

This guide will explain how to create questions for your quiz.

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

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

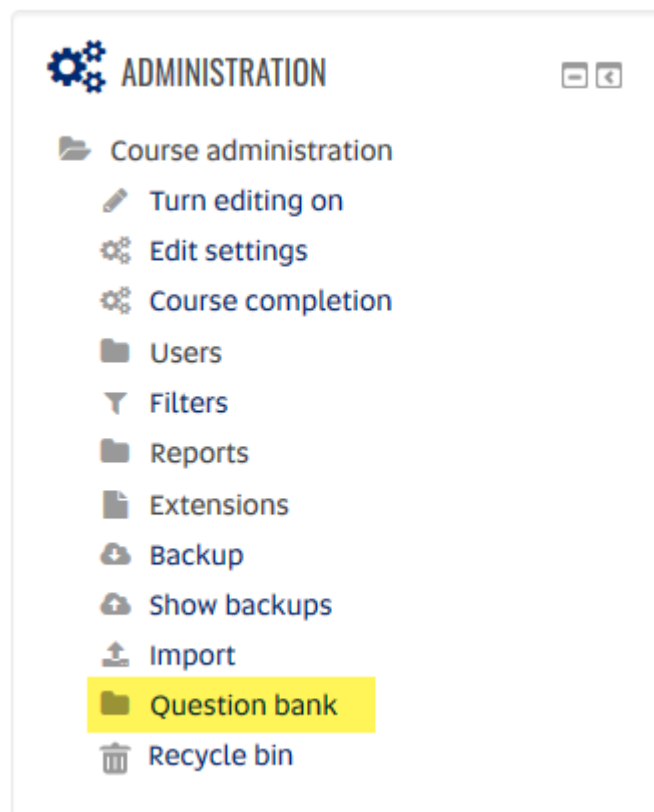
After you have created your questions use the following guide:

- Add questions to your quiz

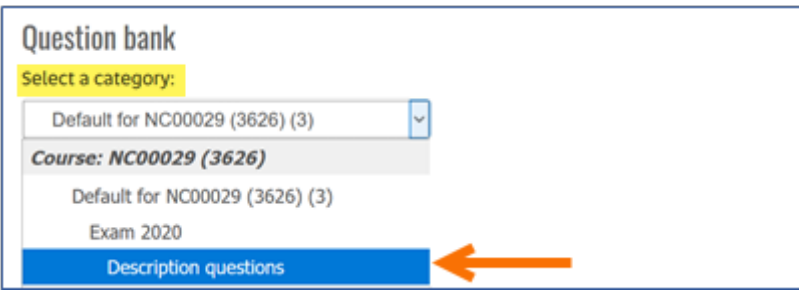
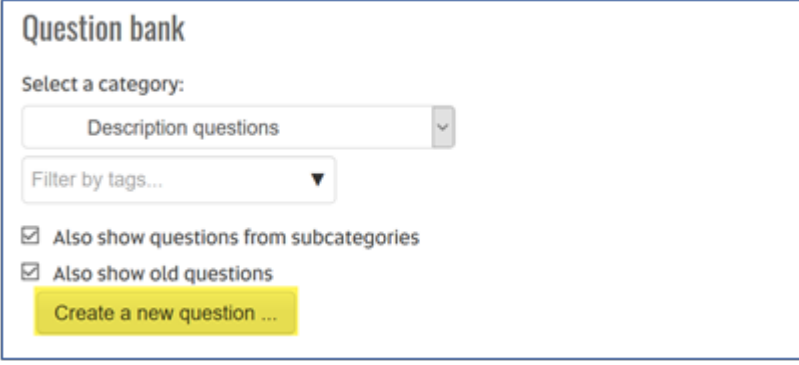
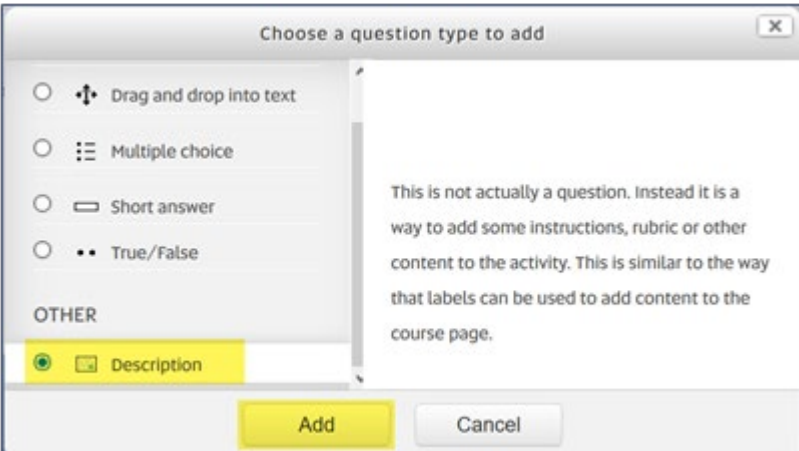
Create questions for your quiz

We will cover two examples, a [Description question](#) and a [Multiple Choice question](#) (MCQ).

