Moodle: Use Question Bank

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While you can create questions from scratch when using Moodle's Quiz activity, doing so can be time-intensive. As an alternative, Moodle creates a repository of questions that you can use at any time and move between courses. This feature is known as a Question Bank.

> **Before you start**, you may need access to the following:
>
> - an **Instructor of Record** or **Other Editing Teaching** role in a Bryn Mawr course

Create and edit questions

1. Log into a course for which you are a instructor.
2. Within the course-level menu, select **More > Question Bank**. This will take you to the Question Bank page.

Create questions

1. On the **Question Bank** menu, select **Create a new question…**
2. The pop-up menu **Choose a question type to add** will open. From here, select one of several listed questions types. This includes familiar ones like **True/False** and **Essay** and more complex ones like **Calculated multichoice** and **Drag and Drop Marker Choices**. Moodle maintains a full list of available question types with descriptions. Click **Add** once you've made your final selection.
3. You'll be taken to a new screen where you will fill in the question's information Look at the links for different question types in Moodle Docs in order to understand which settings to use, although any question you create must have a **Question name**.
4. When finished, click **Save Changes.**

This will take you back to the **Question Bank** menu. Repeat the process until you have created all the questions you want to use. You can then use this menu to search for different questions in a course.

> **Note:** Depending on the number of questions you create for a course, searching through them can be difficult. When creating questions, use the **Categories** or **Tags** features to sort different types of questions. This will make searching for them easier.

Edit questions

1. On the **Question Bank** screen, find the question you want to change.
2. Within the question's row, go to the column labelled **Actions** and select **Edit.**

T ▲	Question Question name / ID number	Actions	Status	Version	Created by First name / Last name / Date Jeff Hopkins	Comments	Needs checking? ❓	Facility index ❓	Discriminat efficiency ❓
☐									
☐ ✛	#1 ✏	Edit ⌄	Ready ⇕	v1	March 25 2024, 5:38 PM	0	–	N/A	N/A

3. In the drop-down menu that opens, select **Edit question.**

Note: this drop-down menu contains other options for managing your questions, such as **Duplicate**, **Preview**, and **Manage Tags.**

4. Another page will open, which contains all of the question's information. Edit what you want and click **Save Changes.**

Add questions from Question Bank to a quiz

1. Add a quiz activity to Moodle and select the appropriate settings. This will create a blank quiz within your Moodle course.
2. Open the quiz.
3. Click **Add Question.** This will open up a **Questions** page.
4. On that page, click **Add > +from question bank**.
5. A new menu will open in a pop-up window, **Add from the question bank at the end.** From this page, you can search questions in your question bank by category 🗗 and tag 🗗.
6. Once you've made your selections, click **Add selected questions to the quiz**. You will be taken back to your quiz page, but the questions you selected will now be added to the page.
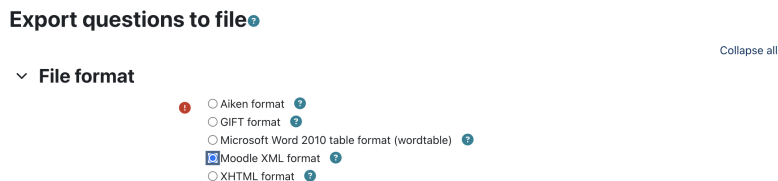
Share questions

Once you've have created a question or question set, you may want to move it to another course or share it with a colleague. To facilitate this, Moodle allows you to export and import questions.

Export Questions

1. Go to your **Question Bank**
2. Open the **Question** menu and select **Export**.
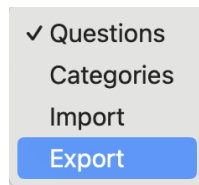
3. You will need to select the file format in which your questions will be saved. We recommend **Moodle XML**, as this is Moodle's native format for saving this type of information.


4. You will also need to select a category. To export all the questions for a course, set this to **Default for (course name)**.
5. Select **Export Questions to file**. The file with your questions will now to download to your device.
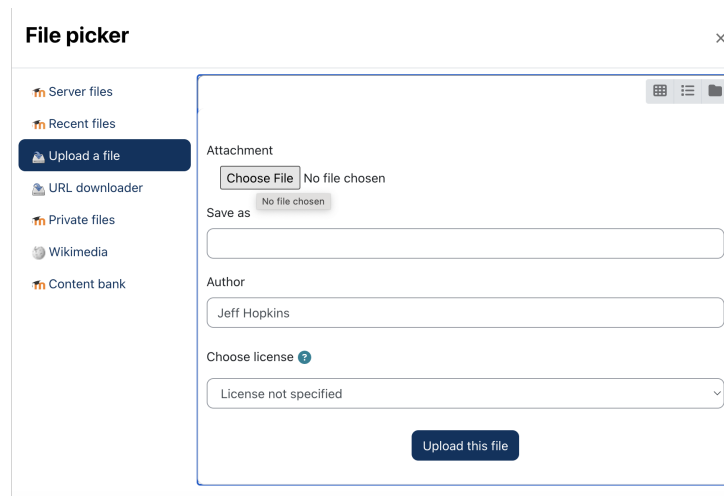
Import Questions

1. Go to your **Question Bank**
2. Open the **Question menu and** select **Import**.
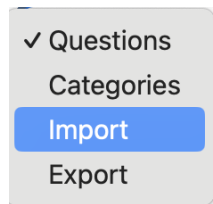
3. You will need to select the file format in which your questions will be saved. Most often, questions will be saved as **Moodle XML**. However, double check this before proceeding. If you select the wrong file format, the process will fail.
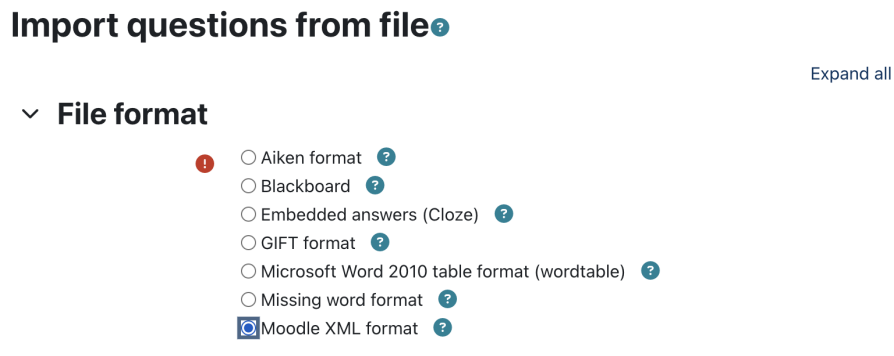
4. Under the menu **Import questions from file**, click **Choose a file…**
5. The **File Picker** menu will then open. On there, select **Upload a file > Choose File**. Then, find the file containing the question(s) you want to upload on your device. When done, select **Upload this file.**

6. You will return to the menu **Import questions from file.** Click the **Import** button.
7. A preview of the questions you're importing will open. Click **Continue.**

You will now return to your **Question Bank** menu. The questions you just imported will now be part of the list on this page.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | Library and Help Desk hours ⧉
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