



## Adding Text or Images to Appear above a Set of Questions – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

This tutorial will cover the steps involved with adding text (for example a case study) or an image to a Quiz so that the text or image appears above a set of questions in a Quiz.

### 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 Availability Apply

Bulk Edit

<input type="checkbox"/>	Current Quizzes	Published
<input type="checkbox"/>	All About Quizzes Availability: always available	-
<input type="checkbox"/>	Master Quiz Availability: always available	-



3. Select a **Section** to add your Text or Image information to, or create a new section (for the purposes of this tutorial, we want to create a Case Study text that accompanies a set of questions in the Week 1 Quiz, so we will click the **Week 1** section to open it).

Training Course 03 Course Home My Tools Edit Course

Question Library > Quizzes > Week 1

Settings Help

Week 1

New Import Done Editing Questions

Move Delete Order Edit Values

	Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	<a href="#">? I would like to make the quiz questions and the answers available AFTER the Quiz</a>	SA	1	1		Aug 21, 2015 12:31 PM

4. Click **New** and select **Section**.

Training Course 03 Course Home My Tools Edit Course

Question Library > Quizzes > Week 1

Settings Help

Week 1

New Import Done Editing Questions

Section

True or False Question (T/F)

Multiple Choice Question (MC)

Multi-Select Question (M-S)

Written Response Question (WR)

Short Answer Question (SA)

	Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	<a href="#">? I would like to make the quiz questions and the answers available AFTER the Quiz</a>	SA	1	1		Aug 21, 2015 12:31 PM



- Give your **Section a Title** and click **Hide Section Title from students** if you like (we will keep it unselected to show you what it looks like in a quiz). Add your text or image to the Section Text box. This is where your case study text would go, for example. If you would like all the questions in this section shuffled (so that each student sees the questions relating to the case study in a different order), click **Shuffle questions in this section**. Then click **Save**.

BACK TO QUESTION LIBRARY

Section Title  
Case Study Week 1 Quiz

Hide Section Title from students

Section Text  
Consider the case study, then answer the questions that follow...  
Case study text here.

Hide Section Text from students

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

Save

Case Study Week 1 Quiz

Consider the case study, then answer the questions that follow...  
Case study text here.

- Click on the title of the Section you just created, and using the options under the **New** button, add your questions to it. Click **Done Editing Questions** when you have finished.

Training Course 03 Course Home My Tools Edit Course

Question Library > Quizzes > Week 1 > Case Study Week 1 Quiz

Case Study Week 1 Quiz

New Import

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 Question (MAT)

Ordering Question (ORD)

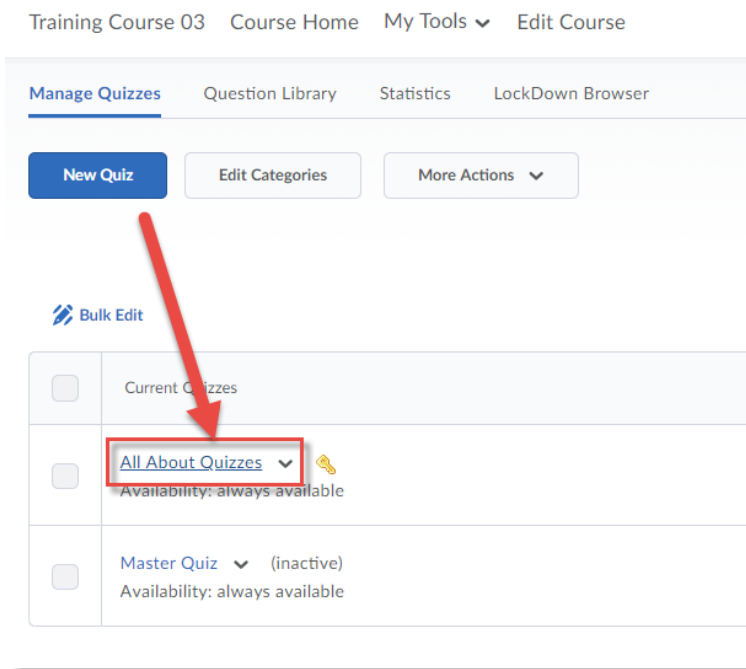
Type	Points	Difficulty	Mandatory	Last Modified
SA	1	1		Aug 21, 2015 12:31 PM
M-S	1	1		Aug 21, 2015 12:31 PM

