

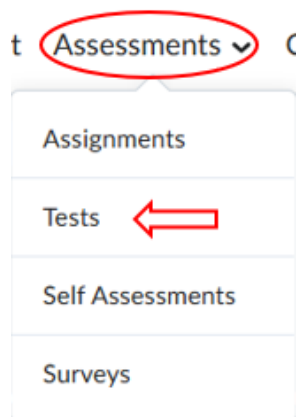


Tests – Question Library

Workflow Steps:

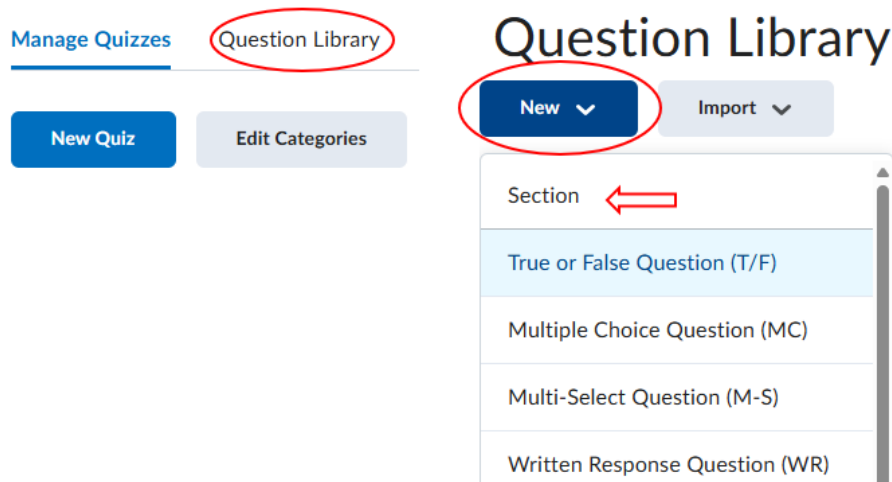
Step one:

To create a question library, click **Assessments** in the navbar, then select **Tests**.



Step two:

Click on the **Question Library** tab, select **New**, and then select **Section** from the drop-down menu.



Step three:

Apply a **Section Title**, something that indicates the subject matter. Select **Save** once you are finished.

Section Title *



Hide Section Title from learners

Section Text

Hide Section Text from learners

Shuffle questions in this section

Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

Save



Cancel

Step four:

Click on your newly created **section**.

Question Library

New

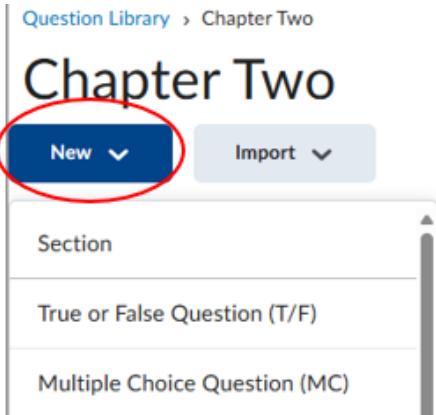
Import

Move Delete Order Edit Values

<input type="checkbox"/>	Name
<input type="checkbox"/>	Respondus LockDown Browser Storage -
<input type="checkbox"/>	Chapter Two

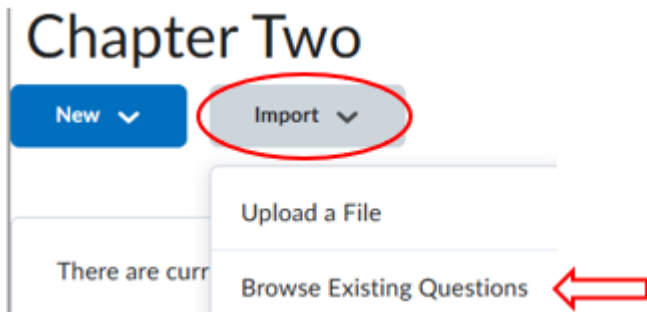
Step five:

Click on **New** and then pick the question type of your choice. You can now start adding questions.



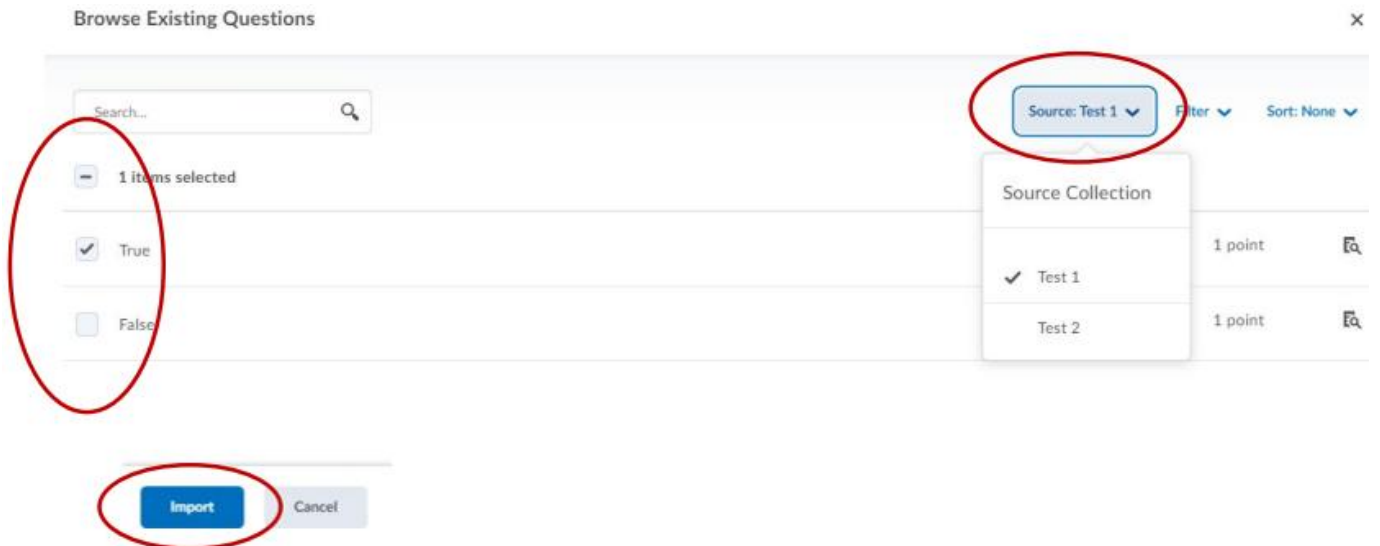
Step six:

If you already have a quiz inside the course, you can import questions from that quiz. Click on **Import**, then select **Browse Existing Questions**.



Step seven:

Locate the questions you want to add and check the boxes next to them. You can swap between quizzes using the **Source** drop-down. Select **Import** once you are finished.



Step eight:

Once you are finished adding questions to your question library, select on **Done Editing Questions**.

Question Library > Chapter Two

Chapter Two

[New](#) [Import](#) [Settings](#) [Help](#)

[Done Editing Questions](#)

[Move](#) [Delete](#) [Order](#) [Edit Values](#)

<input type="checkbox"/>	Name	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	True	T/F	1	1		Apr 13, 2022 2:03 PM

Total: 1 Question

