



iLearn: Using the Question Library

Center for Innovation in Teaching and Learning

Using the Question Library

The Question Library in D2L serves as a central repository for quiz questions, allowing instructors to store and select questions or subsets for quizzes.

By creating sections within the Question Library, instructors can organize and quickly access their questions. Questions can be added manually or imported from an existing quiz, and once stored in the library, they can be seamlessly added to new quizzes.

Add Sections to the Question Library

As a best practice, it is recommended to create a section in the Question Library, then add quiz questions to this section. This will make it easier to select the questions to add to a quiz, especially if the questions will be randomized.

1. In your course, click **Quizzes** in the purple navigation bar.
2. The Manage Quizzes page will open. Select **Question Library**.

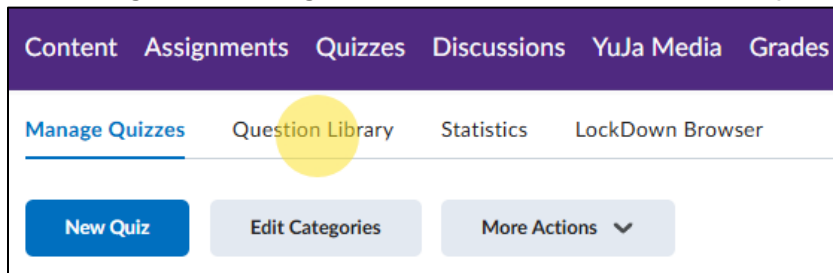


Figure: Question Library Tab

3. Click **New**.
4. Select **Section**.
5. The New Section page will open. Enter a name for the section in the "Section Name" field and modify settings if needed.

A screenshot of the 'New Section' form. It contains a 'Section Title *' field with the text 'Module 1 Quiz'. Below it is a checkbox labeled 'Hide Section Title from learners'. The 'Section Text' field is empty. Below it is a checkbox labeled 'Hide Section Text from learners'. There is a checked checkbox labeled 'Shuffle questions in this section' with a note: 'Also shuffles sections and question pools in this section. Does not cascade to sub-sections.' At the bottom are 'Save' and 'Cancel' buttons.

Figure: Question Library section creation

6. Click **Save**.
7. The Question Library page will appear again, and the new section will appear in its list of items.

Add Questions to the Question Library

1. In your course, click **Quizzes** in the purple navigation bar.
2. The Manage Quizzes page will open. Select **Question Library**.
3. Select the section where you want to add questions.
4. Click **New**.
5. Use the dropdown menu to select the question type to add (multiple choice, true/false, written response, etc.).
6. Complete all required and optional fields for the question type:

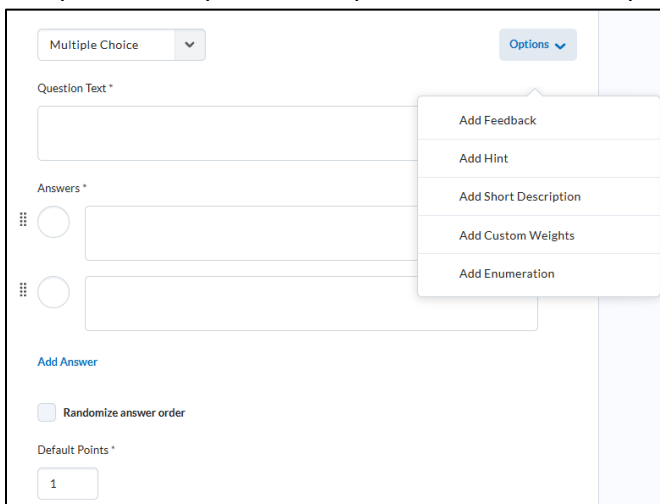
The screenshot shows the 'Question Creation View' for a 'Multiple Choice' question. At the top, there is a dropdown menu set to 'Multiple Choice' and an 'Options' button. Below this is a 'Question Text' field. Underneath, there are two 'Answers' fields, each with a radio button and a list icon. To the right of the answers, a dropdown menu is open, showing options: 'Add Feedback', 'Add Hint', 'Add Short Description', 'Add Custom Weights', and 'Add Enumeration'. At the bottom left, there is an 'Add Answer' link, a checkbox for 'Randomize answer order', and a 'Default Points' field set to '1'.

Figure: Question Creation View (Multiple Choice)

7. When finished creating the question choose from the following options:
 - Select **Save** to return to the main Question Library page.
 - Select **Save and New** to save the question and to continue creating questions of the same type.
 - Select **Save and Copy** to save the question and create a new question of the same type that retains the current properties.

Import Questions to a Quiz from the Question Library

1. Go to the quiz where you want to import questions.
2. Select **Add Existing**.
3. Select **Browse Question Library**.
4. The Browse Question Library page will appear with a list of section titles. To import questions from another quiz instead, select the **Source** dropdown menu and choose the title of the quiz.

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5. Select the section in the Question Library that to import questions from or select the arrow next to the section title to view a list of all questions in that section.
6. Select the checkboxes next to the section or questions to import.
7. Select **Add** when finished.

Import Questions from a Quiz to the Question Library

1. In your course, click **Quizzes** in the purple navigation bar.
2. Select **Question Library**.
3. Click **New - Section**.
4. A new folder will be created. Enter a title for the folder.
5. Click **Save**.
6. Select the new section that was created.
7. Click **Import** [1].
8. Select **Browse Existing Questions** [2] from the dropdown menu.

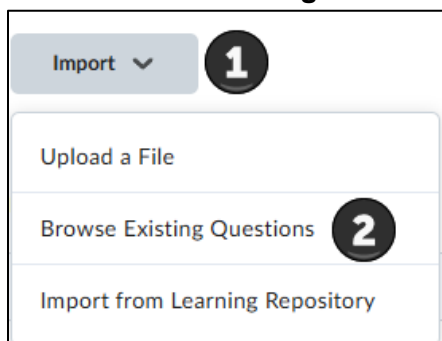


Figure: Browse Existing Questions

9. A popup will open. Select **Source**.
10. Choose the quiz to be imported.
11. Choose the questions to be added.
12. Select **Import**.
13. When finished, select **Done Editing Questions**.