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**.

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).

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

5. Give your **Section** a **Title** and click **Hide Section Title from students** if you like (we will keep it unselected to show you want 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**.

6. 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.

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**).
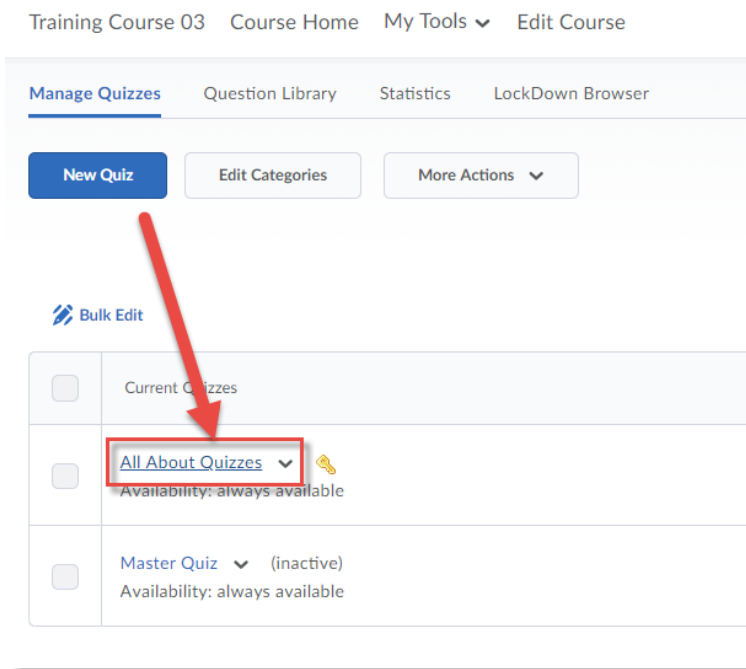
