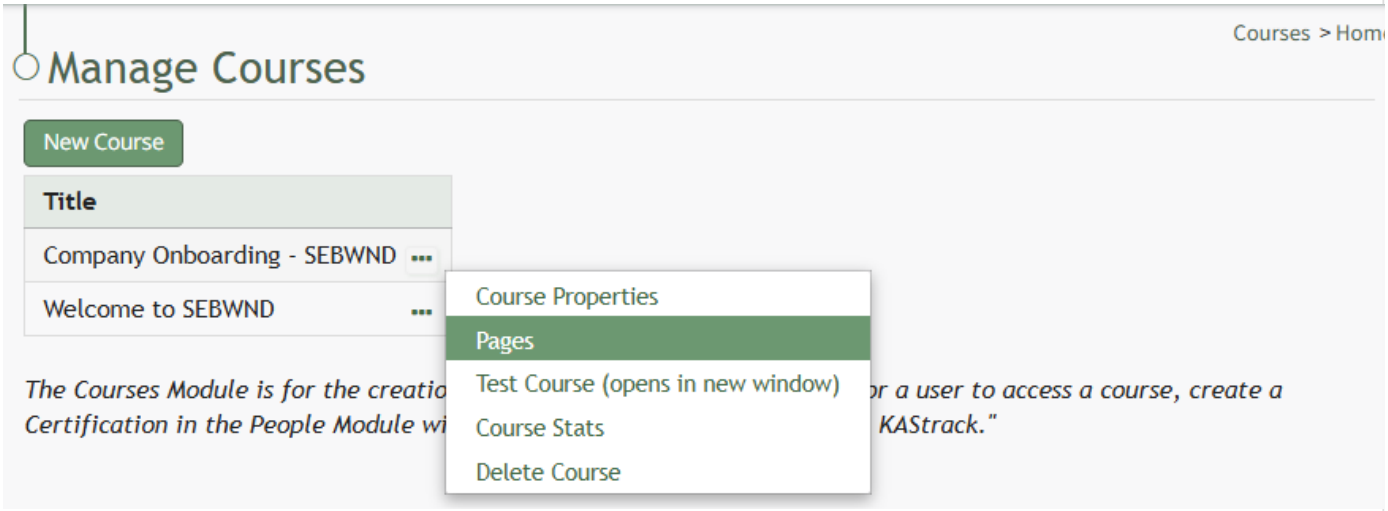
Add Question Groups In A Course

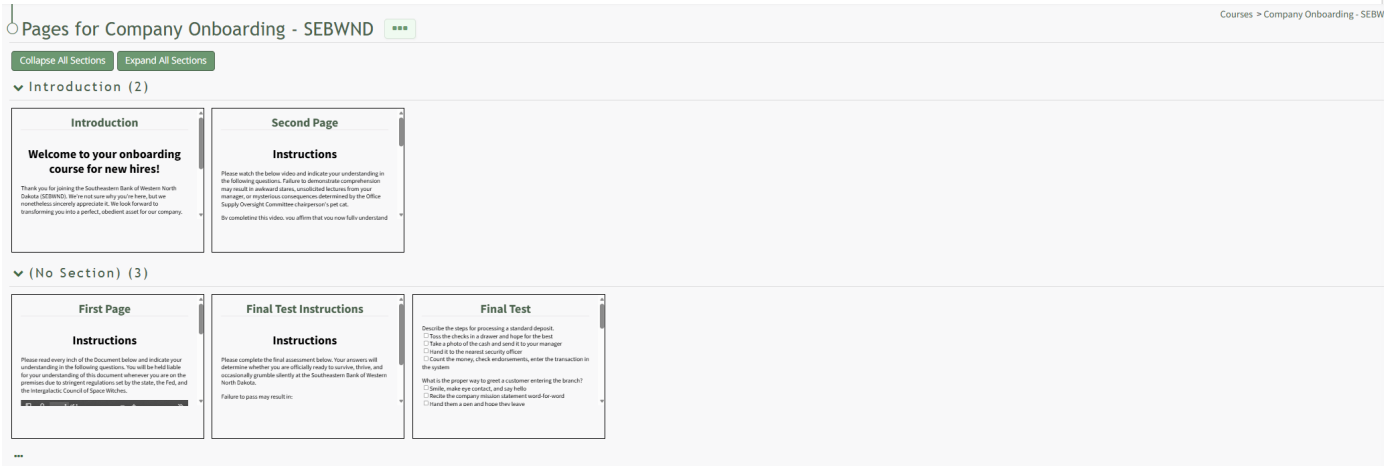
To add a question group to a page in a course, you must be on a page within the course. An explanation of how to access a course page is provided in the How To below.