Done Editing Questions

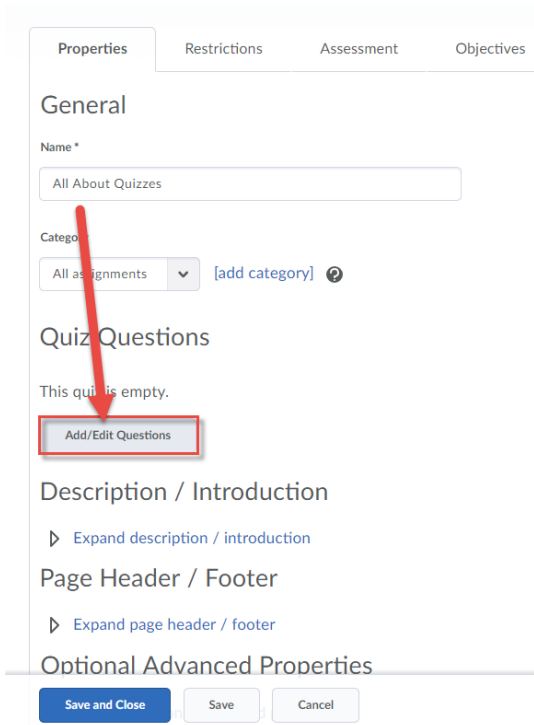


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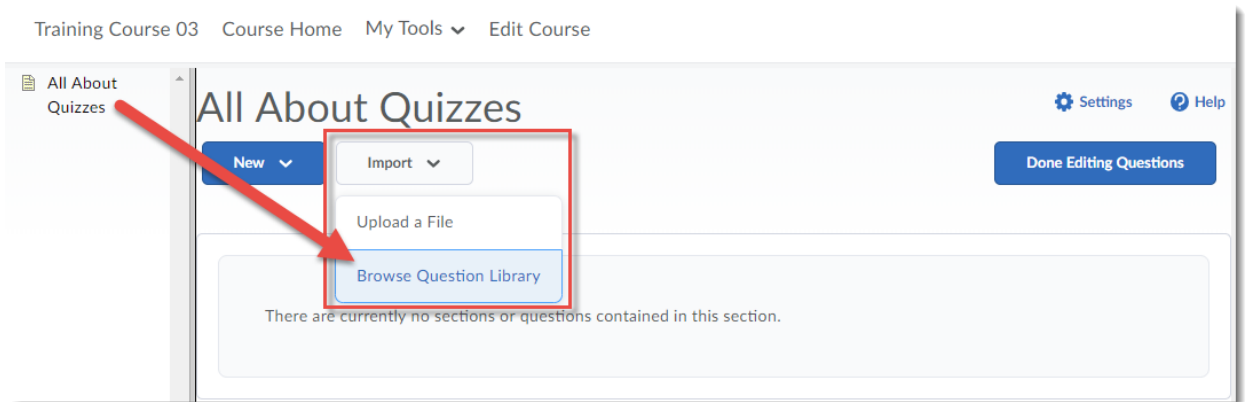
7. Now, you can add your **Section** (along with your questions) to a **Quiz**. Click on the title of the quiz you want to add your **Section** to (or create a new **Quiz**).



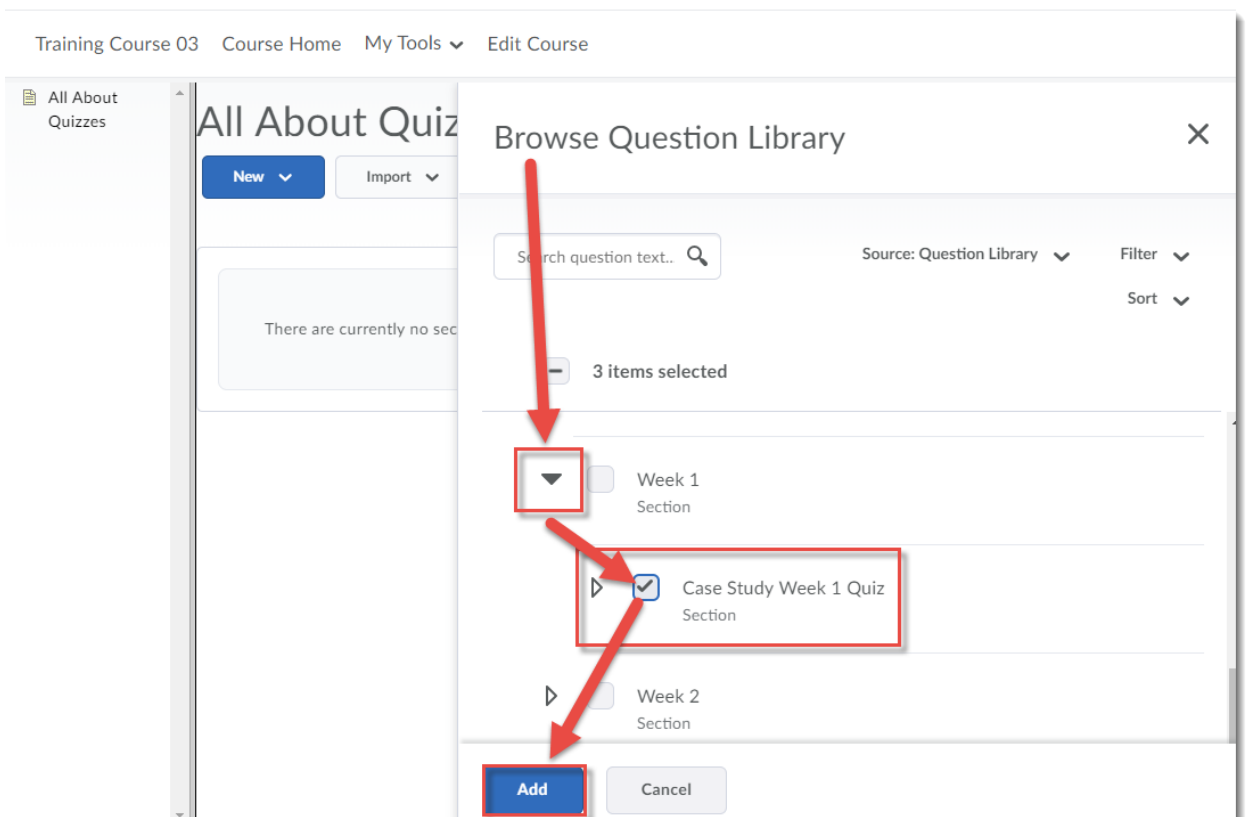
8. If you need to, give your **Quiz** a **Name**, then click **Add/Edit Questions**.



