

Question Bank- How To's

UH Office of Institutional Effectiveness

1. Access your course in Canvas.

Dashboard

Published Courses (8)



[2024FE CCT1000 196819F - Core...](#)
[CCT1000 196819F - Core Cur...](#)
[H Forever](#)





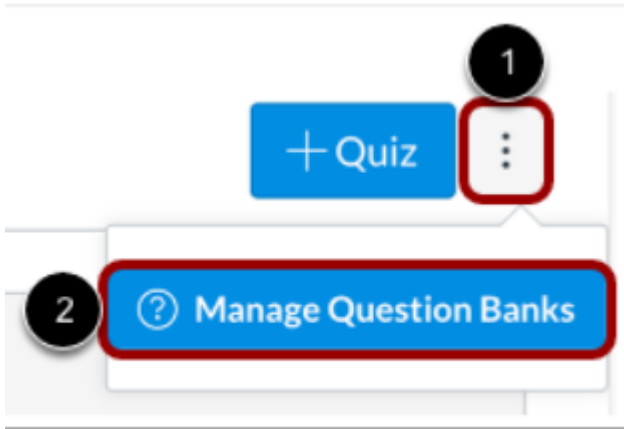
[2023FE D](#)
[DEV100](#)
[H Forever](#)



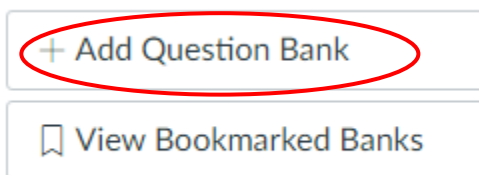
2. In Course Navigation, click the **Quizzes** link.

People	
Assignments	
Quizzes	
Rubrics	

3. Click the **Options** icon [1] and click the **Manage Question Banks** link [2].



4. Click the **Add Question Bank** button on the top right side of the page.



5. Name the question bank and press Enter.

Course Question Banks

Bank Name:

No Questions

Last Updated:

6. Open the question bank by clicking the title (New Bank).

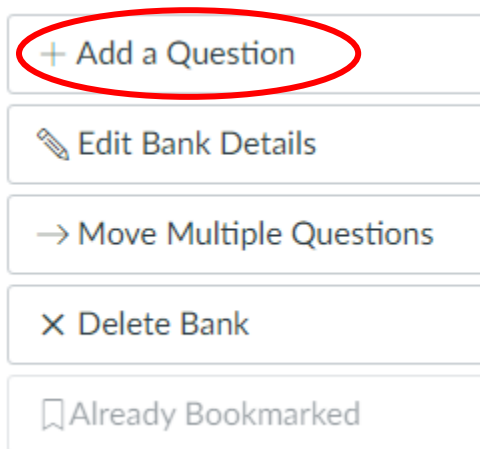
Course Question Banks

[New Bank](#)

No Questions

Last Updated: Nov 6 at 3:29pm

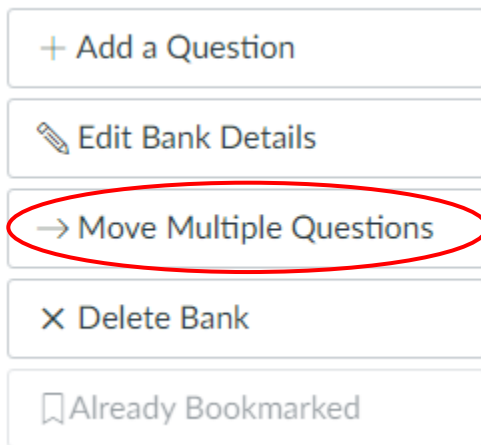
7. After opening the question bank, you can see the Question Bank Options.



