

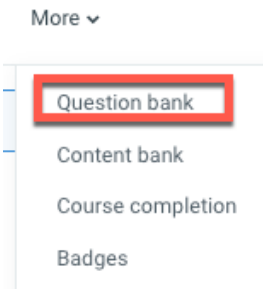
Sorting Question Banks by Tags - eClass 4.2

A “quick” way to set up a premade question bank for sorting is to apply tags to the questions.

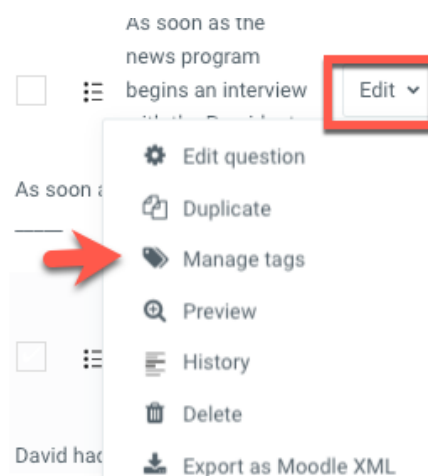
1. Click on **More** from the options along the top of the course.



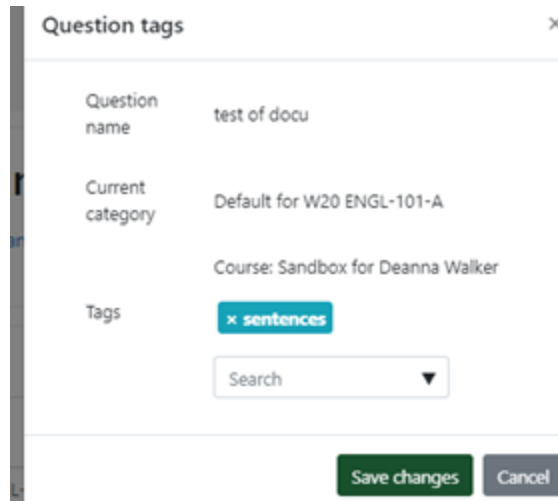
2. Choose **Question bank** from the dropdown menu.



3. Choose **Questions** from the dropdown menu on the left. **Questions** is the default.
4. Next to each question click the **Edit** dropdown menu and choose **Manage tags**.

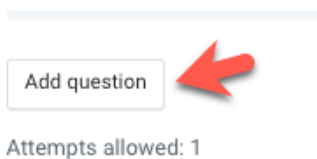


5. Determine what tags you want to use. You could tag by topic, by chapter, etc.
6. In the search bar, insert the tag you wish to use and “save changes”.

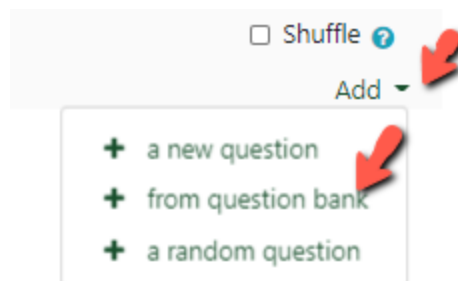


To add questions with specific tags to quizzes, follow these instructions.

1. Open the quiz you wish to edit.
2. Click **Add question** to edit.



3. Choose to add **from question bank**.



4. Choose the tag you want to filter by.

Add from the question bank at tl

Select a category: Default for W20 EN

The default category for questions shared

No tag filters applied

Filter by tags... ▼

- segments
- sentences
- subcategorie

4. Choose the box by “T ^ Question” to choose all the questions with this tag, or check the box next to those individual questions you wish to add to the quiz.

5. Add selected questions to the quiz.

Search options ▼

☒ Also show questions from subcategories

☐ Also show old questions

☐ T ^ Question

☐ test of doc Sentences test of docu

Add selected questions to the quiz