How To: Access a Specific Page in a Course

To access a specific page in a course, open the Courses Module Home Page and click the three-dot icon to the right of the course title to open the Course Context Menu.

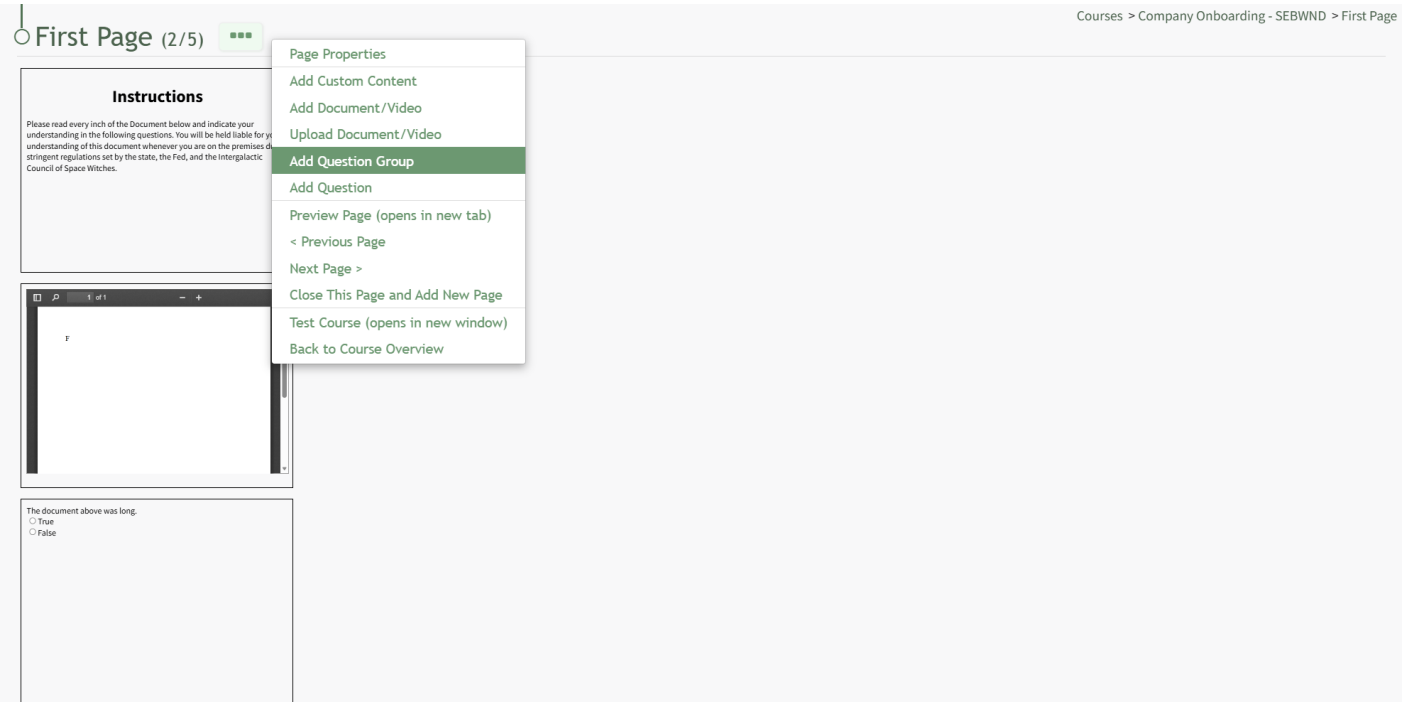


Select Pages from the Context Menu.