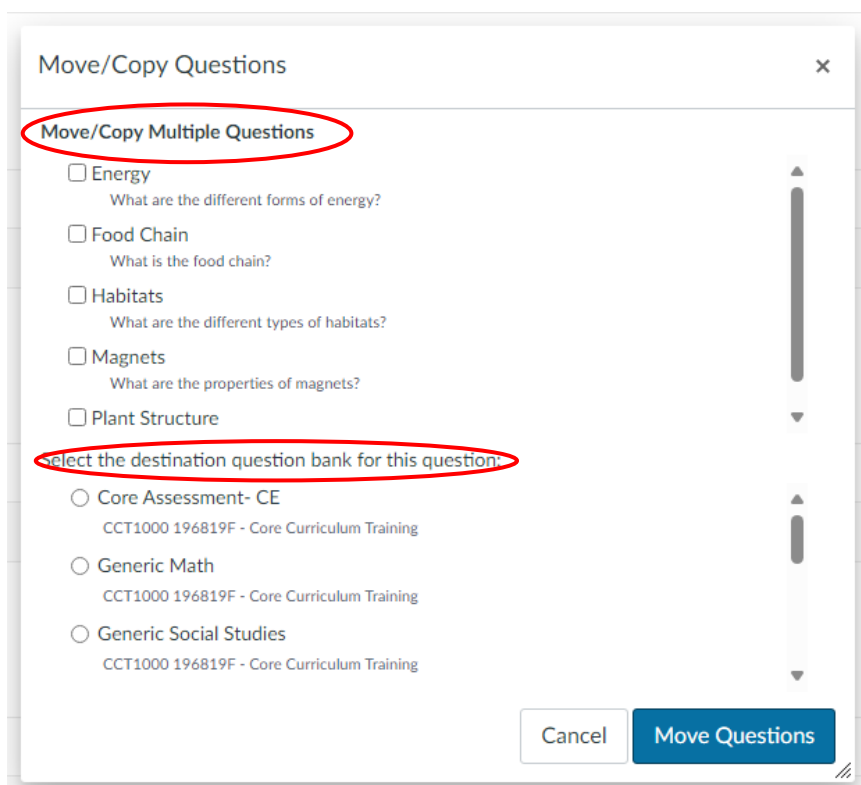
8. Click the **Add a Question** button.

11. It is also possible to move multiple questions from question bank to question bank.

Click **Move Multiple Questions**.



12. This opens the Move/Copy Questions pane. This shows a list of questions in the quiz and a list of destination question banks.



13. Select the questions to move by clicking the checkbox in front of each. You can move one question or more than one.

Move/Copy Questions ×

Move/Copy Multiple Questions

- ☒ **Energy**
What are the different forms of energy?
- ☒ **Food Chain**
What is the food chain?
- ☐ **Habitats**
What are the different types of habitats?
- ☒ **Magnets**
What are the properties of magnets?
- ☐ **Plant Structure**

Select the destination question bank for this question:

- ☐ **Generic Math**
CCT1000 196819F - Core Curriculum Training
- ☐ **Generic Social Studies**
CCT1000 196819F - Core Curriculum Training
- ☐ **New Bank**
CCT1000 196819F - Core Curriculum Training

Cancel Move Questions

14. Select the Destination question bank you want the questions to move to by clicking the radio button in front OR scroll to the bottom of this section and select “New Bank”.

Move/Copy Questions

Move/Copy Multiple Questions

- ☒ Energy
What are the different forms of energy?
- ☒ Food Chain
What is the food chain?
- ☐ Habitats
What are the different types of habitats?
- ☒ Magnets
What are the properties of magnets?
- ☐ Plant Structure
What are the properties of magnets?

Select the destination question bank for this question:

- ☒ Quiz for Rubric Rating 101-unpub
CCT1000 196819F - Core Curriculum Training
- ☐ Unfiled Questions
CCT1000 196819F - Core Curriculum Training
- ☐ [New Question Bank]

Cancel Move Questions

If you create a new bank and want to move questions to it, click the [New Question Bank] radio button and a field will open- [New Bank Name].

