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.

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

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.

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