



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

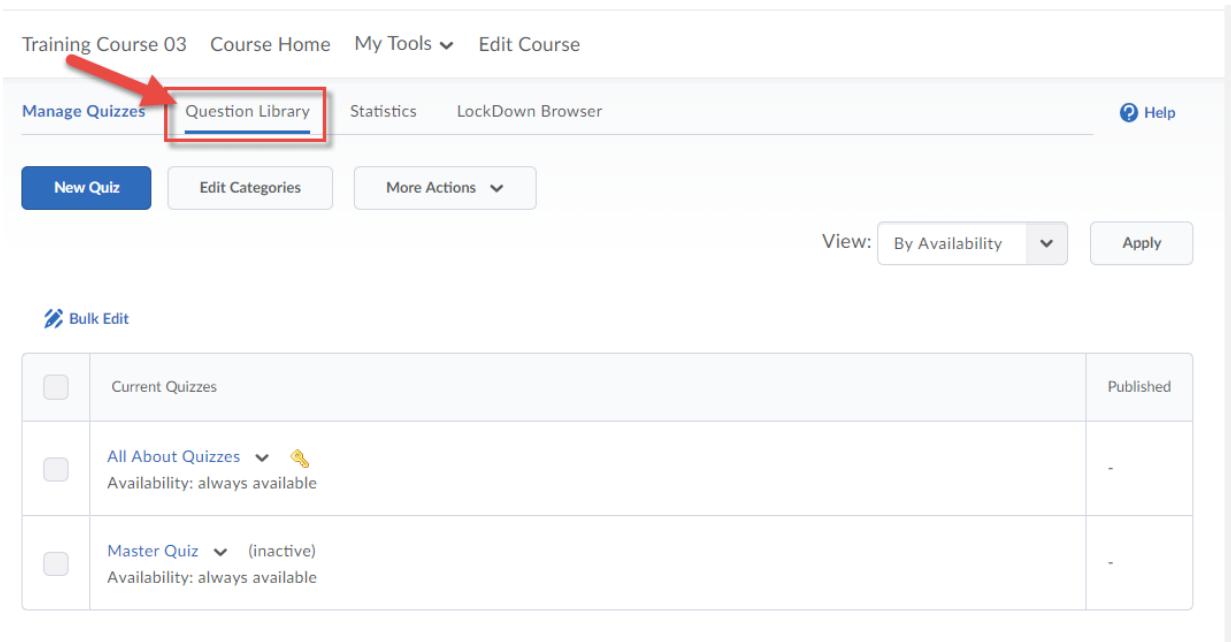
This tutorial is for faculty who have previous experience using the Quizzes tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

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**.



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



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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

Week 1

New Import Done Editing Questions

Move Delete Order Edit Values

Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
I would like to make the quiz questions and the answers available AFTER the Quiz	SA	1	1		Aug 21, 2015 12:31 PM

A red arrow points to the "Week 1" folder in the sidebar.

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

Training Course 03 Course Home My Tools Edit Course

Question Library > Quizzes > Week 1

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)

Edit Values

Name (click question name to edit)	Type	Points	Difficulty	Mandatory	Last Modified
Quiz questions after the Quiz Quizzing	SA	1	1		Aug 21, 2015 12:31 PM

Two red arrows point to the "New" button and the "Section" option in the dropdown menu.



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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**.

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.

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.

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	Type	Points	Difficulty	Mandatory	Last Modified
True or False Question (T/F)	to edit	SA	1	1	Aug 21, 2015 12:31 PM
Multiple Choice Question (MC)	the quiz	M-S	1	1	Aug 21, 2015 12:31 PM
Multi-Select Question (M-S)	able AFTER				
Written Response Question (WR)	ab of the				
Short Answer Question (SA)	to this? ▾				
Multi-Short Answer Question (MSA)	select the				
Fill in the Blanks Question (FIB)	available in				
Matching Question (MAT)					
Ordering Question (ORD)					

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**).

The screenshot shows the 'Manage Quizzes' section of a course management system. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', and 'Edit Course'. Below this is a toolbar with 'Manage Quizzes' (highlighted), 'Question Library', 'Statistics', and 'LockDown Browser'. There are three buttons: 'New Quiz' (blue), 'Edit Categories', and 'More Actions'. A 'Bulk Edit' link is also present. The main area displays a table of quizzes:

	Current Quizzes
<input type="checkbox"/>	All About Quizzes
<input type="checkbox"/>	Master Quiz (inactive) Availability: always available

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

The screenshot shows the 'Properties' tab of a quiz configuration dialog. The tabs include 'Properties' (selected), 'Restrictions', 'Assessment', and 'Objectives'. Under the 'General' section, there is a 'Name *' field containing 'All About Quizzes'. Below it is a 'Category' dropdown set to 'All assignments' with an '[add category]' link. The 'Quiz Questions' section shows a message: 'This quiz is empty.' followed by a red box around the 'Add/Edit Questions' button. Other sections like 'Description / Introduction' and 'Page Header / Footer' are partially visible. At the bottom are buttons for 'Save and Close', 'Save', and 'Cancel'.



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

The screenshot shows the 'All About Quizzes' page. On the left, there's a sidebar with 'All About Quizzes'. In the center, there's a 'New' button, an 'Import' dropdown menu, and a 'Browse Question Library' button. A red arrow points from the left towards the 'Import' dropdown, and another red box highlights the 'Browse Question Library' button.

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**.

The screenshot shows the 'Browse Question Library' window. It has a search bar, filter options, and a list of sections. A red arrow points down from the main quiz page into this window. Inside the window, a red box highlights the 'Week 1 Section' under '3 items selected'. Another red box highlights the 'Case Study Week 1 Quiz Section' under 'Week 1 Section'. A third red arrow points to the 'Add' button at the bottom of the window.



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11. Click Done Editing Questions.

The screenshot shows a list of quizzes under the heading 'All About Quizzes'. There is one quiz listed: 'Case Study Week 1 Quiz'. The table columns include Name, Type, Points, Difficulty, Bonus, Mandatory, and Last Modified. At the top right of the page, there is a 'Done Editing Questions' button, which is highlighted with a red arrow.

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.

The screenshot shows the 'Edit Quiz - All About Quizzes' page. It includes tabs for Properties, Restrictions, Assessment, and Objectives. Under the General section, there are fields for Name (set to 'All About Quizzes') and Category (set to 'All assignments'). In the Quiz Questions section, there are options for Questions per page and Paging. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted with a red arrow.

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.



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