To create, and later find, your questions always start from the Administration block and select **Question bank**.



In this example, we are adding a **Description** question.

<p>Under Select a category choose the sub-category you want to add the question to.</p> <p>In this example the sub-category is Description questions.</p>	
<p>Select create a new question ...</p>	
<p>Scroll to the end of the question list and select Description.</p> <p>Select Add.</p>	

The settings screen will now display.

The first two settings for every question are always **Question name** and **Question text**. Only you can see the Question name. The Question text is what the student sees in the quiz.

For questions with a short amount of text you can add the same text to both the Question name and the Question text, this will help you find questions in your question bank. But for longer text you will need to give the Question name something descriptive so you can find it, e.g. *Scenario for case analysis of Biggs v R*

Question settings – Description question

1. Add your question title to **Question name**.
2. Add the question (or information/instructions) to **Question text**.
3. Ignore **General feedback**.
4. Select **Save changes**.

Category Description questions

Question name * Scenario for case analysis of Biggs v R

Question text *

Scenario:
The recentetc [add the scenario]
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Dictumst vestibulum rhoncus est pellentesque elit ullamcorper dignissim cras. Enim tortor at auctor urna nunc id cursus metus aliquam. Faucibus interdum posuere lorem ipsum dolor sit amet consectetur adipiscing. Sit amet venenatis urna cursus eget nunc scelerisque. Morbi non arcu risus quis. Nunc lobortis mattis aliquam faucibus purus. Orci a scelerisque purus semper eget dui at. Quam id leo in vitae turpis massa sed elementum. Phasellus egestas tellus rutrum tellus pellentesque. Tristique senectus et netus et malesuada fames ac. Enim facilisis gravida neque convallis a. Ac turpis egestas maecenas pharetra convallis posuere. Ultrices sagittis orci a scelerisque purus semper. Ullamcorper morbi tincidunt.
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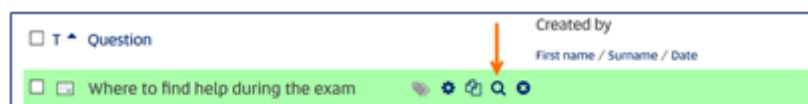
General feedback ?

Save changes and continue editing

Save changes Cancel

The question will now be displayed in your **Question bank**, which is a list of all your questions in this sub-category.

You can preview this question by selecting the looking glass icon.



Question settings - MCQ

As most MCQs are relatively short you can add the same text to both the Question name and the Question text.

1. Select the (sub) category to add your question to, and the MCQ question type.
2. Add your question text to **Question name**.
3. Add the same question text to **Question text**.
4. Change the **Default mark** (1) if required, but most staff leave it as (1).
5. **General feedback** is not required as this is an exam question.
6. Choose whether **One or multiple answers** are required.
7. **Shuffle the choices** means the answer options are shuffled.

Note: Do not use the distractor "All (or None) of the above" if you shuffle the choices. This is because the shuffle may put "All of the above" at the top of the distractors. Instead use "All (or None) of these answers".

8. Choose whether you want to **Number the choices** (distractors).

The screenshot shows the configuration interface for an MCQ question. The settings are as follows:

- Category:** All MCQ questions
- Question name:** The capital of South Australia is...
- Question text:** The capital of South Australia is... (with a rich text editor toolbar above it)
- Default mark:** 1
- General feedback:** (empty text area with a rich text editor toolbar)
- One or multiple answers?:** One answer only
- Shuffle the choices?:**
- Number the choices?:** a., b., c., ...

Now add the distractors (choices).

1. Enter an answer option for each **Choice** you want to use. You can use all 5 choices, less than 5 choices or keep adding 3 more as you require.
2. Change the **Grade** to 100% for the correct answer. Or a partial percentage if there are 2 or more correct answers. The total must add up to 100.
3. There is no need to add any **Feedback** for exam questions.
4. There is no need to edit any of the remaining settings for exam questions:
5. Select **Save changes**.

Answers

Choice 1

Font family Font size Paragraph

B I U S X₂ X² [List icons] [Text icons]

Adelaide

Path: p

Grade 100%

Font family Font size Paragraph

B I U S X₂ X² [List icons] [Text icons]

Path: p

Choice 2

Font family Font size Paragraph

B I U S X₂ X² [List icons] [Text icons]

Australia

Path: p

Grade None

Font family Font size Paragraph

B I U S X₂ X² [List icons] [Text icons]

Path: p