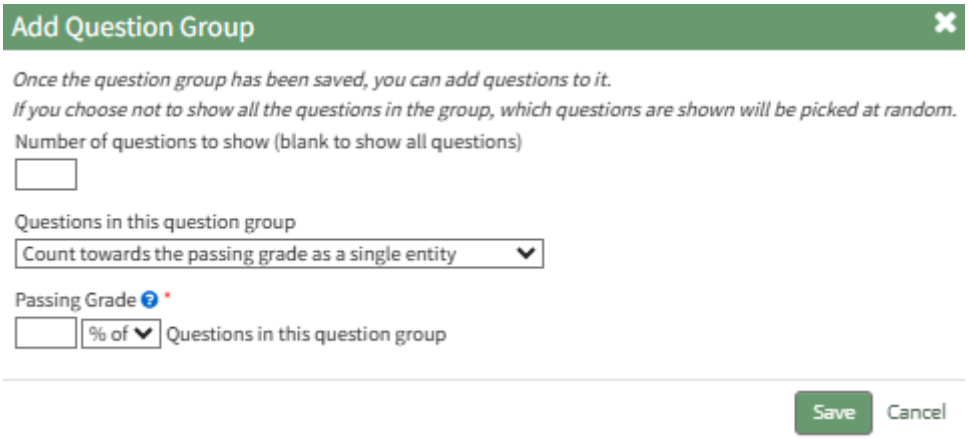


This opens a course's Details Page. Click the page you want to edit to access the page in the course.

Once you are on the page you want to add a question group to, click the three-dot icon to the right of the page title opening the context menu and select the option to "Add Question Group".



This opens the Add Question Group Modal.

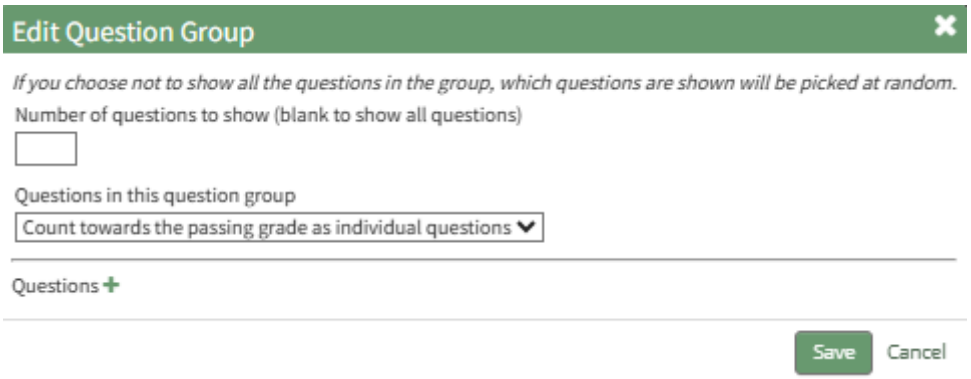


> Once the question group has been created and saved, you will be able to add questions to it. If you choose not to show all the questions in the group, the questions that are shown will be picked at random.

Indicate the number of questions to be shown from the question group. Leave this field blank if you would like to show all questions.

From the dropdown menu, select if the questions in this question group "count towards the passing grade as a single entity," "count towards the passing grade as individual questions," or "do not count towards the passing grade".

Click the "Save" button on the modal, which opens the Edit Question Group Modal.



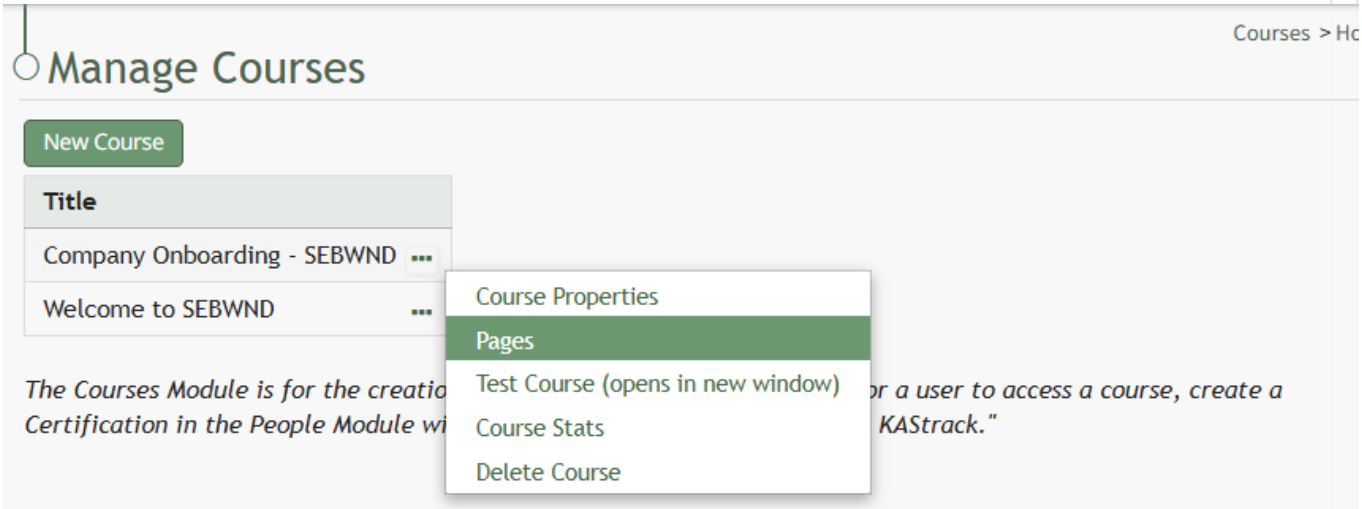
Click the plus sign icon to the right of "Questions", opening the Add Questions Modal. For a detailed explanation on the different types of questions (true/false, multiple choice, and free text) and how to add them refer to the How To below.

