



Importing Questions from a Quiz into the Question Library – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes and Question Library tools 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 importing questions you have created in a Quiz into the **Question Library** (questions need to be in the Question Library in order to create Question Pools in Quizzes, which give you the option to randomly show 10 questions from a pool of 30, for example). Note – if you originally created your questions in the Question Library, you do not need to import them back.

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

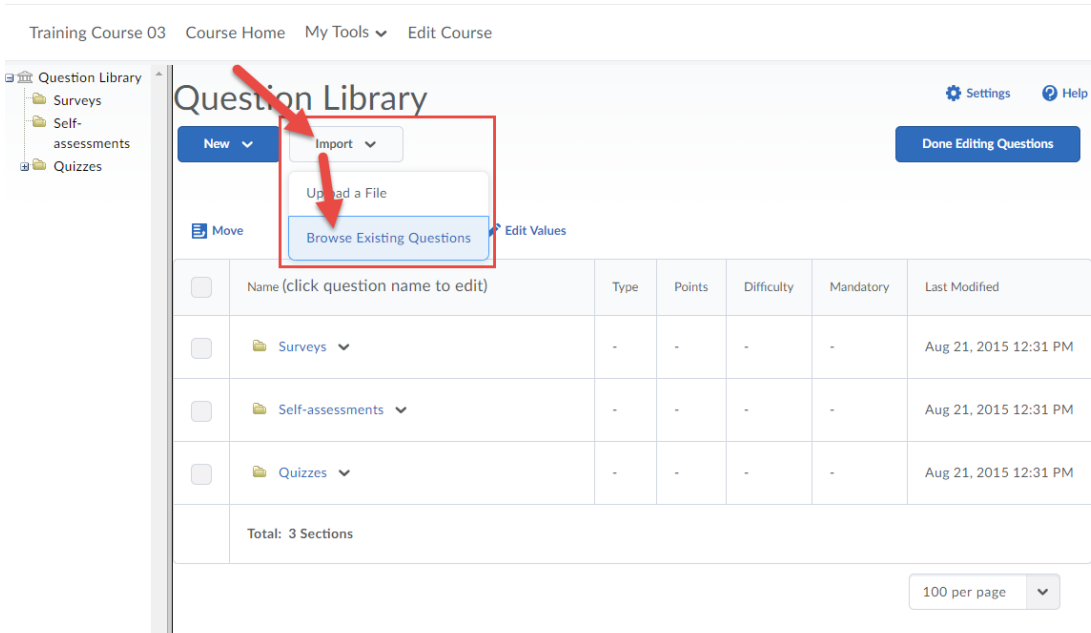
View: By Availability Apply

Bulk Edit

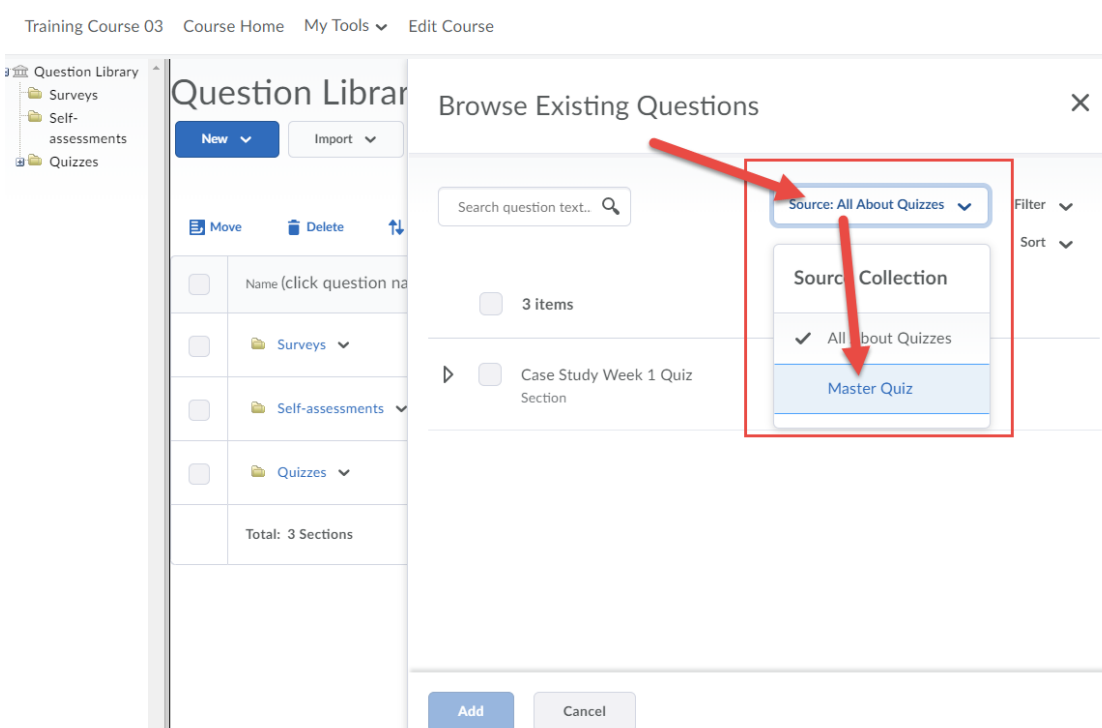
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<input type="checkbox"/>	All About Quizzes Availability: always available	-
<input type="checkbox"/>	Master Quiz Availability: always available	-



