



Importing Questions from Question Library into a Quiz Section – 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 creating a Section (folder) in a Quiz and importing questions from the Question Library into that Section.

Note: this tutorial assumes that you have already added the questions to the Question Library in your course. If you are unsure how to add questions into the Question Library, see the tutorial for this topic, or book a consult with an eLearning instructional designer.

Steps

1. Go to the **Quizzes** tool in your course.
2. Open an existing quiz, or click on the **New Quiz** button to create a new quiz.
3. On the **Properties** tab, click **Add/Edit Questions**.

Edit Quiz - Quiz for Quick Eval Test

Properties Restrictions Assessment Objectives Submission Views

General

Name *
Quiz for Quick Eval Test

Category
no category [add category]

Quiz Questions

Questions per page: [1] Apply

Page: [] Prevent moving backwards through pages

Shuffle questions at the quiz level
So shuffles sections at the quiz level. Does not cascade to sub-sections.

Add/Edit Questions Edit Values

Page Name

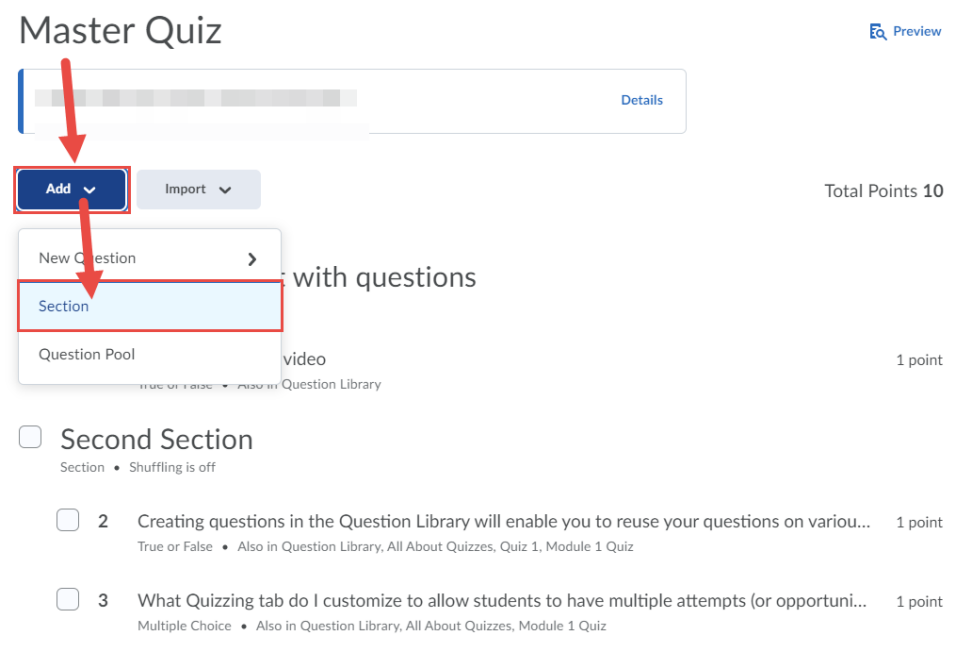
1 Test section 2

1 Sample Questions

Save and Close Save Cancel

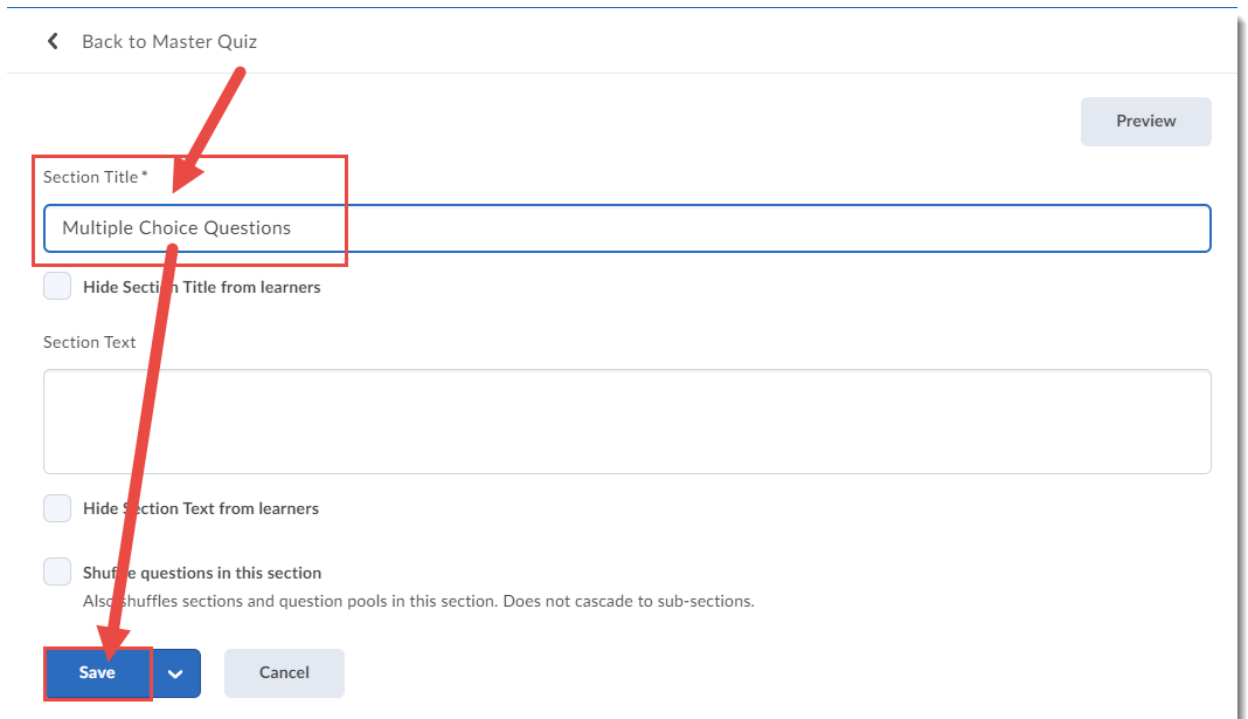


- Click **Add** and select **Section**. This will create a new “folder” into which you can import questions from the Question Library.



The screenshot shows the 'Master Quiz' interface. At the top, there is a search bar and a 'Preview' button. Below the search bar, there is a progress bar and a 'Details' button. A red arrow points to the 'Add' button, which is highlighted with a red box. A dropdown menu is open, showing options: 'New Question', 'Section', 'Question Pool', and 'video'. The 'Section' option is highlighted with a red box. Below the dropdown, there is a list of questions. The first question is 'Second Section' with a checkbox and the text 'Section • Shuffling is off'. Below it are two more questions, each with a checkbox and a point value of 1 point.

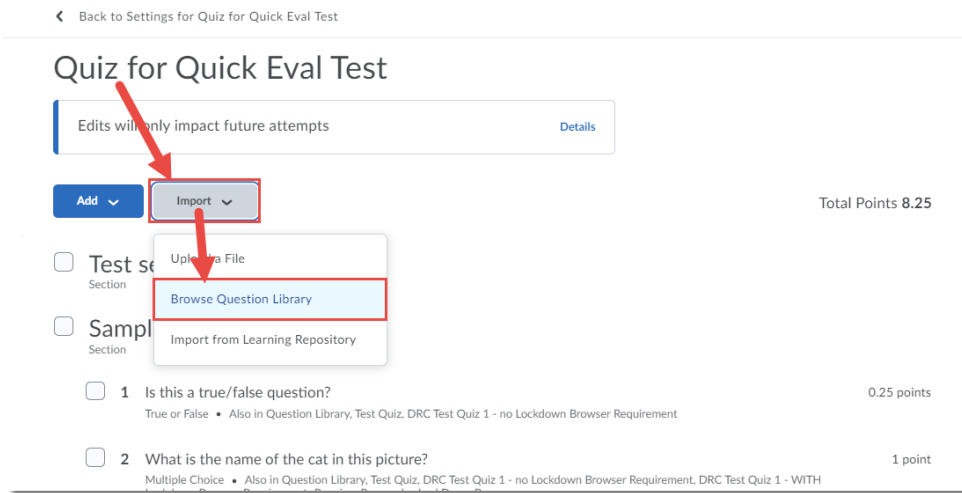
- Give your Section a **Title** and click **Save**.



