

## Test Banks

Use this feature to reuse test and quiz questions that have already been created somewhere in a course in later assessments. If a series of questions from a quiz were to be used in a later exam, the questions won't have to be retyped. The Test Bank is a storage area for questions that might be used in a later exam.

### Locate Test Bank Questions

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the test or quiz item into which existing assessment questions are to be added.
- ❖ Click **Test Banks**.
- ❖ The **Test Banks** window will display (see illustration below).

**Test Banks**

List questions from:   
Week 1, Quiz/Test(Current Exam)  
Week 1, Chapter 1-eC  
Week 2, Quiz/Test  
Week 3, Quiz/Test  
Week 4, Quiz/Test  
Week 5, Quiz/Test  
Week 6, Quiz/Test  
Week 7, Quiz/Test  
Week 8, Quiz/Test

of type:

Search

(Use shift-click or ctrl-click to select more than one item.)

- ❖ In the **List Questions From** box, select the test or quiz from which the questions are to be reused.
  - A specific exam can be selected.
  - Select **All Questions** to see every exam question already in a course.
- ❖ From the **of type** list, select the type of question that is to be reused.
- ❖ Click **Search**.
  - All questions meeting the search criteria will be listed.
  - These questions can be either copied or moved to another exam.

### Add or Move Questions to Another Exam

- ❖ Click the check box beside the questions that are to be copied or moved to the new test or quiz (see illustration below).

7 Questions found.

Page: 1

Copy checked items To Week 1, Quiz/Test(Current Exam) GO

Question	Testbank
<input type="checkbox"/> <b>MC</b> Who is the current president of the United States.	Week 1, Quiz/Test(Current Exam)
<input type="checkbox"/> <b>SA</b> Explain President Bush's state on abortion. Do you agree or disagree on this issue?	Week 1, Quiz/Test(Current Exam)
<input type="checkbox"/> <b>MMC</b> Who are the people who are the current president and vice president of the United States?	Week 1, Quiz/Test(Current Exam)
<input type="checkbox"/> <b>FB</b> Who is running as the Republican candidate for president?	Week 1, Quiz/Test(Current Exam)
<input type="checkbox"/> <b>TF</b> Abraham Lincoln is the current president of the United States.	Week 1, Quiz/Test(Current Exam)
<input type="checkbox"/> <b>TF</b> Sr. Peg Albert is the current president of Siena Heights University	Week 1, Quiz/Test(Current Exam)
<input type="checkbox"/> <b>MT</b> Match the presidential candidate with the party they represent.	Week 1, Quiz/Test(Current Exam)

Copy checked items To Week 1, Quiz/Test(Current Exam) GO

- ❖ In the first list, select from the following:
  - **Copy Checked Items**
    - This option is used to copy the selected questions to the new exam.
    - The questions will be added to the end of the exam.
    - Once the questions have been copied, they can be reordered within the new exam.
  - **Move Checked Items**
    - Use this option to move the selected questions to the new exam.
    - The questions will be removed from the previous exam.
    - If students have already taken the test or quiz the questions are being moved from, the questions cannot be removed.
- ❖ In the second list, select a destination for the selected questions.
- ❖ Click **Go**.

### **Questions Not in Use**

This option is used to store questions from a test or quiz if an instructor decides to delete a test or quiz. This will store selected questions for future use in a test or quiz.

- ❖ Go to the exam that is to be deleted.
- ❖ Click the **Test Bank** button.
- ❖ Select the questions that are to be saved.
- ❖ In the second list, select **Questions Not in Use**.
  - The selected questions will be stored.
  - The questions can be filtered and used in a new exam.
- ❖ Click **Go**.