

## Managing Question Banks

A question bank is similar to your resource library. It is where you can store any questions that you may wish to use for any of your quizzes. The questions residing in the question bank can be reused as many times as you wish as they are permanently saved. Questions within the question bank can also be grouped based on any criteria that best suits you (e.g. a history group where you can add any history questions).

### How To Add Questions To The Quiz Bank

Click onto **Resources > Quiz Question Bank > Create**.

The screenshot displays the 'Questions Bank' interface. At the top, there's a header with a question mark icon, the title 'Questions Bank', and a subtitle 'Build quiz question bank and use in quizzes'. On the right, there are links for 'Home' and 'Resource Library'. Below the header, there's a toolbar with a '+ Create' button, a 'Delete' button, and a search bar labeled 'Search for...'. A tooltip 'Create new question' is visible over the '+ Create' button. The main area is divided into two sections: 'Questions in Group' and 'Question Groups'.

**Questions in Group** <Show All Questions>

<input checked="" type="checkbox"/>	Question	Answer Type	Points	
<input type="checkbox"/>	convert 1110010101 to denary	Open Question	5	
<input type="checkbox"/>	convert 127 to binary	Open Question	5	
<input type="checkbox"/>	convert 17 to binary	Open Question	5	
<input type="checkbox"/>	covert 10000101010 to denary	Open Question	5	
<input type="checkbox"/>	Describe the FDE (fetch-decode-execute) cycle	Open Question	10	
<input type="checkbox"/>	The first human life to set foot in North America is most likely from...	Select One	10	
<input type="checkbox"/>	which historical event took place in 1982, Decemeber 3rd fdssd	Open Question	10	

**Question Groups** Add New Group

- <Show All Questions>
- <Show Questions Without Groups>
- History (Y10-HIS)
- Computer Science (Y11-CS)

Questions created specifically for the question bank have the same attributes as regular quiz questions. They are created and saved in the same way, apart from the option here which allows you to assign the newly created question to a specific question group. When creating the question, you can select which group the question should automatically be added to.

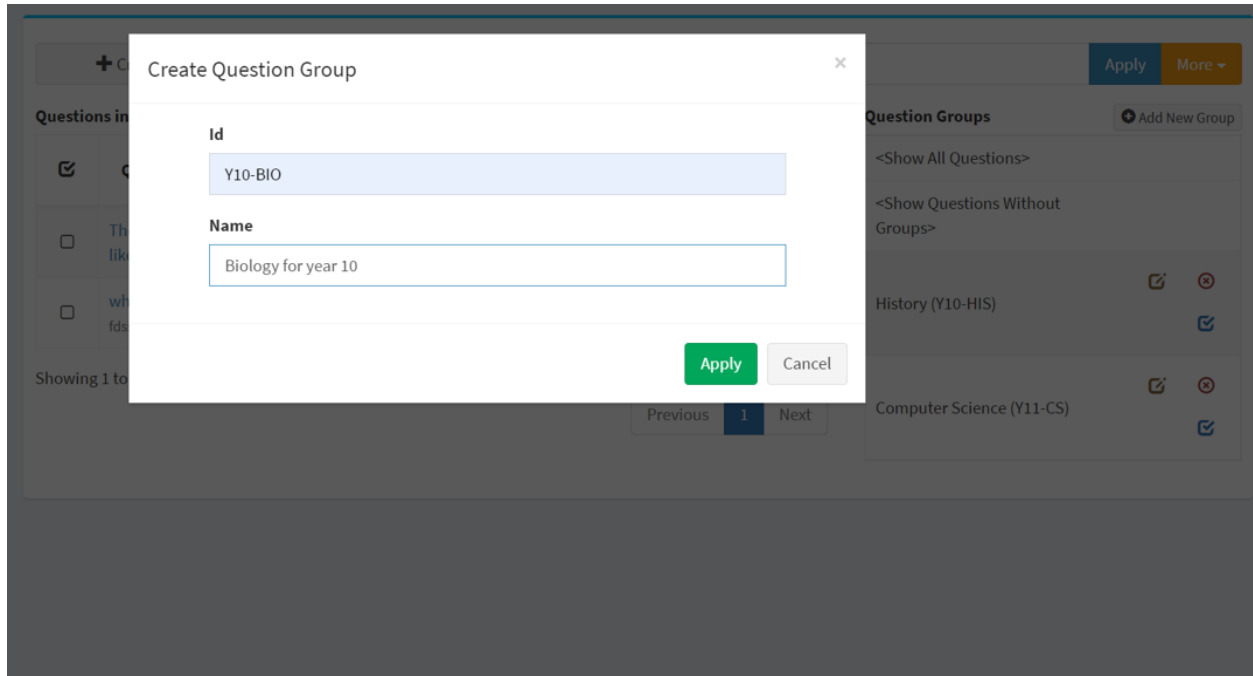
### Grouping Questions

Questions residing in the quiz bank can be grouped based on their topic or any other criteria. This allows for easy organization as you can choose which question belongs in which group.





