

New Quizzes Item Banks: Benefits, Tradeoffs, and Editing Rights

Use banks intentionally when questions need reuse, controlled sharing, or random selection.

FTCC Canvas Faculty Resource | New Quizzes only | Panopto and Class Collaborate supported | No Canvas Studio

Click Path

New Quiz Build → Item Banks

Purpose

Item Banks can improve reuse and consistency, but ownership, sharing permissions, editing rights, and linked-question behavior can create confusion for course teams.

Benefits

- Reuse questions across New Quizzes and courses.
- Create random draws for varied quiz versions.
- Maintain a central source for recurring questions.
- Share a bank with selected people or courses when permissions allow.
- Organize questions with titles and tags for retrieval.

Tradeoffs and Risks

- Item Banks are associated with users and permissions, not simply stored as ordinary course content.
- A colleague may be able to use a bank but not edit it, depending on sharing rights.
- Editing the source bank item can affect future uses and linked bank behavior.
- Course copies do not automatically solve ownership or long-term team access.
- Broad account permissions can expose or allow management of banks beyond the intended scope.

Steps

1. Decide whether the question needs reuse, random draw, or central maintenance.
2. Confirm who owns the bank and who must use or edit it.
3. Set sharing permissions narrowly and document the owner.
4. Use clear bank names, question titles, and tags.
5. When a quiz-specific variation is needed, consider copying the item into the quiz rather than editing the shared source.
6. Before staff transitions, transfer or document access according to local permissions.
7. Preview the quiz and verify the intended questions and point values.

Verify

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| ☐ Owner is known. | ☐ Users have the needed view or edit rights. |
| ☐ Shared questions behave as intended. | ☐ Quiz-specific edits did not alter a shared source unintentionally. |
| ☐ Random draws have enough appropriate items. | ☐ Bank access will remain available to the course team. |

Watch For

- Do not assume instructor access to a course grants edit access to every bank used by that course.
- Avoid using a shared bank as a casual draft space.
- Use direct quiz questions when reuse and randomization provide no real benefit.

Primary Sources

Instructure New Quizzes Item Bank guides and permissions: <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor>

Instructure New Quizzes item-bank discussions on sharing and edit permissions: <https://community.canvaslms.com/t5/New-Quizzes-Discussion/Sharing-item-banks/m-p/606278>