



Role: Designers

The **Question Database** is a repository of questions for use in **Assessments** (Quiz, Survey or Self Tests). To assist management, questions can be organised into categories, and available questions viewed as a list of all questions or by category organisation. The **Question Database** will also display in which **Assessments** item(s) a question is used.

Questions can be created in the **Question Database**, and added to an Assessment item at a later stage, or they can be created and added to the **Question Database** whilst creating an Assessment item. A question can be used in many Assessment items, but may only be used once in a particular Assessment item.

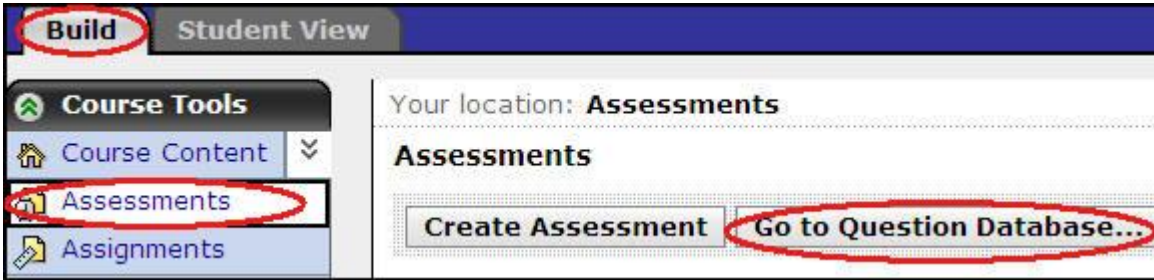
Available Question Types

Nine question types are available, all of which except the Paragraph type are automatically graded.

Question type	Description	Appearance to students
Calculated	Calculate the answer to a formula (e.g. $x + y$), with random values inserted for variables (x, y)	Students are given a text-based question, with random values inserted for variables (within a pre-set range). They are required to complete the calculation and enter a numerical answer
Combination (multiple-choice)	Select the correct combination of statements from a list	Students are first presented with a question followed by a list of answers. They must then select from a list containing various combinations of the list of answers
Fill in the Blank	Students enter one or two word responses into fields within sentences	Students are provided with one or more fields to enter short answers directly into a sentence
Jumbled Sentence	Several keywords or short phrases within sentences are jumbled	Students select the appropriate word or short phrase from a drop-down list embedded within the sentence or paragraph. Each word or short phrase can only be used once within the sentence or paragraph
Matching	Match an item from list one with the corresponding item from list two. More items can be available to choose from in the second list	Students are given a list of items, each with a drop-down menu of items in the second list. There may be more items in the second list than in the first, and students can use an item in the second list more than once
Multiple Choice	Select from one or more answers from a list of supplied choices	Answer choices appear as a list below the question, with radio buttons (single selection) or checkboxes (multiple selections available)
Paragraph	Students type in their response, typically a single paragraph, This question requires manual grading	Students are given a field to enter their response. Scroll-bars appear if their response exceeds the pre-set size of the answer box
Short Answer	Students enter their one or two word response(s)	Students are provided with one or more fields to enter short answers (one or two words) following a question
True False	Answer whether a given statement is True or False	Students select a radio button for either True or False

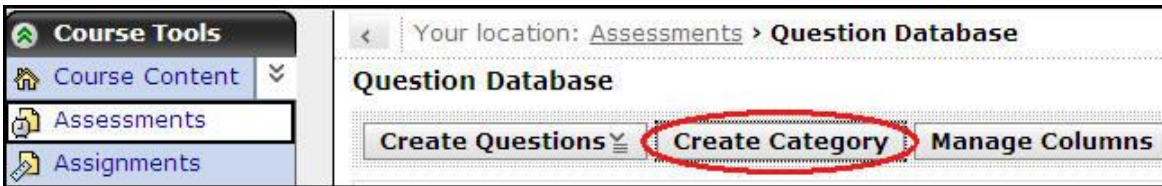
Accessing Question Database

1. Click on the **Build** tab, and click on **Assessments** in **Course Tools**
2. Click on the **Go to Question Database...** button.

