle and exclamation point, along with other fields or options that may apply.



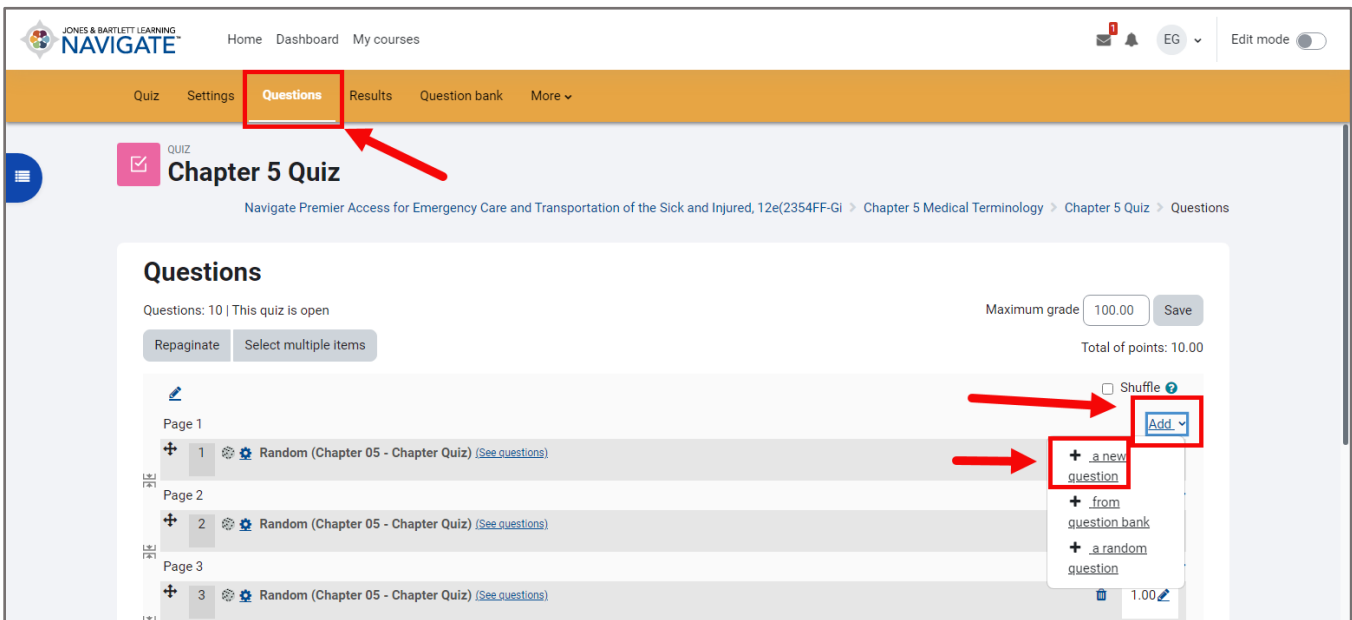
10. When satisfied with the content of your question, click the **Save changes** button at the bottom of the page.



11. Upon saving, you will be brought back to the Question bank page, which displays your new question. From here, you may select the magnifying glass to preview it.



12. You may also create your own custom questions while viewing the **Questions** page on a quiz and selecting questions to include in the quiz. On the **Questions** page, click **Add**, select the **new question** option, and proceed by building your question.



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