

About the WebCT Question Database

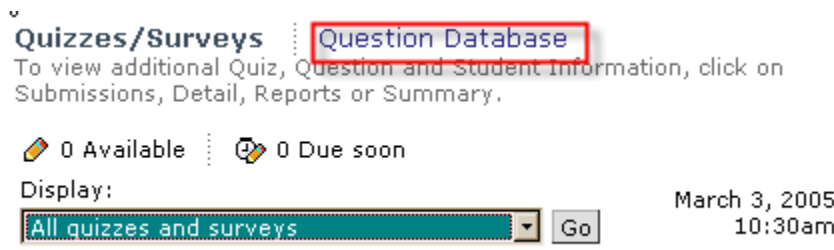
The *Question Database* contains all of the questions that are used in your course's quizzes and surveys. When you create a question, it is saved in the *Question Database*. You select questions from the *Question Database* to add to your quiz or survey. You can organize your questions within categories. The *Question Database* contains the following fields:

<i>Title</i>	Title of the quiz or survey question
<i>Type</i>	Type of question: <i>Multiple Choice</i> (MC), <i>Matching</i> (M), <i>Short Answer</i> (S), <i>Paragraph</i> (P), and <i>Calculated</i> (C)
<i>Category</i>	Category to which the question belongs
<i>Used by</i>	List of quizzes or surveys that contain the question

Viewing Question Categories

In the *Question Database*, you can organize your quiz or survey questions within categories. For example, you may want to store all questions related to anatomy under a category of the same name. You can create as many categories as you need.

1. From the *Course Menu*, click **Quiz**. The *Quizzes/Surveys* screen appears.



2. Click **Question Database**. The *Question Database* screen appears.
3. Under *Options: Category*, from the *View* drop-down list, select a category:



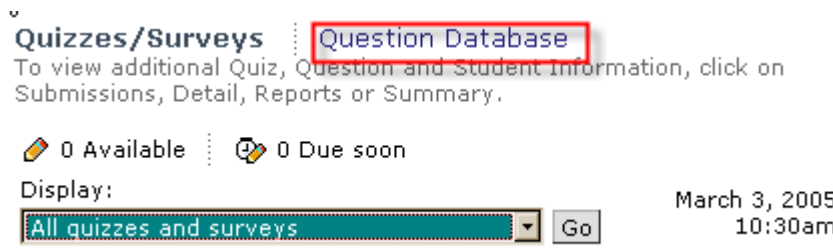
- o To view all categories, select *All categories* and click **Go**. The *Question Database* screen updates and all questions from all categories are displayed.

- o To view individual categories, select the category and click **Go**. The *Question Database* screen updates and the questions from the selected category is displayed.

Sorting Questions

In the *Question Database*, you can sort questions by question title, question type, category, or the quiz or survey containing the question.

1. From the *Course Menu*, click **Quiz**. The *Quizzes/Surveys* screen appears.



2. Click **Question Database**. The *Question Database* screen appears.

Question Database | [Quizzes/Surveys](#)

To select a question, check the box to its left. To preview a question, click . To edit a question, click the question's title.

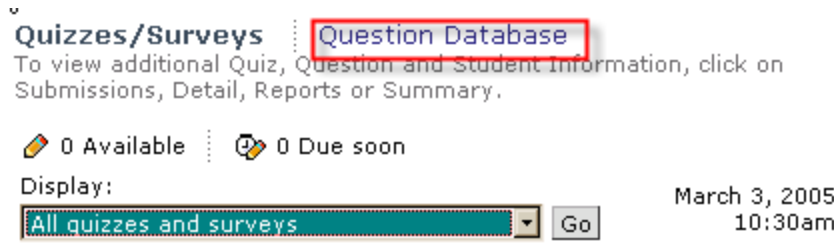
Category: All

<input type="checkbox"/>	<u>Title</u>	<u>Type</u>	<u>Category</u>	<u>Used By1</u>	<u>Used By</u>
<input type="checkbox"/>	Sample Calculated	C	Default	---	New quiz
<input type="checkbox"/>	Sample Matching	M	Default	---	New quiz
<input type="checkbox"/>	Sample MC	MC	Default	---	New quiz
<input type="checkbox"/>	Sample Paragraph	P	Default	---	New quiz

3. Locate the column by which you want to sort the questions and click its title. The *Question Database* screen updates and the table is sorted by the selected column.

Creating Categories

1. From the *Course Menu*, click **Quiz**. The *Quizzes/Surveys* screen appears.



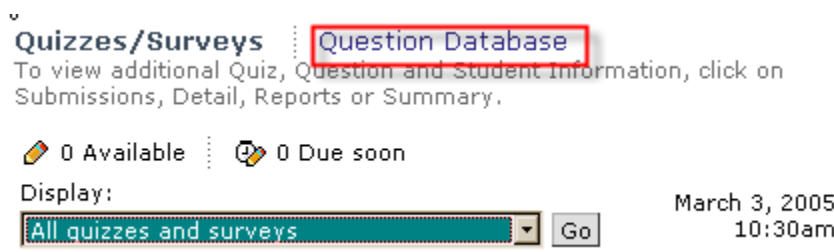
2. Click **Question Database**. The *Question Database* screen appears.
3. Under *Options: Category*, click **Create category**. The *Create Category* screen appears.



4. In the *Category title* text box, enter the category title and click **Create**. The *Question Database* screen appears with the new category displayed. **Note:** Your new category does not yet contain questions. For information on creating questions and adding them to a category, see [Creating Questions](#).

Editing Category Titles

From the *Course Menu*, click **Quiz**. The *Quizzes/Surveys* screen appears.



1. Click **Question Database**. The *Question Database* screen appears.
2. From the *Question Database* screen, under *Options: Category*, click **Edit category titles**. The *Edit Categories* screen appears.

Options: Category

View:

All categories

Create category

Edit category titles

Delete:

Copyright

3. Locate the category title you want to edit and, in the text box, enter the new title.
3. Click **Update**. The *Question Database* screen appears.

Deleting Categories



Warning: When you delete a category, you also delete all questions belonging to that category.

1. From the *Course Menu*, click **Quiz**. The *Quizzes/Surveys* screen appears.

Quizzes/Surveys [Question Database](#)

To view additional Quiz, Question and Student Information, click on Submissions, Detail, Reports or Summary.

0 Available 0 Due soon

Display: All quizzes and surveys March 3, 2005 10:30am

2. Click **Question Database**. The *Question Database* screen appears.
3. Under *Options: Category*, from the *Delete* drop-down list, select the category you want to delete and click **Go**.

Options: Question

Create question:

Multiple choice

Edit question

Delete questions

Import questions from file

Download questions

Move to:

Copyright

View question statistics

4. A confirmation message appears.
4. Click **OK**. A second confirmation message appears.
5. Click **OK**. The *Question Database* screen updates and the category and all its questions are deleted.

Creating Questions

You can create the following five types of questions:

- [Multiple choice](#): students select either one or multiple correct answers to a question.
- [Matching](#): students match items in two columns.
- [Calculated](#): students answer a mathematical question. You specify the mathematical formula and the set of variables, along with a range of values for each variable. A set of answers is generated for a randomly selected set of variables.
- [Short answer](#): students enter a word or short phrase, which is then matched against the possible answers.
- [Paragraph](#): students answer in a longer, essay-type format. The designer or the teaching assistant must grade this type of question manually. For more information, please refer to [Grading Quizzes](#) .

For each question type, you can create an equation using the [WebEQ Equation Editor for Windows](#) or for [Macintosh](#).

Go to the *Creating Questions in WebCT* tutorial to learn how to create questions for your quiz.