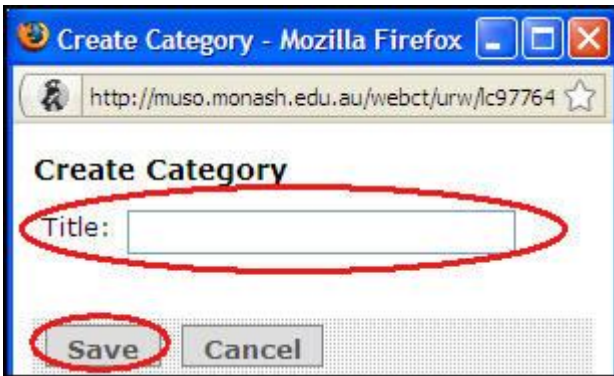


Creating Categories

1. Click on the **Create Category** button

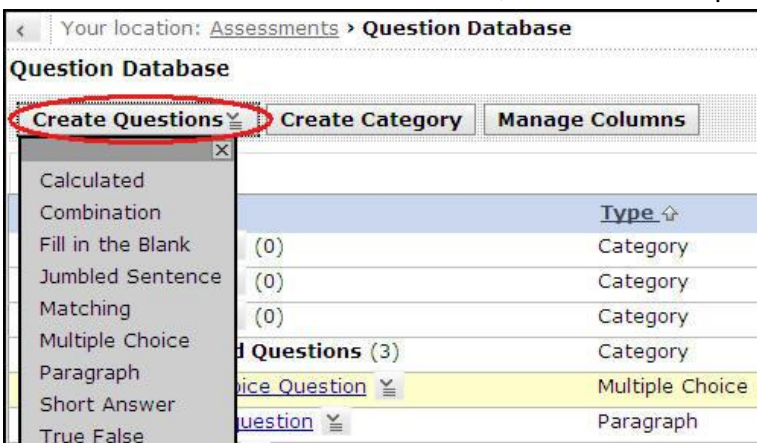


2. Enter a name in the **Title** field, and click on the **Save** button



Creating Questions

Click on the **Create Questions** button, and select the question type from the menu

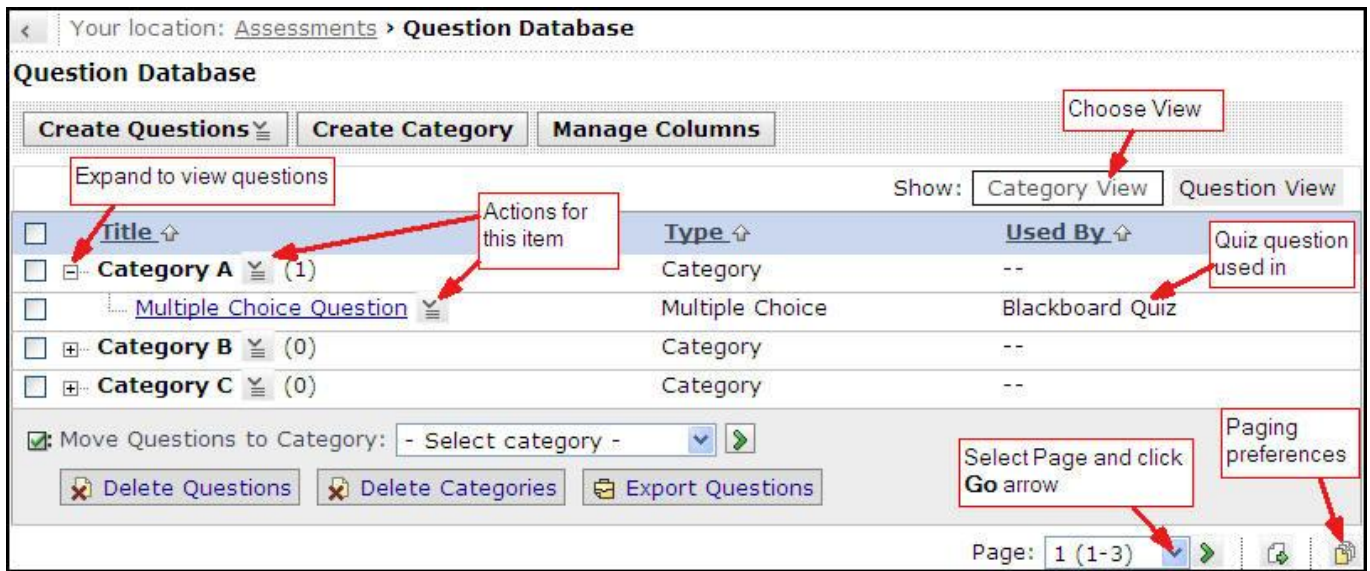


Providing Feedback in Questions

All Question types allow you to provide General feedback when you create the question. For multiple choice and combination question types, you may also provide feedback for individual answer options.

