How to Add Questions to a Quiz

This document provides instructions for adding questions to a Navigate quiz, including adding questions chosen from our test bank or at random.

1. Begin by navigating to and clicking on the quiz in which you’d like to add questions. Note, you will not be able to make any question changes if a student has already completed an attempt.

2. Next, click the Questions button in the menu bar at the top of the page.
3. Click on the **Add** button towards the right of the page. You have three options to choose from the resulting dropdown menu, including **[add] a new question**, **[add] from question bank**, and **[add] a random question**.

4. Adding **a new question** allows you to create a custom question from scratch. You may select the question type from the popup window and proceed by building the question. If you choose this option, make sure you save your custom questions to a category location in the course test bank where you may easily keep track of them.
5. Using the [add] **from question bank** option opens a popup window where you may choose a test bank category from which to add questions using the **Select a category** dropdown menu. Categories are typically organized by chapter, lesson, and/or assessment type. You can see how many questions are available in each category by viewing the number in the parentheses directly to its right. By default, all questions are unique to each category and do not repeat elsewhere in the test bank.
6. Selecting a category displays its questions below in a list below. Use the checkboxes to the left of the questions to select them. To view a question in full detail, click the preview button or magnifying glass to its right.

Click here to choose the questions you want to add to the quiz/exam.

Click here to preview the full question (and answers for multiple choice).
7. To quickly select all questions on the page at one time, click on the **Select all** checkbox at the top of this list. When satisfied with your selections, scroll down and click the **Add selected questions to the quiz** button.

8. To add a specified number of questions to the quiz at random, choose the third **Add** option for [adding] a **random question**.

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9. Use the **Category** dropdown menu from the resulting popup window to select the bank’s category from which you wish to draw the random questions. Then specify the number of questions you wish you to randomly select from the designated category by using the **Number of random questions** dropdown. Make sure you do not choose a figure that exceeds the number of questions available for use within the selected category.
10. After making the desired selections, scroll down and click the **Add random question** button. Note, any random question added functions as a placeholder for a question that will be randomly selected from the designated category for each student attempt. In other words, questions used will vary between attempts.

11. Continue adding questions to the quiz as needed using your preferred method. When finished, you may choose to shuffle the selected questions’ sequence within each individual attempt by toggling the **Shuffle** checkbox. You may also **Delete** questions using the trash icon to their right and drag and drop individual questions to adjust their sequence using the **compass arrow** to their left. If you do rearrange the sequence, make sure you click the **Repaginate** button when done to evenly distribute them according to the quiz display settings.
12. All questions added are automatically saved as they are populated to the body of the quiz. The **Save** button on the quiz page only applies if you choose to change the **Maximum grade** field, which determines the number of points the quiz is worth in the gradebook.

13. When you are satisfied with the questions you have added, you may return to any other course page and continue your work. You may also preview the quiz by returning to the main quiz page by clicking **Quiz** from the navigation bar, and then the **Preview quiz** option.