8. If you need to, give your **Quiz** a **Name**, then click **Add/Edit Questions**.
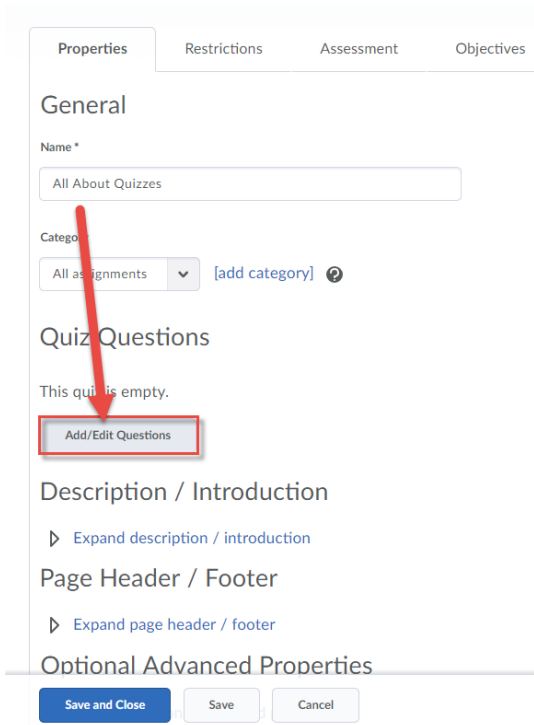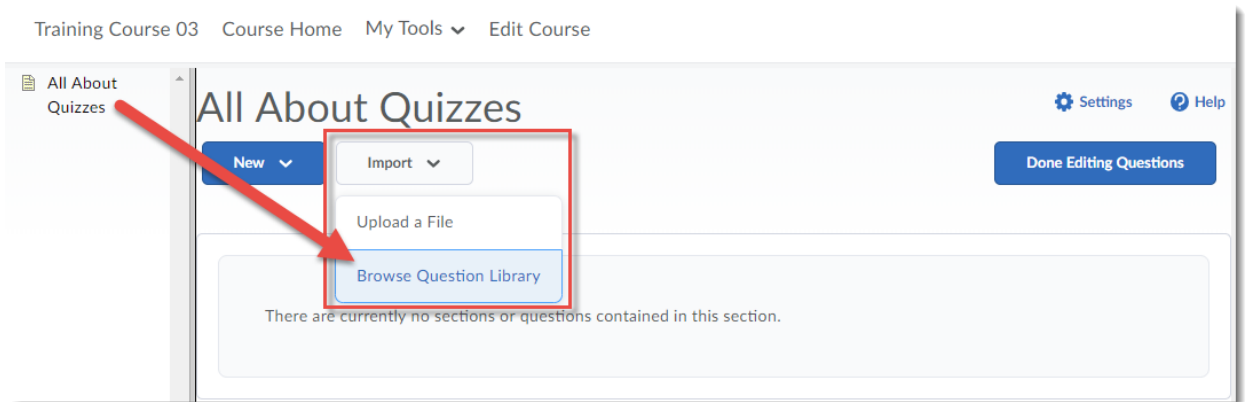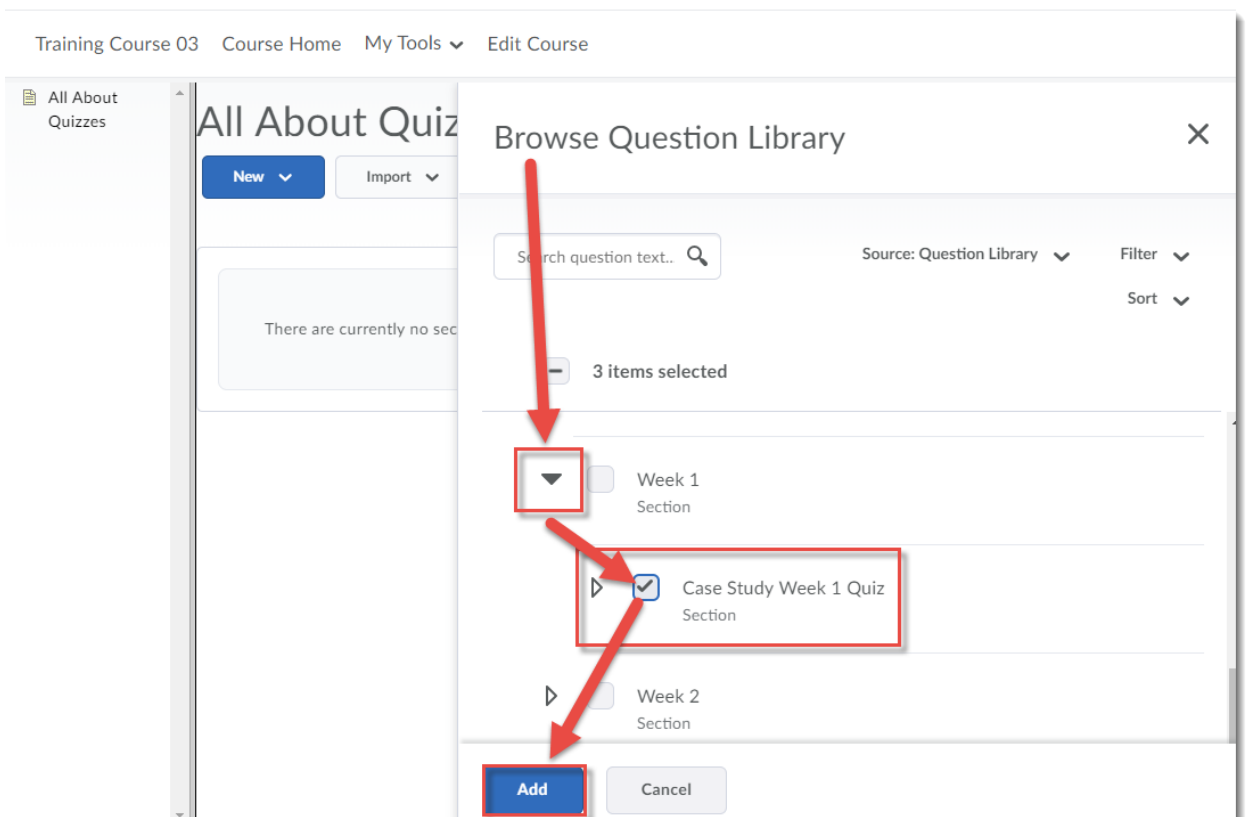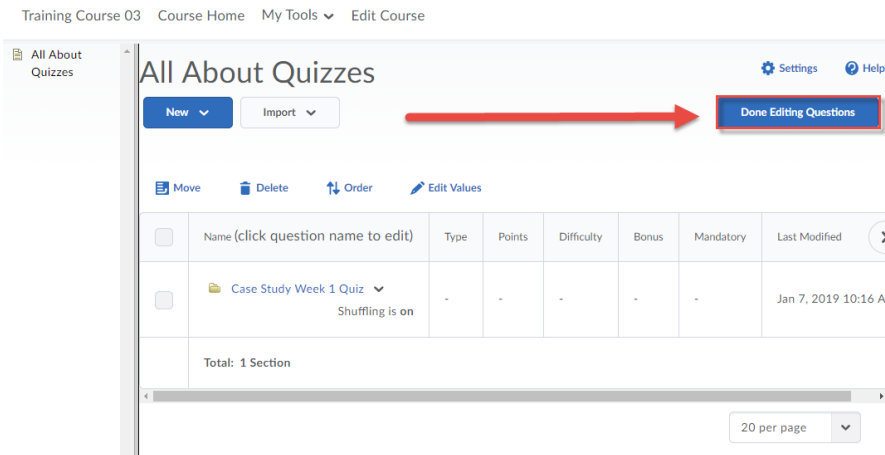
9. Click **Import**, and select **Browse Question Library**.

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.
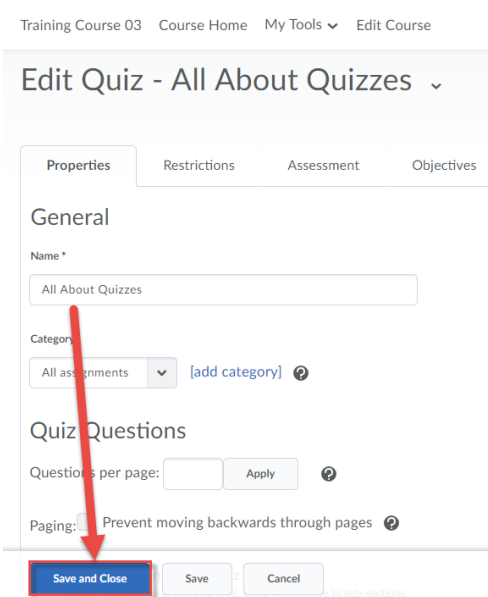
Things to Remember

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 to arrange to talk to an instructional designer.