Tests - Question Library

1. To create a question library, from your course homepage, click on Assessments and then Tests.

D2L F	aculty Training - Zack	IIII 🖂 🗊 🛕 Zack Shanks	¢
Course Home Coute	nt Assessments - ommunication - Progres	ss ✔ Edit Course More ✔	
D2L Facult	Assignments Zack		
News 🗸	Self Assessments	Updates 🗸	
There is no nev	Surveysews item.	There are no current updates for D2L Faculty Training - Zack	

2. Choose the tab titled **Question Library**.

Course Home	Content	Assessments 🗸	Communicat	ion 🗸 Pro	ogress 🗸	Edit Course
Manage Quizzes	Question	Library Statis	tics LockDown	n Browser		
New Quiz	Edit Cate	egories M	lore Actions 🗸			

3. Click on **New** then select **Section**.

	D2L Faculty Training - Zack	
	Course Home Content Assessments - Communication - Progress - Edi	t Course
∃ œ Question Library	Question Library	
	New V Import V	
	Section	
	True or False Question (T/F)	
	Multiple Choice Question (MC)	
	Multi-Select Question (M-S)	
	Written Response Question (WR)	
	Short Answer Question (SA)	
	Multi-Short Answer Question (MSA)	
	Fill in the Blanks Question (FIB)	
	Matching Ouestion (MAT)	

4. Give your section a title, something that indicates the subject matter. Select Save once finished.

<	Back to Question Library
Se	ection Title *
	Chapter Two
	Hite Section Title from learners
Se	action 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

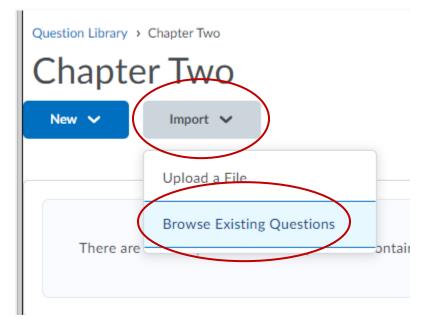
5. Click on your newly created section.

Qu	estion Library
New	✓ Import ✓
E Mo	ve 🭵 Delete 📢 Order 🎤 Edit Values
	Name
	🗅 Chapter One 🗸
	Chapter Two
	Total: 2 Sections

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

$\left(\right)$	Question Library > Chapter Two Chapter Two New ~ Import ~	
	Section	-
	True or False Question (T/F)	
	Multiple Choice Question (MC)	e
	Multi-Select Question (M-S)	
	Written Response Question (WR)	
	Short Answer Question (SA)	
	Multi-Short Answer Question (MSA)	
	Fill in the Blanks Question (FIB)	

- 7. If you already have a quiz inside the course, you can import question from that quiz.
- 8. Click on Import then select Browse Existing Questions.



9. Locate the questions you want to add and **put a check next to them**. You can swap between quizzes using the **Source dropdown**. Click **Import** when finished.

Search	Source: Test 1 🗸 Fiter 🗸 Sort: None 🔊
- 1 items selected	Source Collection
✓ True	1 point ■
False	Test 2 1 point



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