#### How to create groups:

Click onto the "**Add New Group**" button on the right-hand side of the screen.

Groups consist of an Id and a name by which you can find the group later.



The screenshot shows a 'Create Question Group' dialog box with two input fields: 'Id' and 'Name'. The 'Id' field contains 'Y10-BIO' and the 'Name' field contains 'Biology for year 10'. There are 'Apply' and 'Cancel' buttons at the bottom right of the dialog. In the background, a 'Question Groups' table is visible with columns for group name and actions. The table lists 'History (Y10-HIS)' and 'Computer Science (Y11-CS)'. The 'Add New Group' button is also visible in the top right of the background interface.

Question Groups	
<Show All Questions>	
<Show Questions Without Groups>	
History (Y10-HIS)	 
Computer Science (Y11-CS)	 

## Adding Questions From Existent Quizzes

Questions from already created quizzes can also be added to the question bank.

To do so click onto **Resources > Assignments, Homework & Quizzes** and then onto the red settings button next to the quiz which you would like to take the specific question from.

<input checked="" type="checkbox"/>	<div><div>Id</div></div>	<div><div>Task / Quiz Title</div></div>	<div><div>Available After</div></div>	<div><div>Due Date</div></div>	<div><div>Created by</div></div>	<div><div>Status</div></div>	<div><div>Max Points</div></div>	
<input type="checkbox"/>	ICT1	<div><div><div><div></div></div></div><div>Basic ICT Quiz</div></div>	10/19/2016 10:00 AM	<div><div><div><div></div></div></div><div>12/26/2016 12:40 PM</div></div>	Keira Mace	Expired	26	<div><div><div></div></div></div>
<input type="checkbox"/>	2	<div><div><div><div></div></div></div><div>English Reading Task</div></div>	5/19/2016 6:25 PM	<div><div><div><div></div></div></div><div>12/10/2016 10:00 PM</div></div>	Keira Mace	Expired	100	<div><div><div></div></div></div>
<input type="checkbox"/>	3	<div><div><div><div></div></div></div><div>3234</div></div>	12/1/2016 7:50 AM	<div><div><div><div></div></div></div><div>12/8/2016 7:50 AM</div></div>	Keira Mace	Expired	40	<div><div><div></div></div></div>
<input type="checkbox"/>	3	<div><div><div><div></div></div></div><div>Some other homework Maths only</div></div>	5/19/2016 6:30 PM	<div><div><div><div></div></div></div><div>5/26/2016 6:30 PM</div></div>	Keira Mace	Expired	<div><div>Update Summary</div><div>Copy Quiz</div><div>Manage Quiz Questions</div><div>Select Students</div><div>View Progress</div><div>View Stats</div><div>Preview Quiz (As a student)</div><div>Print</div><div>Delete Quiz</div></div>	
<input type="checkbox"/>	1	<div><div><div><div></div></div></div><div>George's Homework</div></div>	5/19/2016 6:25 PM	<div><div><div><div></div></div></div><div>5/26/2016 6:25 PM</div></div>	Keira Mace	Expired		
<input type="checkbox"/>	E102	<div><div><div><div></div></div></div><div>Write an essay about your visit to the museum</div></div>	5/9/2016 9:00 AM	<div><div><div><div></div></div></div><div>5/17/2016 9:00 AM</div></div>	Keira Mace	Expired		
<input type="checkbox"/>	E101	<div><div><div><div></div></div></div><div>Write an essay "How Different We Are"</div></div>	5/10/2016 6:00 AM	<div><div><div><div></div></div></div><div>5/17/2016 9:00 AM</div></div>	Keira Mace	Expired		
Showing 1 to 7 of 7 entries								

Select **"manage quiz questions"**

Once the quiz questions have loaded click onto the corresponding red button next to whichever question you would like to add to the bank and click onto **"Add To Question Bank"**.

Quiz Questions: 3234

Home
Assignments, Homework & Quizzes
Quiz Questions

Add Question
Add From Bank
Back to Quizzes List

Total 40 points in 4 question(s)

Question 1
10 Points

which historical event took place in 1982, Decemeber 3rd  
fdssd

This is an Open Questi  
Students must write d

Modify Question  
Remove Question

Add a new question above  
Copy this question  
Copy this question and place it above.

Question 2
10 Points

The first human life to set foot in North America is most likely from...