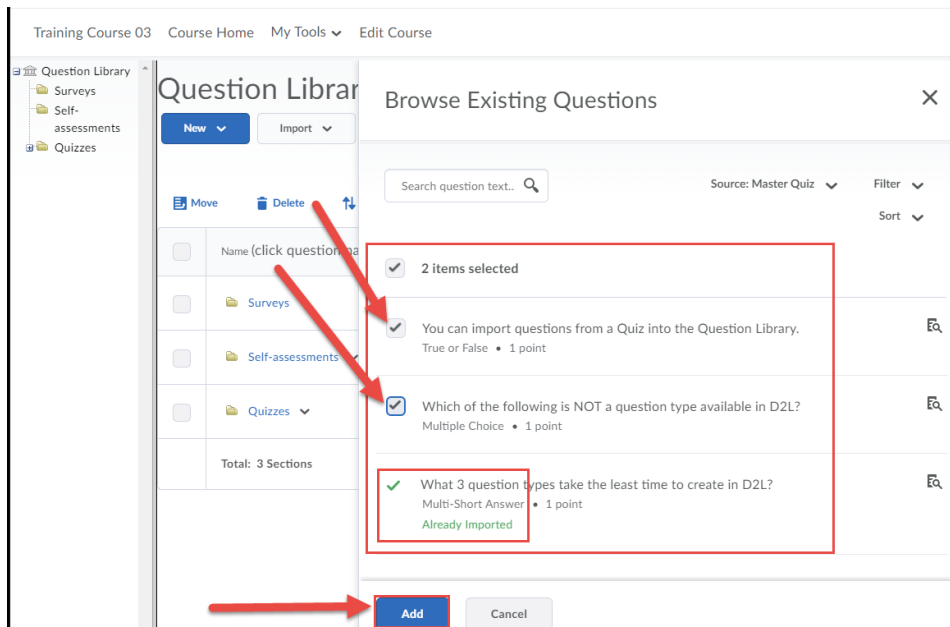
3. Make sure you are in the folder you want to import questions into, then click **Import** and select **Browse Existing Questions**.



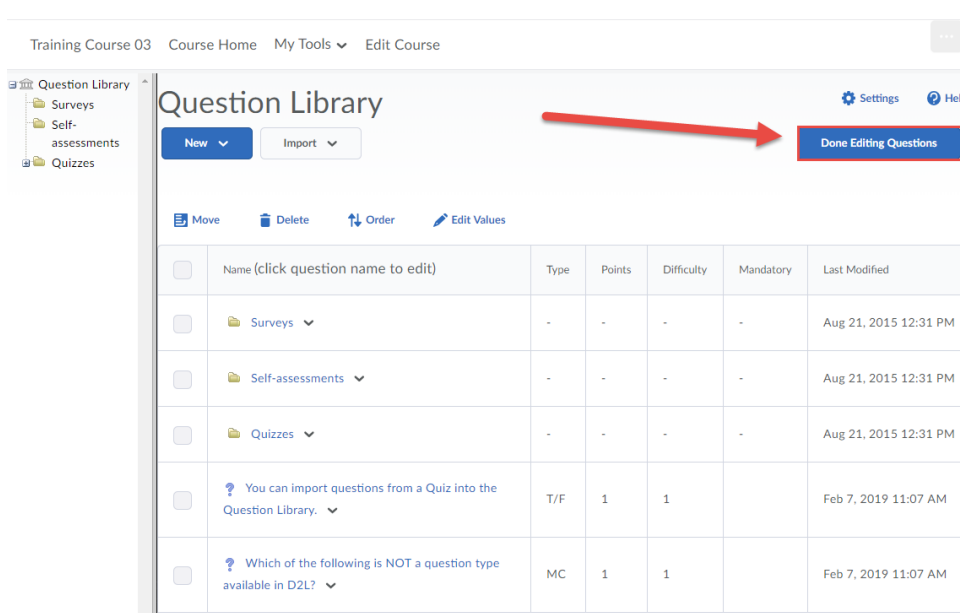
4. In the side panel that opens on the right, click the **Source** drop-down, and select the Quiz you wish to import questions from.



- Click the arrow to the left of the Quiz title select box to see all the questions. Green checks indicate that questions have already been imported to the Question Library. You can select any questions that need to be imported, and then click **Add**.



- Click **Done Editing Questions** to return to the main Quizzes area.



Things to Remember

We recommend creating all your questions in the **Question Library** from the beginning so that you are ready to create a **Question Pool** in a quiz at any time!



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