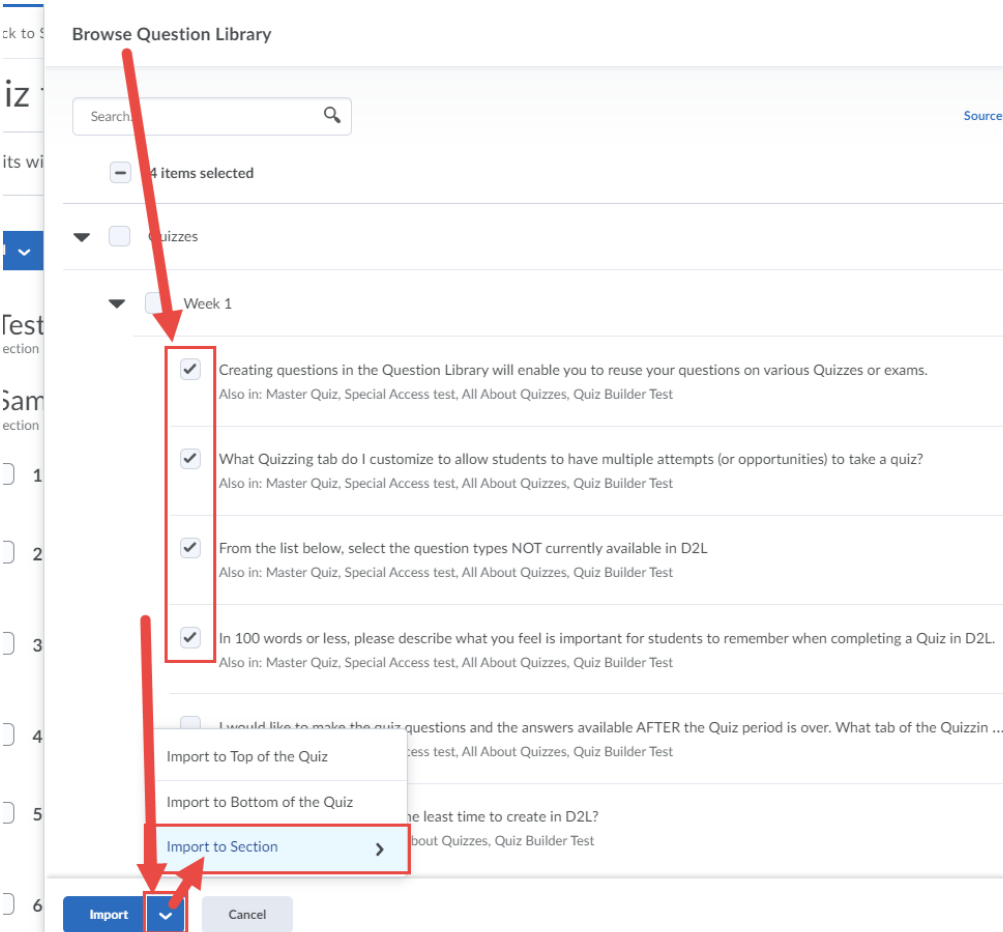
The screenshot shows the 'Section configuration' form. At the top, there is a 'Back to Master Quiz' button and a 'Preview' button. The 'Section Title*' field is highlighted with a red box and contains the text 'Multiple Choice Questions'. Below it is a checkbox for 'Hide Section Title from learners'. The 'Section Text' field is empty. Below it is a checkbox for 'Hide Section Text from learners' and a checkbox for 'Shuffle questions in this section' with the text 'Also shuffles sections and question pools in this section. Does not cascade to sub-sections.' At the bottom, there is a 'Save' button highlighted with a red box and a 'Cancel' button.