How To: Add a Question to a Course Page

To add a singular question to a page in a course, you must be on a page within the course. An explanation of how to access a course page is provided in the How To below.

How To: Access a Specific Page in a Course

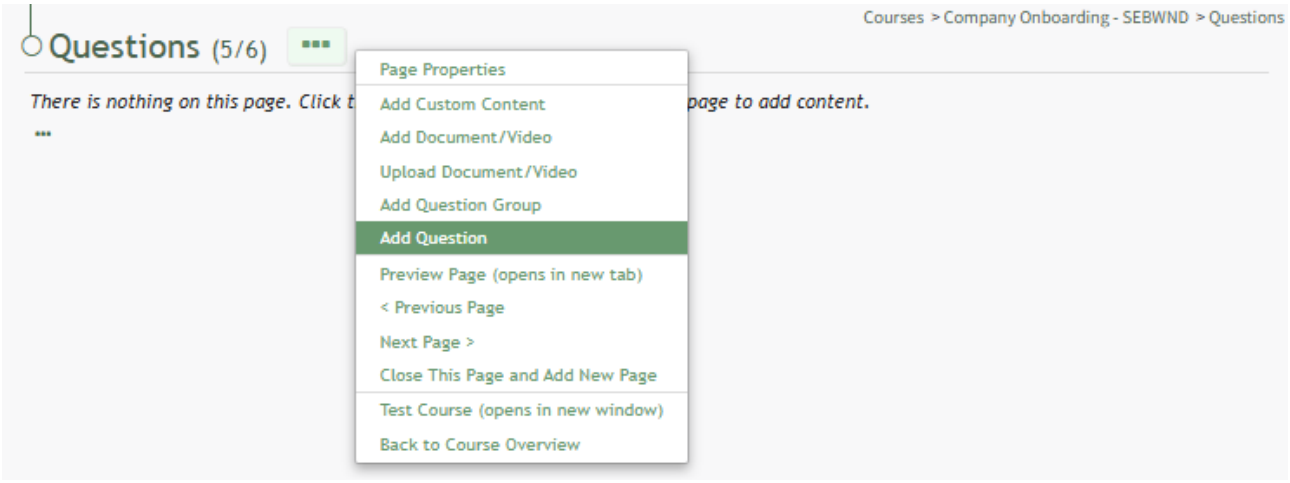
To access a specific page in a course, open the Courses Module Home Page and click the three-dot icon to the right of the course title to open the Course Context Menu.



Select Pages from the Context Menu.

This opens a course's Details Page. Click the page you want to edit to access the page in the course.

Once you are on the page you wish to add a question to, click the three-dot icon to the right of the page title opening the Page Context menu and select the "Add Question" option.



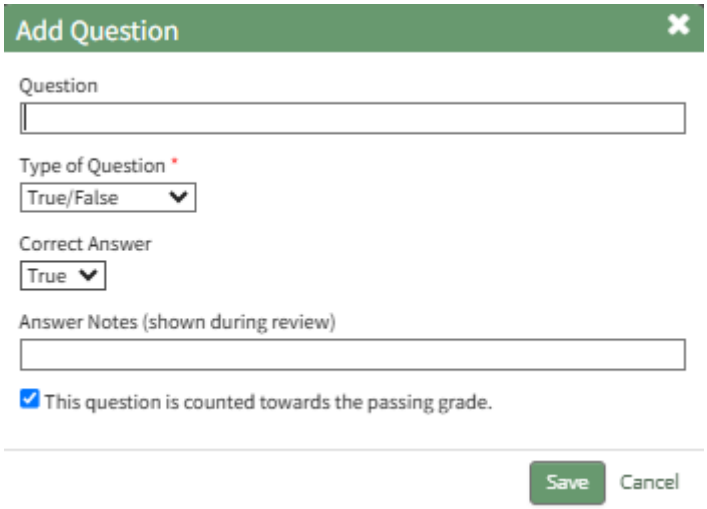
This opens the Add Question Modal. There are three possible types of questions in the Courses Modal. The fields in the Add Question Modal differ based on the question type selected. There are sections with images and an explanation of the unique fields for each question type below..