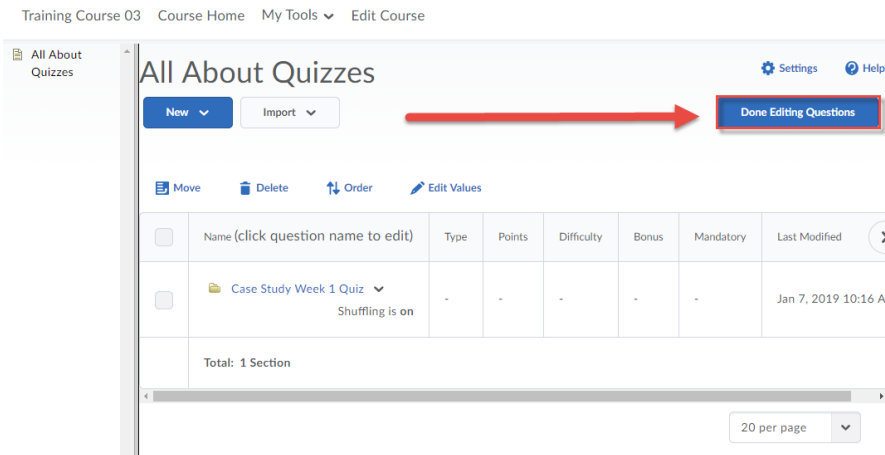
9. Click **Import**, and select **Browse Question Library**.



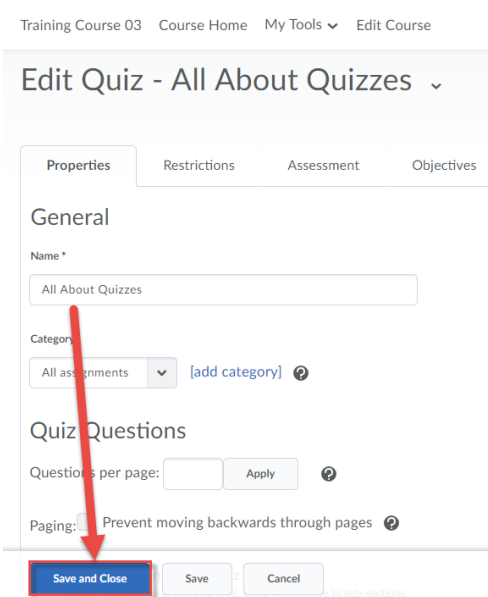
10. Find your Section – you may need to scroll down in the Browse Question Library window and click the down arrows next to Section titles to open them to find it. Click the select box next to your Section, and click **Add**.



## 11. Click **Done Editing Questions**.



## 12. Finish setting up your Quiz, then click **Save and Close**. Make sure to **Preview** your Quiz to check that your Section text or image appears above the questions you placed in it.



## Things to Remember

**NOTE:** If you have old quizzes in your course site (for example, if you have copied them from Master or Dev or old course sites), you may have old versions of Text or Image information “question types” that have been converted into Sections called “Untitled [converted from a Text/Image Information Item]”. You will want to check your quizzes to make sure these sections work the way you want them to in the context of your quiz, and may even want to take the time to give them an appropriate title and move the questions so that they are inside the appropriate section.

If you have questions about this, contact [eLearning@camosun.ca](mailto:eLearning@camosun.ca) to arrange to talk to an instructional designer.



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