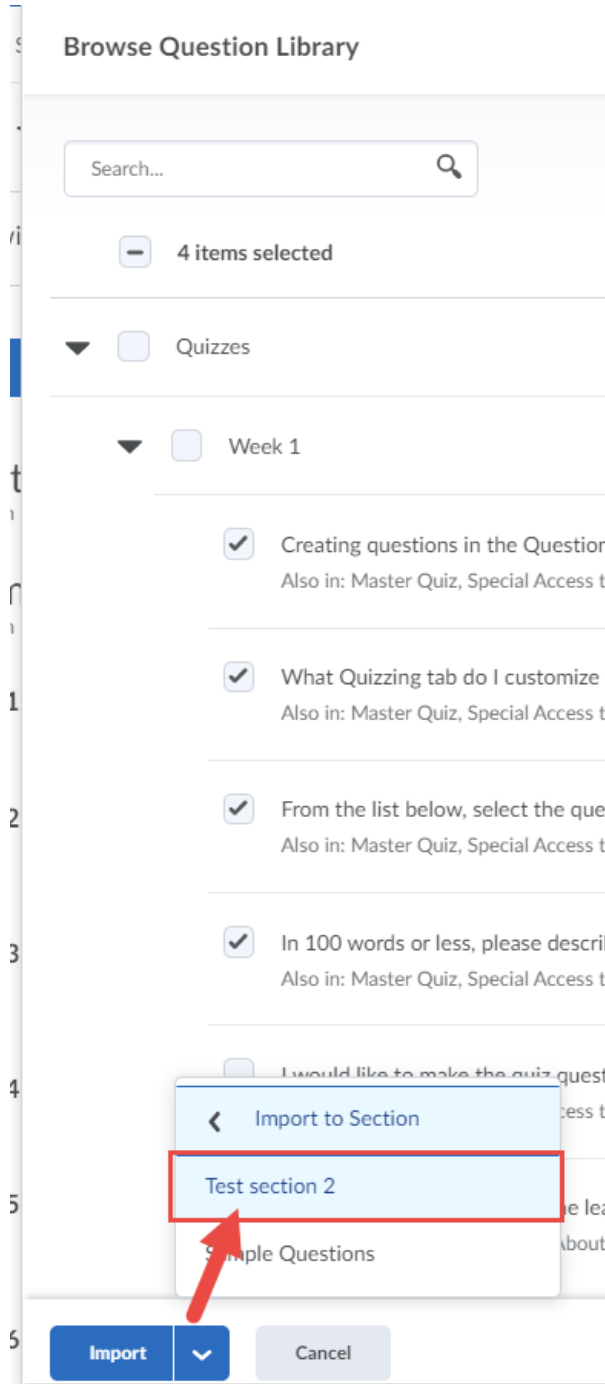
6. Click **Import** and select **Browse Question Library**.



7. Select the questions you want to import into your Section in the quiz, then click the arrow next to **Import** and select **Import to Section**.



8. Select the Section you want to import the questions to. They will automatically be imported into that section.



9. Finish adding questions to your quiz, and then click **Back to Settings for Quiz** to return to the **Edit Quiz area**.

Quiz for Quick Eval Test

Edits will only impact future attempts [Details](#)

Add **Import** Total Points 12.25

Test section 2
Section

- 1 Creating questions in the Question Library will enable you to reuse your questions on various Quizzes or e... 1 point
True or False • Also in Question Library, Master Quiz, Special Access test, All About Quizzes, Quiz Builder Test
- 2 What Quizzing tab do I customize to allow students to have multiple attempts (or opportunities) to take a ... 1 point
Multiple Choice • Also in Question Library, Master Quiz, Special Access test, All About Quizzes, Quiz Builder Test
- 3 From the list below, select the question types NOT currently available in D2L 1 point
Multi-Select • Also in Question Library, Master Quiz, Special Access test, All About Quizzes, Quiz Builder Test
- 4 In 100 words or less, please describe what you feel is important for students to remember when completi... 1 point
Written Response • Also in Question Library, Master Quiz, Special Access test, All About Quizzes, Quiz Builder Test

10. Finish creating your Quiz, and click **Save and Close**.

Edit Quiz - Master Quiz

Properties Restrictions Assessment Objectives Submission Views Reports Setup

General

Name: Master Quiz

Category: no category [add category]

Quiz Questions

Questions per page: [] Apply

Paging: Prevent moving backwards through pages

Shuffle questions at the quiz level
Also shuffles sections at the quiz level. Does not cascade to sub-sections.

Save and Close Save Cancel

Things to Remember

You can also Shuffle questions in a Section – see the tutorial *Shuffling Questions in a Quiz* for more information.



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