

Adding a Question Category to the Question Bank in Eval25

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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

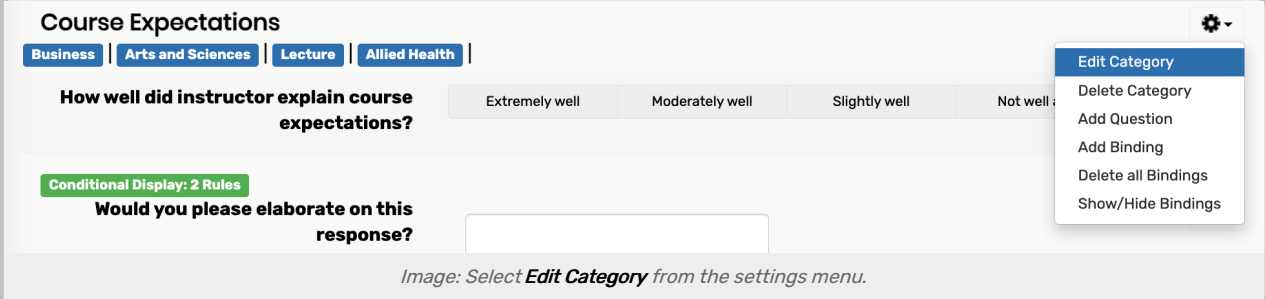
1. From the Form Editor Page, Choose the Form and Term

2. Select All from the Category Type Dropdown

3. Tap Load Form

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

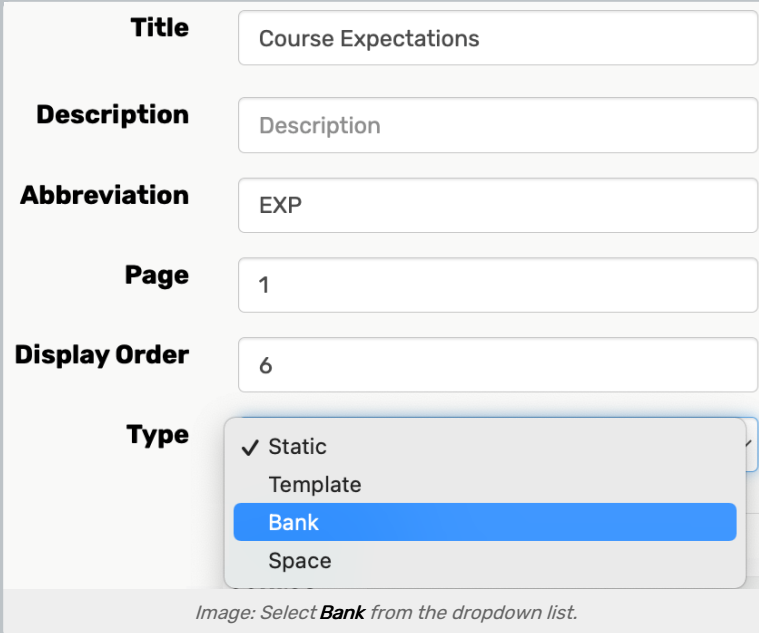
5. Click Settings (⚙️) > Edit Category



The screenshot shows the 'Course Expectations' category settings. At the top, there are tabs for 'Business', 'Arts and Sciences', 'Lecture', and 'Allied Health'. Below the tabs is a question: 'How well did instructor explain course expectations?' with four radio button options: 'Extremely well', 'Moderately well', 'Slightly well', and 'Not well'. Below the question is a green box that says 'Conditional Display: 2 Rules' and another question: 'Would you please elaborate on this response?' with a text input field. On the right side, there is a settings gear icon with a dropdown menu. The menu options are: 'Edit Category' (highlighted in blue), 'Delete Category', 'Add Question', 'Add Binding', 'Delete all Bindings', and 'Show/Hide Bindings'. At the bottom of the settings panel, there is a caption: 'Image: Select **Edit Category** from the settings menu.'

Located to the right of each question category.

6. Select Bank from the Type Dropdown List



The screenshot shows the 'Category Settings' form. The fields are: 'Title' (Course Expectations), 'Description' (Description), 'Abbreviation' (EXP), 'Page' (1), and 'Display Order' (6). The 'Type' dropdown menu is open, showing four options: 'Static' (checked), 'Template', 'Bank' (highlighted in blue), and 'Space'. At the bottom of the form, there is a caption: 'Image: Select **Bank** from the dropdown list.'

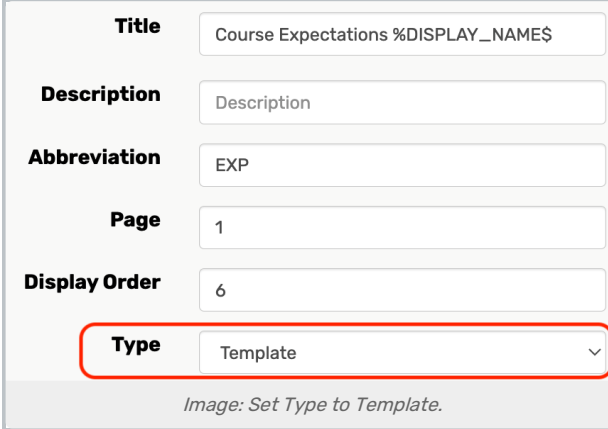
7. Click Save

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



The screenshot shows a form with the following fields:

- Title**: Course Expectations %DISPLAY_NAME%
- Description**: Description
- Abbreviation**: EXP
- Page**: 1
- Display Order**: 6
- Type**: Template (highlighted with a red box)

Below the form, a message reads: *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