

# Canvas Question Banks

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## Creating, Using, and Managing Question Banks

### Create Question bank(s)

1. Log in to the Canvas course.
2. Click on **Quizzes**.
3. Click on three vertical dots in the upper right corner and select **Manage Question Banks**.
4. Click on **Add Question Bank**.
5. Enter name and click **enter**.
6. Repeat as needed for additional banks.

### Add Questions to Question Banks

1. Click on the **question bank** to open it.
2. Click on **+Add a Question**.
3. Add question as you would when creating a quiz.

### Manage Question Banks

NOTE: If you have already created quizzes, then Canvas has created a question bank called Unfiled Questions which contains all the questions from all your tests.

Move an individual question to another question bank

1. Click on the question bank to open it.
2. Locate the question you want to move.
3. Click on **move/copy question to another bank**.

4. Select the destination question bank.
5. If you want to keep the question available in source question bank, click on **Keep a copy in this question bank as well**.
6. Click on **Move/Copy Questions**.
7. Repeat as needed.

Move multiple questions (This method does not allow question to remain in source bank.)

1. Click on the question bank to open it.
2. Click on **Move Multiple Questions**.
3. Select questions to move.
4. Select the destination bank.
5. Click on the **Move Questions button**.

### **Use individual questions from Question Banks**

1. Create a new quiz or open an existing quiz.
2. Click on the **Questions** tab.
3. Click on the **Find Questions** button, this opens the Find Quiz Question box.
4. Select question bank to use on the left.
5. Select questions from the right.
6. Click on the **Add Questions** button.
7. Repeat as needed.
8. Click **Save** or **Save & Publish**.

### **Use randomized questions using Question Groups**

1. Create a new quiz or open an existing quiz.
2. Click on the **Questions** tab.
3. Click on **+ New Question Group**.
4. Enter a name for the Question Group.
5. Click on **Link to a Question Bank**.
6. Select the bank to use and click on **Select Bank**.
7. Enter the number of questions to pull from the Question Bank.
8. Enter the number of points per question.
9. Click **Create Group**.
10. Click **Save** or **Save & Publish**.

If you have more questions about this, email [ITHELP@clermson.edu](mailto:ITHELP@clermson.edu) or call 864-656-3494.

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