

How do I manage item banks in New Quizzes?

You can manage your item banks from within any quiz in New Quizzes or from the Item Banks link in Course Navigation. You can view, filter, and search the list of existing item banks. You can also open, [create](#), [duplicate](#), [share](#), [view currently shared details](#), [edit](#), and delete item banks.

Open Item Banks

Open Item Banks

In Course Navigation, click the **Item Banks** link.

Notes:

- You can also access Item Banks from the New Quizzes Build page.
- You can also open New Quizzes to manage item banks by [creating a new quiz](#).

View Banks Page

View Item Banks

On the Banks page, you can filter or search the list of item banks [1]. You can also view the item bank details [2]. To [duplicate](#), [share](#), [view currently shared details](#), [edit](#), or delete a bank, use the item bank management icons [3].

To [create a new item bank](#), click the **Add Bank** button [4].

Filter or Search Banks

Filter or Search Banks

By default, the Item Banks page displays the **This Course** filter, which displays item banks shared with the course [1].

To select another bank filter, click the **Filter By** drop-down menu [2]. Then select one of the following filter options:

- **Shared with Me** [3]: all item banks created by or shared with you or the course
- **Institution Banks** [4]: item banks shared by your institution
- **Shared with Courses** [5]: item banks shared with any courses in which you are enrolled

To search for item banks, enter a search term in the **Search Banks** field [6].

Note: All [Question Banks](#) converted to Item Banks appear on the Item Banks page of the new course under the This Course filter.

View Bank Details

[View Bank Details](#)

In the list of item banks, you can view the item bank's name [1], the date it was last updated [2], the number of questions in it [3], the date it was last used [4], and the date it was created [5].

Duplicate Item Bank

[Duplicate Item Bank](#)

To [duplicate an item bank](#), click the **Duplicate** icon.

Share Item Bank

[Share Item Bank](#)

To [share an item bank](#) or to [see where an item bank is currently shared](#), click the **Share** icon.

Edit Item Bank

[Edit Item Bank](#)

To edit an item bank, click the **Edit** icon.

Edit Item Bank Name

[Edit Item Bank Name](#)

To change the name of the item bank, enter the name in the **Bank Name** field [1]. To save the item bank name, click the **Save Changes** button [2].

Delete Item Bank

[Delete Item Bank](#)

To delete an item bank, click **Delete** icon.

Confirm Deletion

Edit Item Bank Name

View the warning message for deleting item banks [1].

To delete the item bank, click the **Delete** button [2]. To keep the item bank, click the **Cancel** button [3].

Notes:

- Items added to a quiz individually are not removed from the quiz when the item bank is deleted. Question groups that use a random number of item bank items are not available after the item bank is deleted.
- Once an item bank is deleted, it also loses its statistical link to reports.

Open Item Bank

[Open Item Bank](#)

To open an item bank, click the name of the item bank.

View Items

[View Items](#)

View the items in the item bank [1].

To search for an item, enter the search criteria in the **Search** field [2]. Search results will display items with matching results in question titles, question stems, and answer choices.

To filter search results, click the **Add Filters** button [3].

To share an item bank with the current course, click the Share with [current course name] checkbox [4]. Deselect the checkbox to unshare the item bank.

Note: You must have the correct permissions to share and unshare item banks.

View Search Filters

[View Search Filters](#)

Search results can be filtered by tags or item type.

To filter results by tags, click the **Tags and Metadata** field and select a tag [1]. Selected tags display in the **Tags and Metadata** field [2]. Tags can be created when [editing an item bank item](#).

To filter results by item type, click the item type options you want to view [3].

Manage Items

Manage Items

To edit an item bank item, click the **Edit** icon [1]. To move or copy an item to another item bank, click the **Copy** icon [2]. To delete an item, click the **Delete** icon [3].

To return to your item bank, click the **Item Banks** link [4].

View Item Details

View Item Details

To view more details for an item, click the **Open** icon [1]. The details will include answer choices [2], the date and time the item was last updated [3], and any tags added to the item [4].

To close item details, click the **Close** icon [5].

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