

The last step is adding your questions to the quiz, including how to edit the order of questions and manage page breaks.

Before you start adding questions you may need to read these guides:

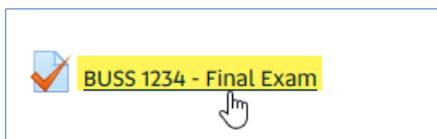
- Question types in a quiz
- Use Quiz Categories to manage your question bank
- Create questions for your quiz

This guide will cover:

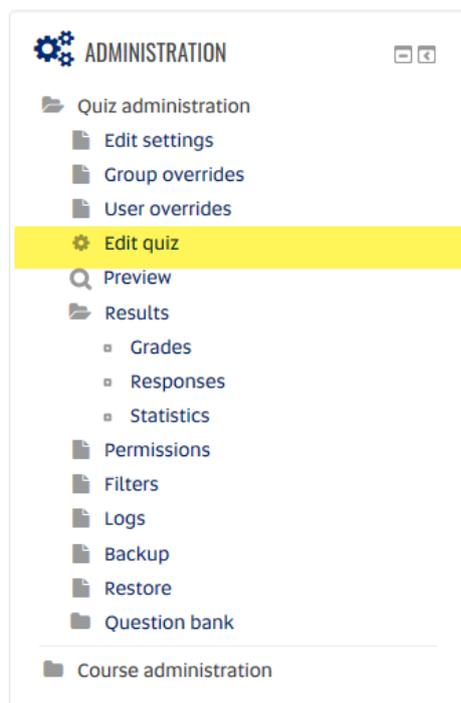
- [Add questions from the Question Bank](#)
- [Add random questions from the Question Bank](#)
- [Edit the order of the exam questions and manage page breaks](#)

Add questions to your quiz

From the course home page select the Exam Quiz.



Once the exam quiz opens, in the **Administration** block, select **Edit quiz**.



Add questions from the Question Bank

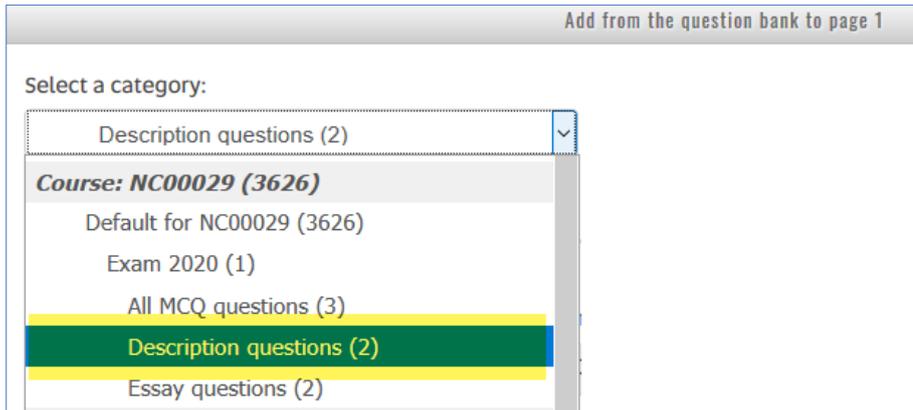
1. Select the **Add** button on the far right.

The screenshot shows the 'Editing quiz: BUSS 1234 - Final Exam' interface. At the top, it indicates 'Questions: 5 | This quiz is closed', 'Maximum grade 100.00', and 'Save' button. Below this are 'Repaginate' and 'Select multiple items' buttons, and 'Total of marks: 4.00'. A 'Shuffle' checkbox is also present. The main area displays a list of questions across two pages. The first question on Page 1 is 'Where to find help during the exam' with a gear icon and a question mark icon. The second question is 'The capital of South Australia is...'. The third question is 'How many days end in 'y'?'. The fourth question is 'Where is Melbourne located?'. The fifth question is 'Discuss the choices against the XYZ concept.'. Each question has a search icon, a question mark icon, and a grade of 1.00. A yellow 'Add' button is highlighted on the right side of the first question.