15. Enter a name for the new bank and click **Move Questions**.

16. Open the Question Bank you moved question(s) to and view the moved question(s) there.

17. You can delete Question Banks by clicking the **Remove** icon on the Course Question Banks page.

Course Question Banks

[Core Assessment- CE](#)

0 Questions
Last Updated: Oct 17 at 2:40pm



18. You can also delete Question Banks by clicking the **X Delete Bank** in the Question Banks Options.

Generic Math

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

☐ Show Question Details

+ Add a Question

Edit Bank Details

→ Move Multiple Questions

X Delete Bank

19. Then confirm the deletion in the drop-down box from CANVAS.

Confirm Deletion

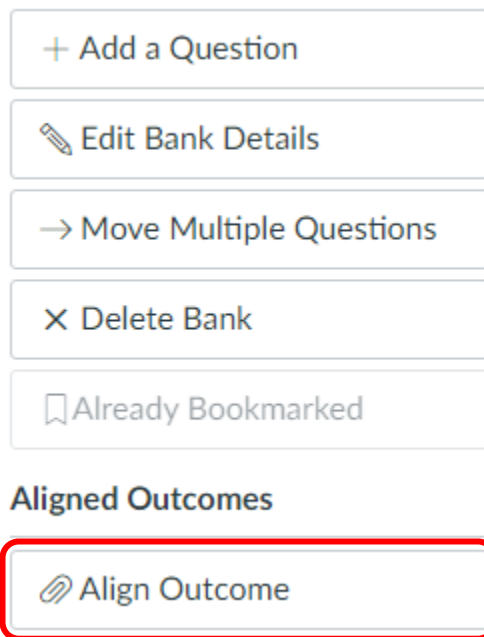
Are you sure you want to delete this bank of questions?

Click the **OK** button.

