

How do I bookmark or unbookmark a question bank in a course?

The Question Bank Bookmark feature gives you a way of keeping track of frequently accessed Question Banks. When you bookmark a Question Bank, it can be accessed in any other course you teach. Bookmarks save you time from having to search through Question Banks, especially if your course or account contains a significant number of Question Banks.

You can also remove bookmarks as needed.

Notes:

- Bookmarking a Question Bank only affects where that Bank can be accessed. Bookmarked banks can still be used and edited like other Question Banks.
- Question Banks you create will be bookmarked by default.

Open Quizzes

Open Quizzes

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

Manage Question Banks

Manage Question Banks

Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

Bookmark Question Bank

Bookmark Question Bank

Click the **Bookmark** icon.

View Bookmarked Bank

The bookmark displays a white x to verify the bank is bookmarked.

Unbookmark Question Bank

Unbookmark Question Bank

To unbookmark a question bank, click the **Bookmarked** icon.

Verify Unbookmarked Question Bank

Verify the question bank is no longer bookmarked.

View All Bookmarked Banks

View Bookmarked Banks

To view all the banks you have bookmarked, click the **View Bookmarked Banks** button.

View List of Bookmarked Banks

All bookmarked question banks display.

Bookmark Open Question Bank

Open Question Bank

You can also bookmark an open question bank by clicking the title of the question bank.

Bookmark this Bank

Bookmark this Bank

Click the **Bookmark this Bank** button.

View Bookmarked Bank

Verify the bank is bookmarked.

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