

Exam-Test Banks

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

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 the **Test Banks** button (see illustration below).

Week 1: August 28 & August 31 - Windows 7 Quiz

Content Toolbox Test Banks

- The **Test Banks** window will display (see illustration below).

The screenshot shows the 'Test Banks' window. At the top, it says 'List questions from:' followed by a dropdown menu with 'All questions' selected. Below the dropdown is a list of quiz titles: 'Week 1, Syllabus Quiz', 'Week 1, Windows 7 Quiz(Current Exam)', 'Week 2, Microsoft PPT Quiz', 'Week 3, Lesson 1 Quiz', 'Week 4, Lesson 2 Quiz', 'Week 6, Lesson 3 Quiz', 'Week 6, Microsoft Word Quiz', 'Week 7, Lesson 4 Quiz', and 'Week 9, Microsoft Excel Quiz'. To the right of the list is a note: '(Use shift-click or ctrl-click to select more than one item.)'. Below the list is a dropdown menu for 'of type:' with 'All' selected. At the bottom is a 'Search' button.

- 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

It is only possible to select questions from one page at a time. This means that the questions on the first page must be selected and added to the test or quiz before moving to the second page of the Test Bank.

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

20 Questions found.		
Page: 1 2		
Copy checked items ▼ To Week 1, Windows 7 Quiz(Current Exam) ▼ GO		
Question	Testbank	
<input type="checkbox"/> MC As the world of computers and computer-related technologies advances, it is essential that you gain some level of computer ____.	Week 3, Lesson 1 Quiz	
<input type="checkbox"/> MC The concept of ____ literacy means knowing how to find, analyze, use, and communicate information.	Week 3, Lesson 1 Quiz	
<input type="checkbox"/> MC Teachers must have knowledge of ____ literacy, which is the ability to use computers, digital media, and other technologies combined with a variety of teaching and learning strategies to enhance students' learning.	Week 3, Lesson 1 Quiz	
<input type="checkbox"/> MC A computer can hold data and information for future use in an area called ____.	Week 3, Lesson 1 Quiz	

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.

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**.