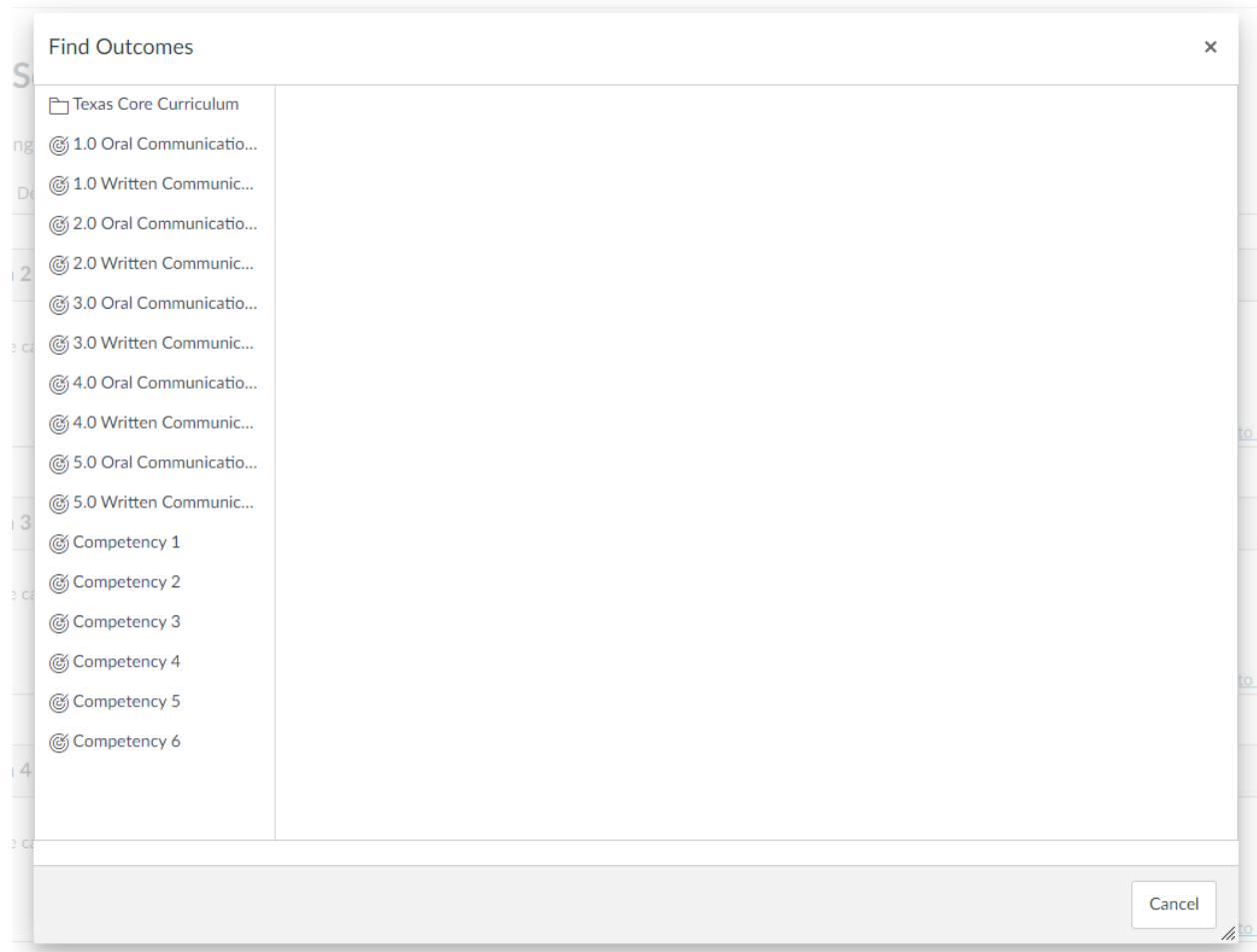
Question Bank Alignment

This feature allows you to align a whole quiz to selected Outcomes.

20. Open a quiz that has questions. Click the **Align Outcome** button at the bottom of the **Question Bank Options** list.



21. This opens a field **Find Outcomes** that lists all of the outcomes available.



22. Click on the Outcome you want, and the entire rubric row for that competency will appear along with the mastery score and Calculation Method.

Find Outcomes

Texas Core Curriculum

1.0 Oral Communicatio...

1.0 Written Communic...

2.0 Oral Communicatio...

2.0 Written Communic...

3.0 Oral Communicatio...

3.0 Written Communic...

4.0 Oral Communicatio...

4.0 Written Communic...

5.0 Oral Communicatio...

5.0 Written Communic...

Competency 1

Competency 2

Competency 3

Competency 4

Competency 5

Competency 6

3.0 Written Communication Competency

Genre and Disciplinary Conventions- *Formal and informal rules inherent in the expectations for writing in particular forms and/or academic fields (please see glossary).*

Capstone4- Demonstrates detailed attention to and successful execution of a wide range of conventions particular to a specific discipline and/or writing task(s) including organization, content, presentation, formatting, and stylistic choices.s	Milestones3- Demonstrates consistent use of important conventions particular to a specific discipline and/or writing task(s), including organization, content, presentation, and stylistic choices.	Milestones2- Follows expectations appropriate to a specific discipline and/or writing task(s) for basic organization, content, and presentation.	Benchmark1- Attempts to use a consistent system for basic organization and presentation.	No Evidence	Total Points

Cancel

Import

23. Click **Import**.

Now your chosen outcome will appear in a list of **Aligned Outcomes** on the Question Bank page.

Generic Social Studies

Remember, changes to question templates won't automatically update quizzes that are already using those questions.

☐ Show Question Details

Question 2	1 pts
What is the capital of New York?	move/copy question to another bank
Question 3	1 pts

+ Add a Question

Edit Bank Details

→ Move Multiple Questions

× Delete Bank

Already Bookmarked

Aligned Outcomes

20 Written Communication Competency
Mastery at 60% X

Align Outcomes

You can add multiple outcomes as you desire. Remember, these outcomes will be attached to the entire quiz.

24. To remove unwanted competencies, click the **Remove** icon [X].