Question Banks in Canvas

Creating Quizzes on your own

If you are not sure what a question bank is, or how it can be used, check out the following Canvas guides:

- [How do I create a Question Bank?](#)
- [How do I create a quiz with questions from a Question Bank?](#)

If you decide to work with an Instructional Designer through the CITT, or if you have access to Respondus in your department, you can use the Respondus software to import quiz questions into question banks in Canvas, rather than creating each quiz question manually.

You can find out more about using Respondus on your own here: http://training.it.ufl.edu/tutorials/topic/respondus/. There is also a training on Respondus 4.0 in a Web 2.0 World offered through Learning Support Services: http://training.it.ufl.edu/ufit-workshops/

Can the CITT create quizzes for me?

If you are working with an ID to develop a course, the CITT will use Respondus to import quiz questions into question banks for you. We can also create quizzes based on these banks. If you are working with an instructional designer, please refer to the guidelines below when preparing your quiz documents for us:

- [I want a question bank only](#)
- [I want a question bank and a quiz](#)
- [How do I turn off auto numbering and lettering?](#)
- [Question format examples](#)

(Clicking the links above will take you to the part of the document with the information you need).

Question Banks in Canvas

I want a Question Bank only

We will name your question bank whatever the file is named. Be sure to name the file however you want the bank to appear in Canvas.

Be sure to turn off auto-numbering and follow the examples below when formatting all questions.

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I want a Question Bank and a Quiz

If you are submitting a bank of questions and want us to create a quiz or test from them, you must include the following information at the beginning of your document. Otherwise we will create only the question bank.

Name of Quiz	Example Quiz
Total number of questions	10
Number of questions per type of question	2 Multiple Choice 4 True/False 4 Short Answer
Random Draw (yes or no)	Yes
Time per question	5 minutes
Points per question	5 points

Be sure to turn off auto-numbering and follow the examples below when formatting all questions.

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Turn off Auto-Numbering and Lettering

Your quiz questions cannot be properly imported into Canvas if auto-numbering or lettering is used for the **answer choices**. You may auto-number each question in a quiz, but you cannot use auto-lettering for the answer choices a, b, c, d, etc. because you will need to place an * directly in front of the correct answer choice.

If you are copying and pasting from another document, remove the auto numbering by selecting the answer choices and then clicking on the auto-numbering button to remove the auto-numbering.

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Types of Questions

Use the following examples as a guide for formatting your question pool.

Multiple Choice - Single Correct Answer

3. Who determined the exact speed of light?

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a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

True and False Question

3) Albert Michelson determined the exact speed of light?
*a) True
b) False

3) Albert Michelson determined the exact speed of light?
*a. T
b. F

Essay Question
Type: E
Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein's theory
of relativity?

If you are importing an essay question into an Exam file, you can supply an
answer two different ways. First, you may provide an answer immediately after
the question wording, beginning the answer with "a." or "a)" (without the
quotes).

Type: E
Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein's theory
of relativity?

a) In 1887, Albert Michelson and Edward Morely carried out experiments to
detect the change in speed of light due to ether wind when the Earth moved
around the sun. The result was negative. They found the speed of light is
always the same regardless of Earth's motion around the sun. Scientists were
puzzled with this negative result, and they didn't know how to explain it.
Albert Einstein came up with the answer in his famous second postulate in
theory of relativity: that the speed of light (in vacuum) is always constant
and absolute, regardless of its source's motion and observer's movement.

Fill in the Blank Question
Type: F
Title: Who invented television?
5. Who is known as the "father of television"?

Type: F
Title: Who invented television?
5. Who is known as the "father of television"?

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a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin
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Providing Feedback

With an Exam file, *general feedback* can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example: **Title: Speed of Light**

3) Who determined the exact speed of light?

~ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ No. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light.

a. Albert Einstein

*b) Albert Michelson

c) Thomas Edison

d. Guglielmo Marconi

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

To import feedback for individual answer choices of *multiple-choice* questions (only available with Blackboard 6 and higher), place the feedback immediately after the answer choice and begin the line with the **@** symbol. There must be at least one space between the @ symbol and the feedback text.

Example: **Title: Speed of Light**

3) Who determined the exact speed of light?

a. Albert Einstein

@ No. Albert Michelson determined the exact speed of light.

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           *b) Albert Michelson

           @ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

           c) Thomas Edison

           @ No, Thomas Edison did not determine the exact speed of light.

           d. Guglielmo Marconi

           @ No. Marconi did not discover the exact speed of light, but he did win the Nobel Prize for Physics for his work with radio waves.