The checkbox for "This question is counted towards the passing grade." is selected by default for all question types.

> Answer Notes can be used to include extra information about an answer is correct or why certain answers are wrong. They are shown to users in the Course Review.

After inputting the necessary information for the new question, select the "Save" button in the bottom right-hand corner of the modal.

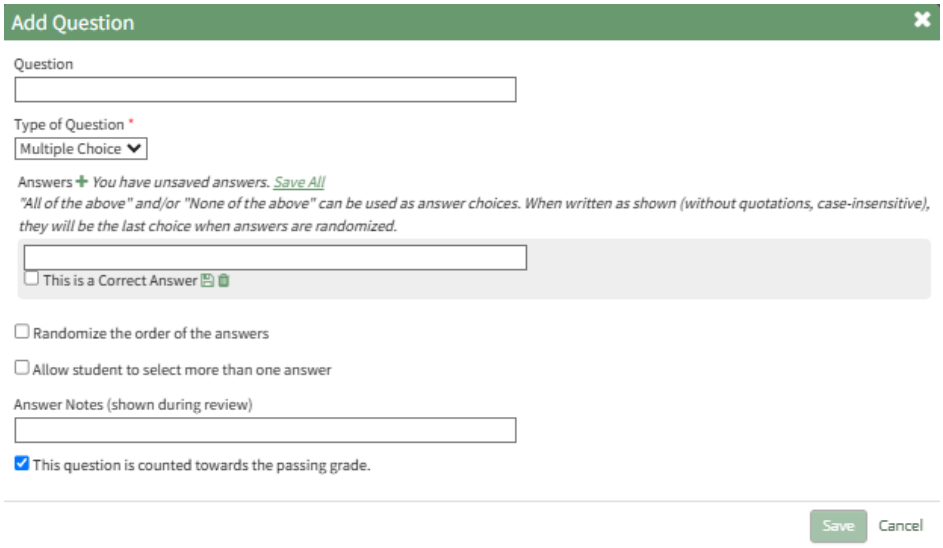
True/False Questions



Input your question into the Question Field and select "True/False" as the Type of Question from the dropdown menu.

Indicate the correct answer by selecting True or False from the dropdown menu.

Multiple Choice Questions



Input your question into the Question Field and select "Multiple Choice" as the Type of Question from the dropdown menu.

Click the plus sign to the right of "Answers" and the modal expands to display a text box. Enter the answer. Repeat the process for each potential answer. Select the "This is a Correct Answer" checkbox when appropriate.

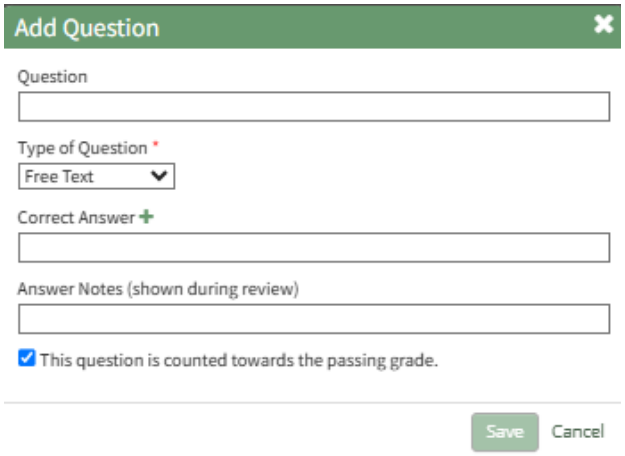
> Each answer must be saved on the modal, either individually by clicking the disc icon below the answer or by clicking the "Save All" clickable link to the right of Answers and the plus sign icon. The modal will state if any answers are not saved.

> "All of the above" and/or "None of the above" can be used as answer choices. When written as shown (without quotations, case-insensitive), they will be the last choice when answers are randomized.