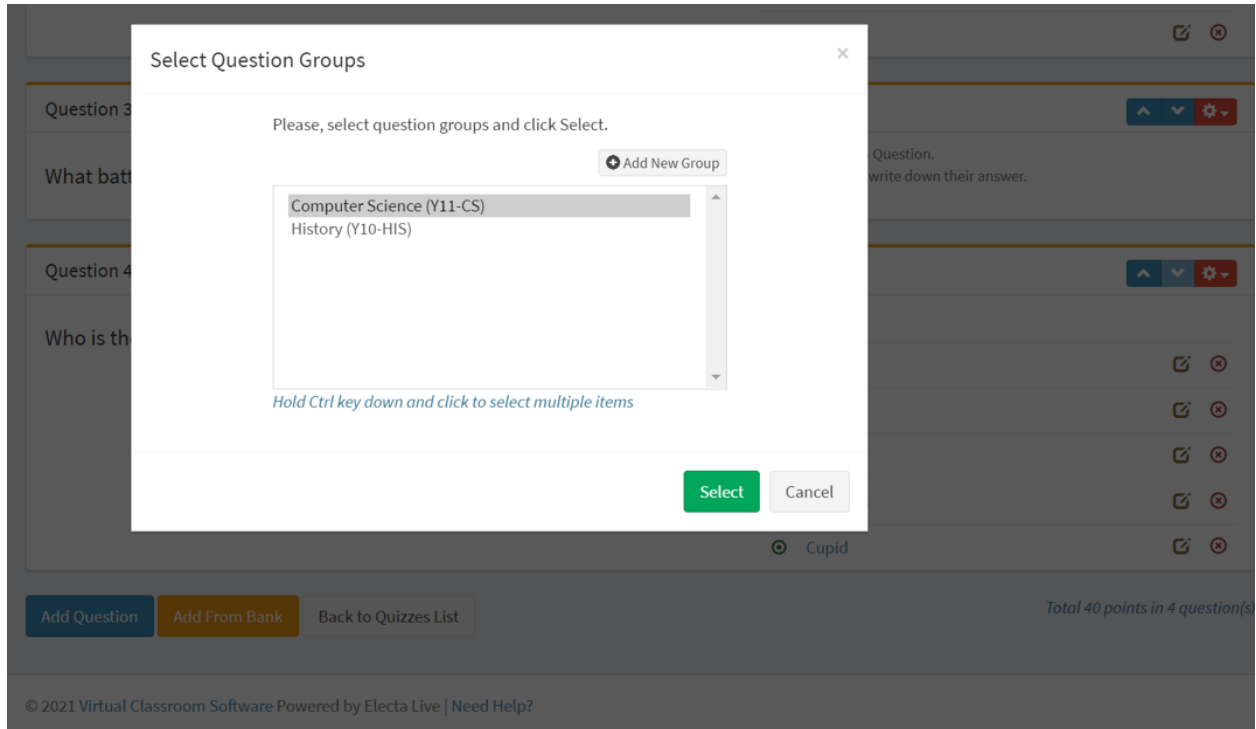
Add Answer

Asia
Africa
Antarctica
Australia
Europe

Add to Question Bank

## Managing Question Banks

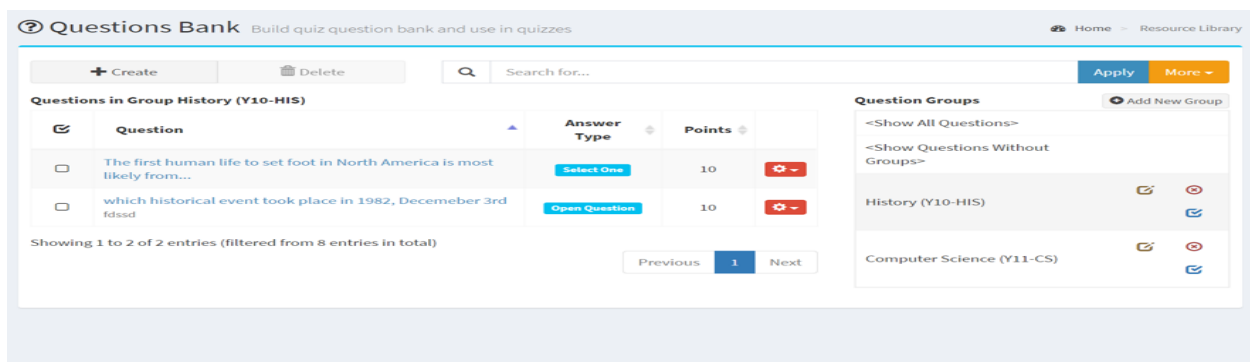
This will take you to a pop up screen which allows you to choose which group to add the question to.



## Permissions

You can set permissions as to who can access which question bank group as for example a mathematics teacher would not need access to any biology questions.

To set access permissions click onto the small blue icon next to whichever group you would like to set permissions for.





## Managing Question Banks

**Available to all teachers** - when this option is selected, it allows all teachers to have access to the specific group.

If only specific teachers should have access to this group, unselect the available to all option. This would provide you with the option to select one (or multiple) teachers to access the questions.

Question Group Permissions : History (Y10-HIS) X

☐ Available to all trainers

Users

Name	Email	Access
David Gahan	teacher_HA@yopmail.com	⊖

Add User

User Groups

Add User Group

Apply Cancel

### User Groups Permissions

Similarly students studying science may not need access to the art quizzes. Therefore you can also set user group permissions.

Click onto the blue **"Add User Group"** button and select the appropriate user group. To create user profiles and user groups follow this tutorial: [Setup and Manage Student Profiles](#)

## Managing Question Banks

Electa Live Virtual Classroom, LMS - Help & Support Portal

<https://support.e-lecta.com/Knowledgebase/Article/50175>