Adding a Question Category to the Question Bank in Eval25

⊕ Click here to view related articles.

Eval25 allows you to maintain a bank of questions instructors can draw from when adding questions for the courses they teach.
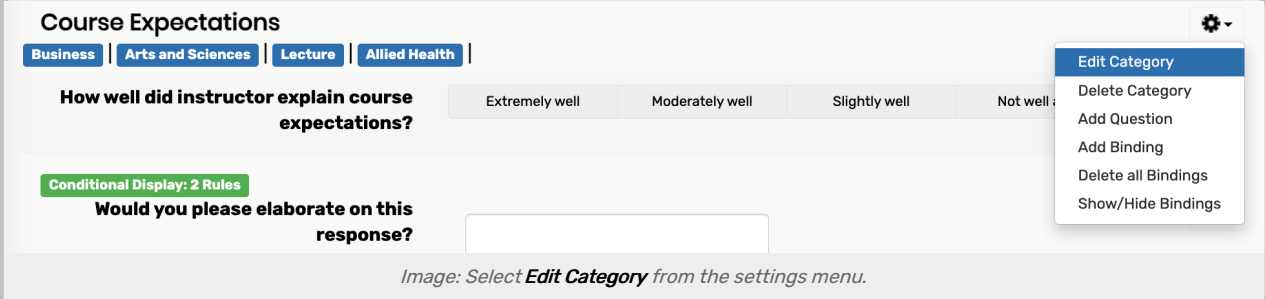
Adding a Question Category

1. From the Form Editor Page, Choose the Form and Term

*Image: Choose a **Form** and **Term** to edit.*

2. Select All from the Category Type Dropdown

3. Tap Load Form

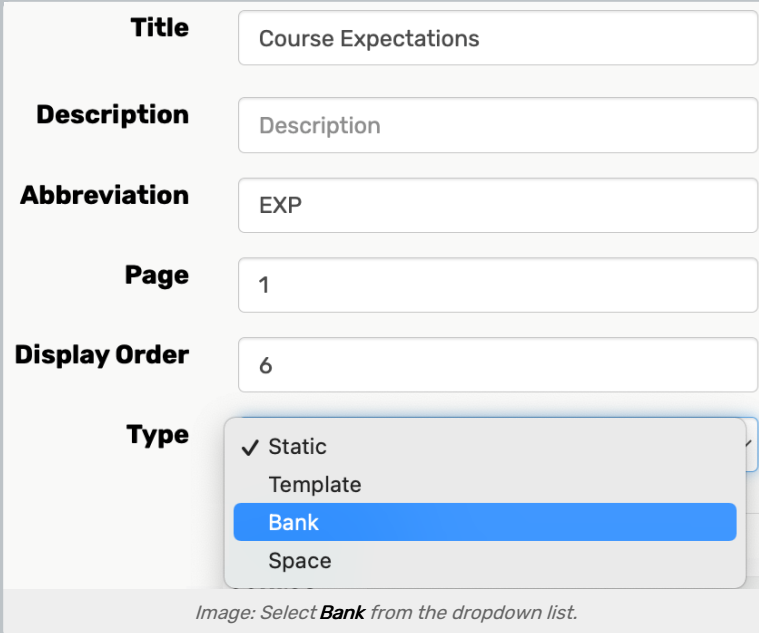### 4. Find the Question Category you Want Added to the Question Bank

5. Click Settings (⚙) › Edit Category

Image: Select **Edit Category** from the settings menu.

Located to the right of each question category.

6. Select Bank from the Type Dropdown List

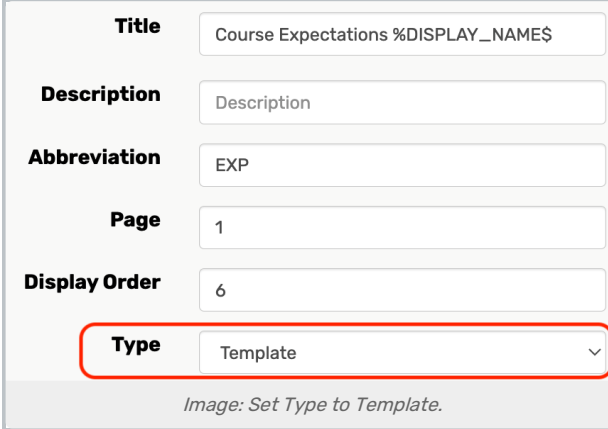Image: Select **Bank** from the dropdown list.

7. Click Save

All questions in the category are saved to the Question Bank, available for selection by instructors.

Ensuring a Category Repeats for Multiple Instructors

To create a category type for instructor-specific questions (the categories that will repeat for each instructor):

1. Click the Settings (⚙) Button Next to the Appropriate Category Title

2. Select Edit Category

3. Set the Type to Template

Title	Course Expectations %DISPLAY_NAME$
Description	Description
Abbreviation	EXP
Page	1
Display Order	6
Type	Template ⌄

Image: Set Type to Template.

4. Make sure to Insert $DISPLAY_NAME$ in the Category **Title**

This will display the instructor name. (The category will not repeat if this is not done.)

5. Save Your Changes