

How do I add content to an item bank in New Quizzes?

Once you [create content in a quiz](#), you can add it to an item bank for use in other quizzes. You can add questions or stimulus from any course where you have permission to create and edit a quiz using New Quizzes.

After a question has been added to an item bank, all question properties other than point value and certain options must be edited in the item bank. You should make sure your question is complete before adding it to an item bank.

Note: When you add stimulus content to an item bank, questions attached to the stimulus content are not automatically added and must be added to the item bank manually. Likewise, when you add stimulus content to a quiz from an item bank, attached questions are not automatically added.

Open Quizzes

Open Quizzes

In Course Navigation, click the **Quizzes** link.

Note: You can also access quizzes from the Assignments page.

Open Build Page

[Open Build Page](#)

To add content to an item bank, find the quiz you want to open [1].

To open New Quizzes from an existing quiz, click the **Options** icon [2] and then click the **Build** link [3].

Edit Question

[Edit Question](#)

Locate the question you would like to add to the item bank [1]. Click the **Edit** icon [2].

Open Item Banking

[Open Item Banking](#)

Click the **Item Banking** button.

Add Question to Item Bank

[Add Question to Item Bank](#)

Click the **Add to Bank** link.

Add to Existing Bank

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To add the item to an existing item bank, click the **Existing item bank** option [1]. Then select the item bank you want to use in the **Select the destination bank** drop-down menu [2].

To add the item to the bank, click the **Add** button [3].

Create New Bank

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To create a new bank for the item, click the **New item bank** option [1]. Then enter the name for the new bank in the **New Bank Title** field [2].

To add the item to the new bank, click the **Add** button [3].

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-content-to-an-item-bank-in-New-Quizzes/ta-p/587>]

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