Select the "Randomize the order of the answers" if you would like the system to randomly list the order of the answers for the multiple-choice questions.

Select the "Allow student to select more than one answer" checkbox if there is more than one correct answer.

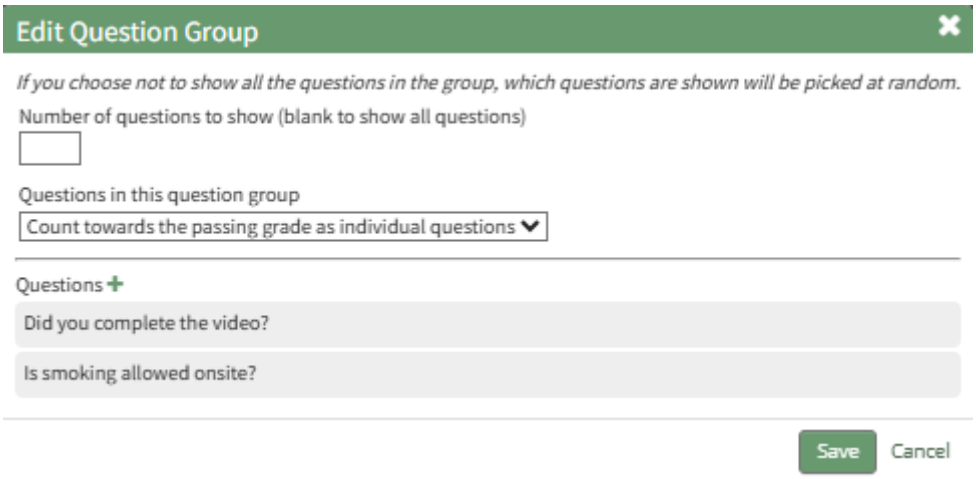
Free Text Questions



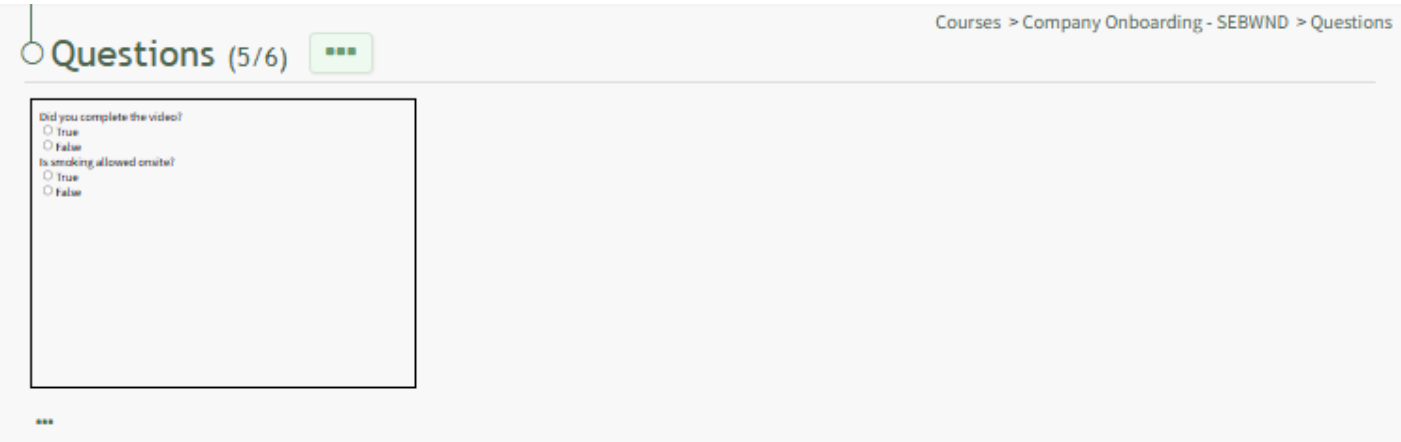
Input your question into the Question Field and select "Free Text" as the Type of question from the dropdown menu.

Select the plus sign icon to the right of Correct Answer if a second correct answer is desired.

> Correct answers for free text do not need to be saved.



Once all questions have been added to the question group, select Save at the bottom of the modal.



The question group now shows on the Course Page.

Revision #4
Created 2025-12-05 17:07:58 UTC by Mitzi Orkus
Updated 2026-06-18 19:09:47 UTC by Mitzi Orkus