



## 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 [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### 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 [eLearning Support](#) 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.

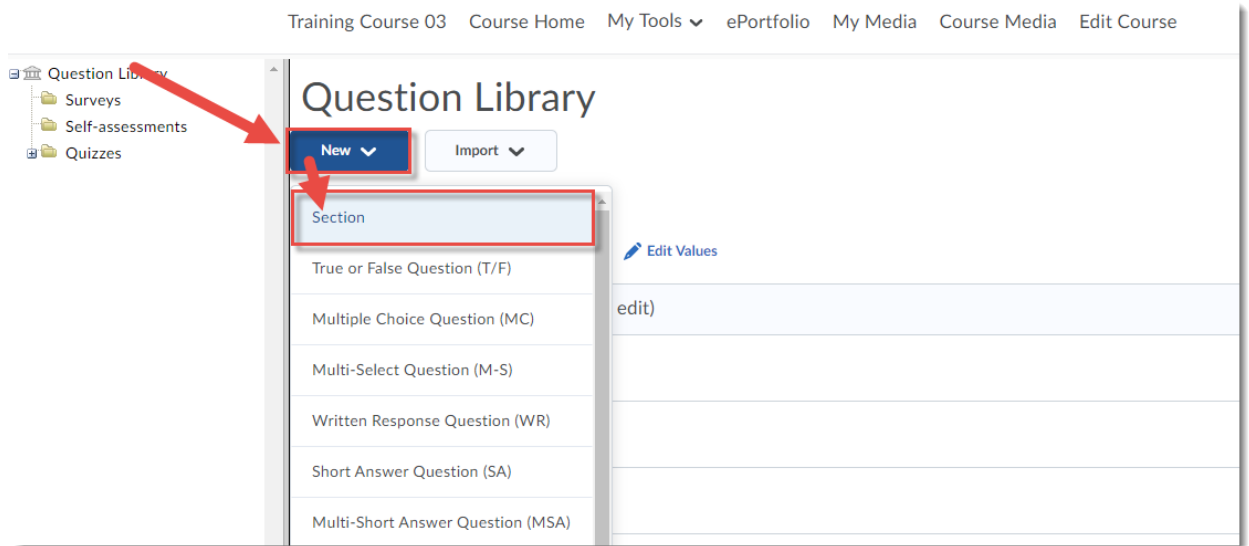
### Steps

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

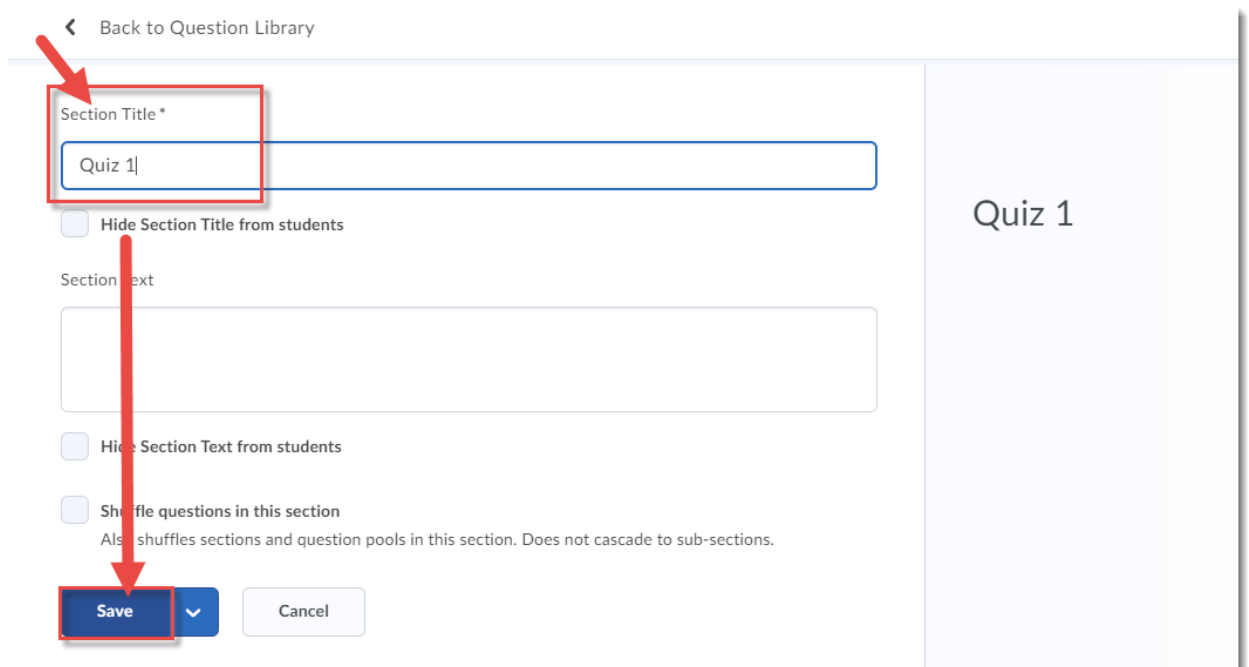
<input type="checkbox"/>	Current Quizzes	Published
<input type="checkbox"/>	All About Quizzes Due on Jan 23, 2020 3:00 PM	2/2
<input type="checkbox"/>	Quiz 1 Due on Mar 20, 2020 10:50 PM	-