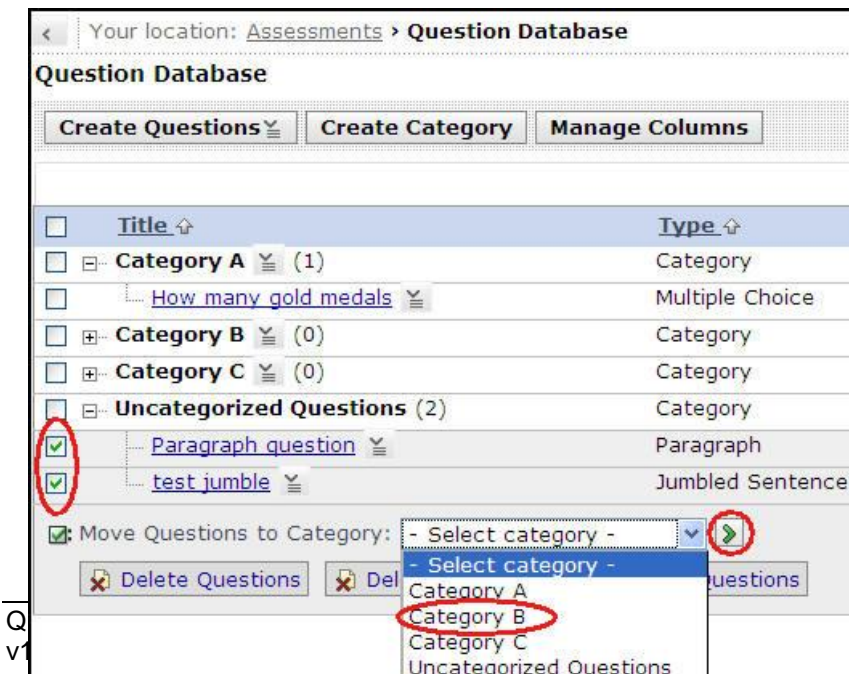
Managing the Questions Database

You can switch to **Category View** or **Question View** by clicking on the appropriate button in the top right. In **Category View** you can view the number of questions in categories – this is shown as (x) after the category title (where x represents the number). Clicking on **Action links** for a question will enable you to preview the question.



Moving questions to a category:

1. Click on the checkbox next to the question **Title**
2. From the selection list of available categories, **Select category** to move to
3. Click on the green **Go** arrow

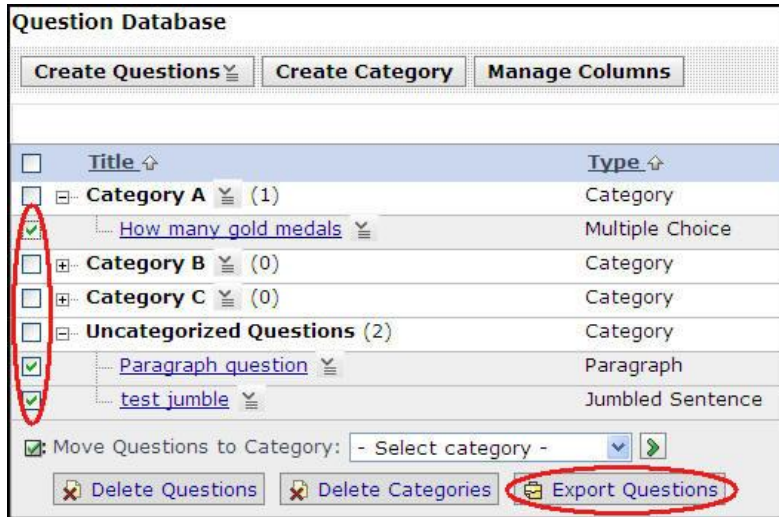


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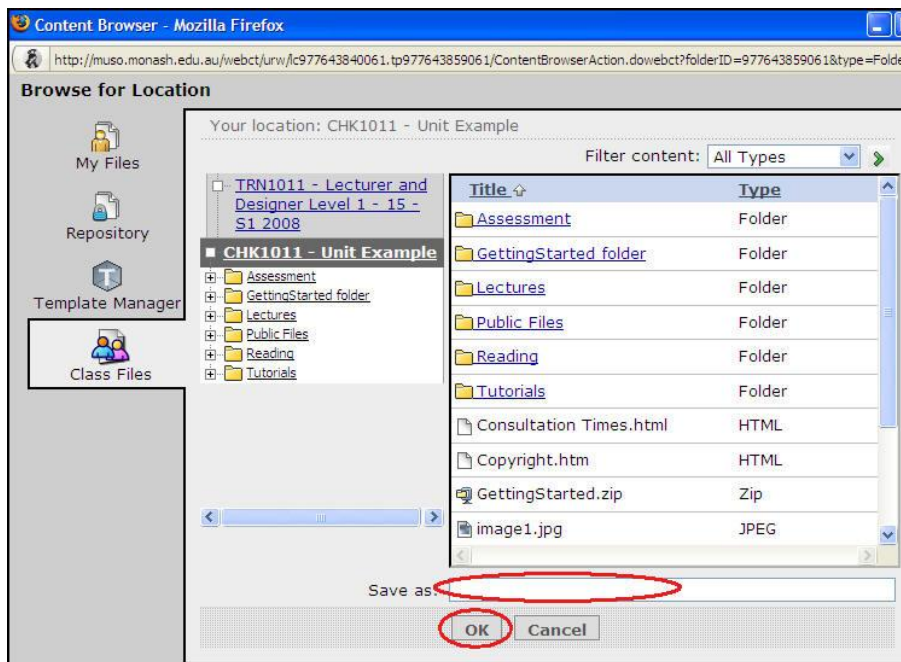
Exporting questions

You can export questions and import to another site (e.g. you might like to reuse questions in another unit)

1. Click on the checkbox next to the question **Title**
2. Click on the **Export Questions** button



3. Enter a file name
4. Click on the **OK** button



To import questions, use the **Manage Course, Import** feature available in the **Designer Tools**.

