Creating a New Question

You need editor access to create a question in Quest. If you do not see the link to the editor in the top right corner of the main course page, simply send us an email to request authorization.

Clicking on new question from the editor home page will take you to the Create a Question page.
We do reserve the right to manage the question items and banks, but are committed to providing high-quality assessment items and maintaining their confidentiality. Please contact us if you have any concerns or questions, we would be happy to discuss unique solutions on a case-by-case basis.

- Each question must have a unique name, so we ask you to be as brief but descriptive as possible. You can always add numbers to the title to help with popular titles.
- Tags are optional on this page and can be added later once the question is completed.
- Questions created as a contributing editor are placed in your personal bank and will be included in the list on your home page.

**Question Types**

The Quest editor supports a number of question types that break down into two categories:

**Basic Question Types**

Provides an HTML text box to easily enter content and embed images. For more information about creating one of these types click here: Basic Question Types

**Advanced Question Types**

Expects TeX formatting in a generic text box and includes a code area to write programs to generate graphs and randomization within a question. For more information about creating one of these question types click here: Advanced Question Types

If you have a question that you like but would like to edit, you can use its ID number to create your own copy of a question that will be added to your bank.

After you select the question type and click continue, the next page will have a few similarities across question types.
At the top of the page is the name you designated when creating the question (for this example it is “MC Documentation”) along with the question ID in parenthesis and the version number of the question.

The status of the question can be:

- Draft - a new version has been created, but a draft hasn’t been saved yet.
- Parameters generated - a draft has been saved and the preview generated for reviewing.
- Validated - random versions have been created and is awaiting final review.
- Published - much like publishing an assignment, a published question is “locked” from editing to assure consistency for delivering to students.

A question can be re-edited after publishing, which will create a new ID number and increment the version number. We have a version system for questions so that all edits can be followed as new versions are created.

The next row is a series of tabs that provide various functions:

- Preview shows the preview of the question as it will display once a draft is saved.
  - Basic questions will display as they would on a learning module slide
  - Advanced questions will display as they would on a PDF document
- Banks shows the banks the question is contained in. Private banks do not appear.
- History shows the editing history of the item.
- Issues shows any comments about the item and whether the item is flagged. More about flagged questions here: Reporting an error in a question
- Images is used to embed questions in advanced question types. Basic questions should use the HTML file manager to insert images.

Finally, the searchable checkbox controls whether other users can search for the item.