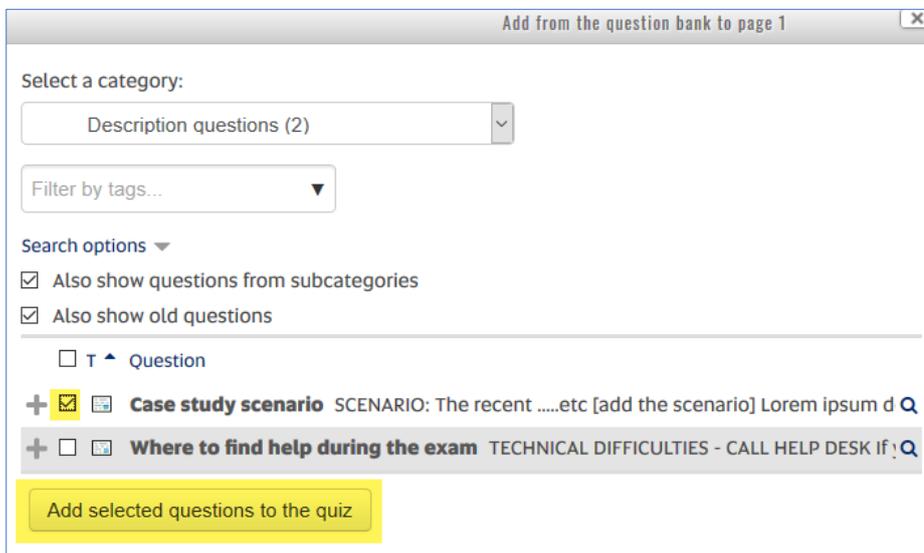
2. From the drop-down menu select **from question bank**.

This screenshot is similar to the previous one, but with a dropdown menu open over the first question. The dropdown menu contains three options: '+ a new question', '+ from question bank' (which is highlighted in yellow), and '+ a random question'. The rest of the interface, including the question list and top navigation, remains the same.

- In **Select a category** use the drop-down menu to choose the (sub) category you want to add a question from.



- Choose the question(s) to add to the exam quiz by selecting the **check box**. Then select **Add selected questions to the quiz**.

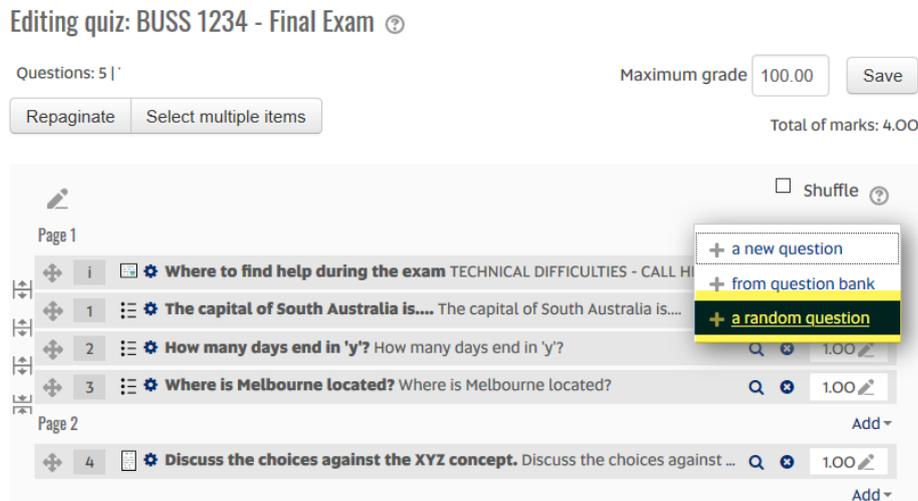


Add random questions from the Question Bank

1. Select the **Add** button on the far right.



2. From the drop-down menu select a **random question**.



3. From the **Category** drop-down menu choose the (sub) category you want to add random questions from.
4. Select the **Number of random questions**.
5. Select **Add random question**.

Add a random question to page 1

Existing category | New category

Category: All MCQ questions (3)

Include questions from subcategories too

Tags: Any tags

Number of random questions: 1

Questions matching this filter: 3

« 1 »

- 1 The capital of South Australia is Adelaide
- 2 Where is Melbourne located?
- 3 How many days end in 'y'?
- 4
- 5
- 6
- 7
- 8
- 9

Add random question | Cancel

Random questions will display as shown below:



Edit the order of the exam questions and manage page breaks

Once you have added questions you can move questions up and down and insert/delete page breaks.

If you use a description question to show a scenario and then several questions related to the scenario we recommend keeping the scenario and related questions on the same page.

To **move** questions up/down use  and drag to the required position.

To insert/delete page breaks use 