(CAMOSUN @Learning

# Creating Questions in the Question Library (the basics) – D2L Tutorial

This tutorial is for faculty who have previous experience using D2L. For further information or assistance, go to our <u>Team Dynamix Support portal</u> and click the appropriate Category to submit a ticket.

Tutorials

## Scenario

This tutorial will cover the basic steps involved when you wish to create questions in the Question Library for use in a Quiz in D2L. The creation of each question type is covered in more depth in separate tutorials.

**NOTE**: The quiz tool and the Question Library can be complicated, so please don't hesitate to contact <u>eLearning Support</u> to make an appointment with an instructional designer. We can also help you consider how best to use the Quizzes tool for a different assessments, or recommend other tools to support you as needed.

#### Steps

- 1. Go to the **Quizzes** tool in your course (e.g., through the **My Tools** drop-down).
- 2. Click Question Library.

Training	Course 03 Course Home My Tools → ePortfolio My Media Course Media Edit Course	
Manage	Quizzes Question Library Statistics LockDown Browser	P Help
New	Quiz Edit Categories More Actions 🗸	
	View: By Availability 🗸	Apply
🌮 Bul	k Edit	
	Current Quizzes	Published
	All About Quizzes 🗸 Due on Jan 23, 2020 3:00 PM	2/2
	Quiz 1 🗸 Due on Mar 20, 2020 10:50 PM	-

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3. Create folders (called **Sections**) to organize your questions, for example Module 1 Quiz, or Reading Quiz, or Week 1 Quiz. Click **New** and select Section.

	Training Course 03 Course Home	My Tools 🗸 ePort	folio My Media	Course Media	Edit Course
<ul> <li>         ■ Question Library         ■ Surveys         ■ Self-assessments         ■ Quizzes         </li> </ul>	Question Library	Edit Values			
	Multiple Choice Question (MC)	edit)			
	Multi-Select Question (M-S)				
	Written Response Question (WR)				
	Short Answer Question (SA)				
	Multi-Short Answer Question (MSA)				

## 4. Give your section a **Title**, and click **Save**.

Back to Question Library	
Section Title * Quiz 1] Hide Section Title from students Section ext	Quiz 1
Hice Section Text from students She fle questions in this section Als shuffles sections and question pools in this section. Does not cascade to sub-sections. Save Cancel	

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5. Click the title of your Section. You will then be able to add questions. For the purposes of this tutorial, we will simply show you the list of question types rather than going through each one. To see the question types, click New. You have: True/False, Multiple Choice, Multi-Select, Written Response (essay), Short Answer (1-word), Multi-Short Answer, Fill in the Blanks, Matching, Ordering, Arithmetic, and Significant Figures. You can add as many questions to your Section as you like to. All but the Written Response can be set to grade automatically.

	Training Course 03 Course Home	My Tools 🗸	ePortfolio	My Media	Course Media	Edit Course	
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	True or False Question (T/F)						
	Multiple Choice Question (MC)	uestions conta					
	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)						
	Arithmetic Question (2+2)						
	Significant Figures (x10)	•					

6. After you have created and added all the questions to your Section, you can create more sections and questions, and then click **Done Editing Questions** to return to the Quiz tool. You are now ready to add questions to a Quiz (see the **Creating a Quiz** tutorial).

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a 2 Question Library ▲ Surveys Self-assessments a Quizzas Quiz 1						<b>ب</b> ا	Settings Phelp
Name (click question name to edit)         Type         Points         Difficulty					Mandatory	Last Modified	
	What 3 question types take the least time to create in D2L?		MSA	1	1		Aug 21, 2015 12:31 PM
		? Match the following common quiz administration tasks with the most appropriate area of the Quizzing tool $ \checkmark$	MAT	1	1		Aug 21, 2015 12:31 PM
		<ul> <li>Creating questions in the Question Library will enable you to reuse your questions on various Quizzes or exams.</li> </ul>	T/F	1	1		Aug 21, 2015 12:31 PM

# Things to Remember

Review the other tutorials for the **Quizzes** tool to find out how to preview a quiz, add an **Additional Submission** View, **Special Access** for students who need accommodations, how to grade quizzes, etc.



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