

# Importing Questions from a Quiz into the Question Library – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes and Question Library tools in D2L. For further information, please contact <u>elearning@camosun.ca</u> for assistance.

### Scenario

This tutorial will cover the steps involved with importing questions you have created in a Quiz into the **Question Library** (questions need to be in the Question Library in order to create Question Pools in Quizzes, which give you the option to randomly show 10 questions from a pool of 30, for example). Note – if you originally created your questions in the Question Library, you do not need to import them back.

### Steps

1. Go to the Quizzes tool in your course.

#### 2. Click Question Library.

Training Course 03 Course Home My Tools 🗸 Edit Course								
Manage (	Quizzes Question Library Statistics LockDown Browser	Help						
New	Quiz Edit Categories More Actions 🗸							
	View: By Av	ailability V Apply						
🌮 Bulk Edit								
	Current Quizzes	Published						
	All About Quizzes 👻 🔌 Availability: always available							
	Master Quiz ✔ (inactive) Availability: always available	-						

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3. Make sure you are in the folder you want to import questions into, then click **Import** and select **Browse Existing Questions**.

Training Course 03	Cours	e Home 🛛 My Tools 🗸 🛛 Edit Course						
Question Library Cuestion Library Cuestion Library Cuestion Library Cuestion Cuesti		Settings Phelp						
		Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified	
		陷 Surveys 🗸	-	-	-	-	Aug 21, 2015 12:31 PM	
		📡 Self-assessments 🐱	-	-	-	-	Aug 21, 2015 12:31 PM	
		눹 Quizzes 🗸		-	-	-	Aug 21, 2015 12:31 PM	
	Total: 3 Sections							
							100 per page 🗸	

4. In the side panel that opens on the right, click the **Source** drop-down, and select the Quiz you wish to import questions from.

Training Course 03	Course	e Home My Tools 🗸	Edit Course	
Question Library     Surveys     Self-     assessments     Quizzes	Que	<ul> <li>stion Librar</li> <li>Import </li> </ul>	Browse Existing Questions	×
	E Mo	ve 👕 Delete 📢	Search question text Q Source: All About Quizzes V Filter	er 🗸 rt 🗸
		Name (click question na	3 items	
		Self-assessments	Case Study Week 1 Quiz Section	
		눹 Quizzes 🗸		
		Total: 3 Sections		
			Add Cancel	

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5. Click the arrow to the left of the Quiz title select box to see all the questions. Green checks indicate that questions have already been imported to the Question Library. You can select any questions that need to be imported, and then click **Add**.

Training Course 03	Course	Home My Tools 🗸 🛛	Edit Course		
<ul> <li>⇒ Question Library</li> <li>Surveys</li> <li>⇒ Self- assessments</li> <li>⇒ Quizzes</li> </ul>	Question Librar Browse Existing Questions				
	E Mov	e 📄 Delete 📢	Search question text Q Source: Master Quiz 🗸	Filter 🗸 Sort 🗸	
		Name (click question pa	2 items selected		
		<ul> <li>Surveys</li> <li>Self-assessments</li> </ul>	You can import questions from a Quiz into the Question Library. True or False • 1 point	Eq.	
		🗅 Quizzes 🗸	Which of the following is NOT a question type available in D2L? Multiple Choice • 1 point	Eq.	
		Total: 3 Sections	<ul> <li>What 3 question types take the least time to create in D2L? Multi-Short Answer</li> <li>1 point Already Imported</li> </ul>	Εq.	
			Add Cancel		

6. Click **Done Editing Questions** to return to the main Quizzes area.

Training Course 03 Course Home My Tools 🗸 Edit Course							
Cuestion Library Surveys Self- assessments Quizzes	Question Library						Settings O Help
🛃 Move 👕 Delete 📬 Order 🎤 Edit Values							
		Name (click question name to edit)		Points	Difficulty	Mandatory	Last Modified
		🖮 Surveys 🗸	-	-		-	Aug 21, 2015 12:31 PM
	Self-assessments 🗸		-	-	-	-	Aug 21, 2015 12:31 PM
		눹 Quizzes 🗸	-	-	-	-	Aug 21, 2015 12:31 PM
		<ul> <li>You can import questions from a Quiz into the Question Library.</li> </ul>	T/F	1	1		Feb 7, 2019 11:07 AM
		? Which of the following is NOT a question type available in D2L?	MC	1	1		Feb 7, 2019 11:07 AM

## Things to Remember

We recommend creating all your questions in the **Question Library** from the beginning so that you are ready to create a **Question Pool** in a quiz at any time!



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