

Teaching and Learning Support Student Engagement, Student Success (405) 744-1000

## Creating a question bank in Canvas

Before making a quiz it's a good idea to first put the questions you want to use into a question bank. Click Quizzes on your navigation bar, and then click the three-dot "snowman" menu to access the Manage Question Banks option.



Click +Add Question Bank to create a bank of questions, and then give that bank a title. You can create multiple question banks, and move questions around between them also.

+ Add Question Bank

After the bank is created, click its name to begin creating questions inside it.



Click +Add Question to bring up the question editor.



Enter a title for the question (or just leave it as "Question") and select a question type.

Ouestion	✓ Multiple Choice	
	True/False	
	Fill In the Blank	
	Fill In Multiple Blanks	
Enter your question and r	Multiple Answers	irr
	Multiple Dropdowns	
Question:	Matching	
	Numerical Answer	
BIUA	Formula Question	
	Essay Question	
	File Upload Question	
	Text (no question)	1.1

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Type the question into th text as well as insert con	e text editor box, and use the form tent such as images, links, etc.	natting tools available to edit and style the		
Quest B ⊞ ~ Whic	ion: I U A → A → Ix E E E E I I I × → EI & X IX II I III III IIII ch of the following aperture values results in the smallest lens of	HTML Editor $\times_z : \equiv :=$ pt Paragraph $\checkmark$ (*) pening?		
Enter the available answer choices, and click the green arrow next to the correct choice if using this				
type of question (i.e. True	e/Faise, Multiple Choice, etc.)	-		
	Answers:	∾10		
	Possible Answer f/1.8			
Possible Answer f/2.8				
	Possible Answer f/4			
Click Update Question, and the question now appears in the Question Bank. Add as many additional questions as you want, and click the "Show Question Details" box to show available answer choices and other details.				
Aperture				
Remember, changes to question templates won't automatically update quizzes that are already using those questions.				
Show Question Details				
	Question	1 mtr		
	Question			
	Which of the following aperture values results in the smallest lens op	bening?		
ect Answe	f/5.6			
	f/1.8			
	f/2.8			
	f/4			
move/copy question to another bank				