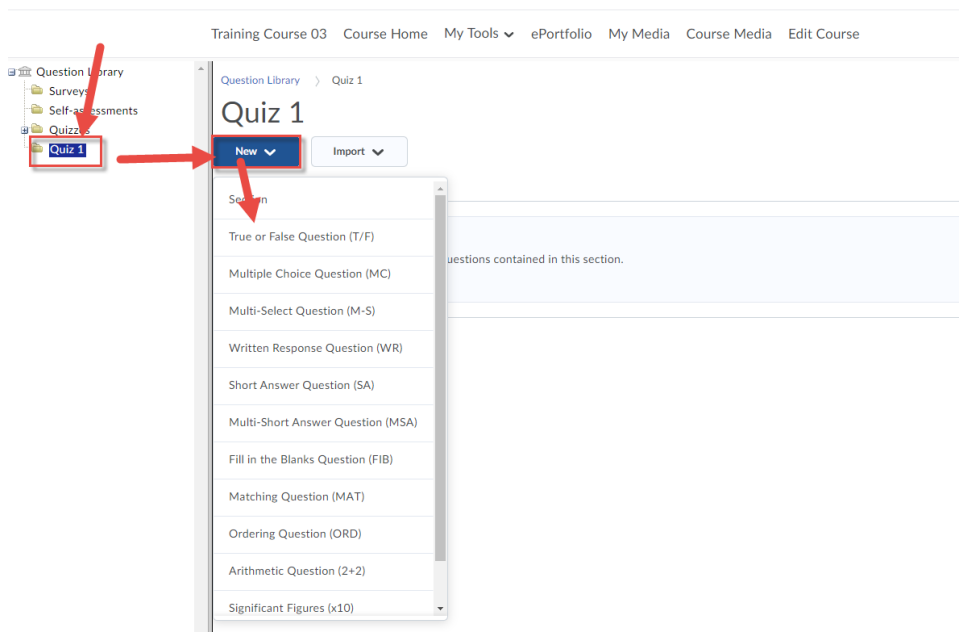
3. Create folders (called **Sections**) to organize your questions, for example Module 1 Quiz, or Reading Quiz, or Week 1 Quiz. Click **New** and select Section.



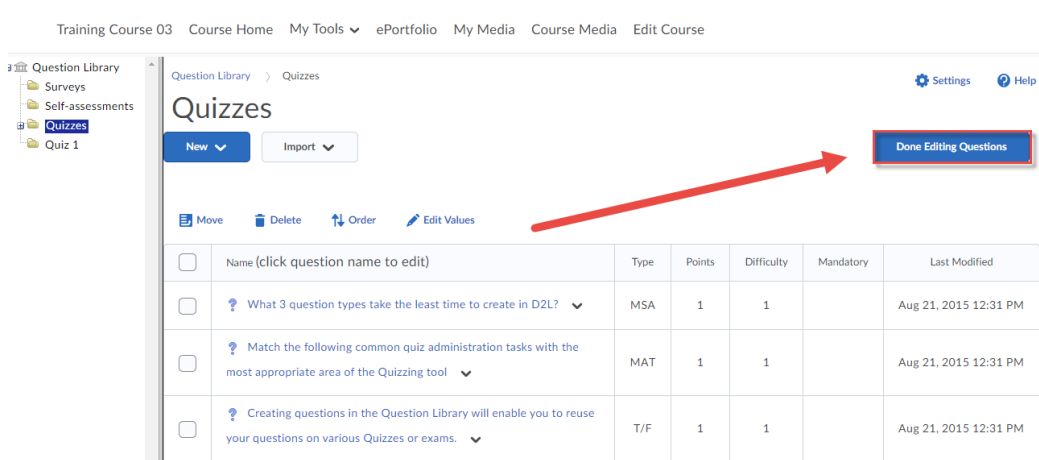
4. Give your section a **Title**, and click **Save**.



- 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.



- 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).



## 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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