

Question Library

The Question Library is a central repository that stores and archives questions which you can reuse within a course. You can create multiple sections within the Question Library to organize your questions by type and topic, making it easier for you to find questions for your quizzes, surveys, and self-assessments.

As a best practice for storage, organization, and easy access, we recommend that you create all your questions using the Question Library. You can also consolidate questions created within the Quizzes, Surveys, and Self Assessments tools by importing them back into the Question Library.

Access the Question Library

1. Navigate to **Quizzes, Surveys, or Self Assessments**.
2. From the tool navigation, click **Question Library**.

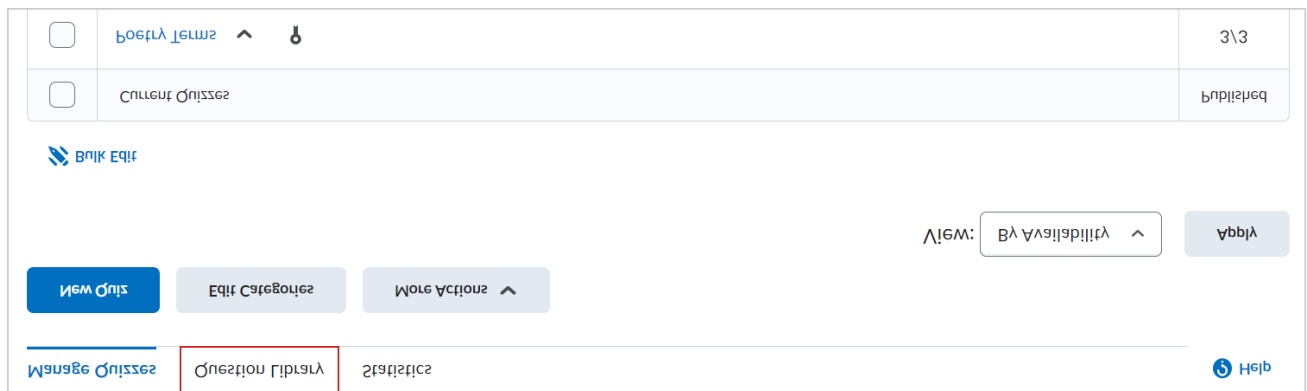


Figure: Accessing the **Question Library** from **Quizzes**.

Visual tour of the Question Library

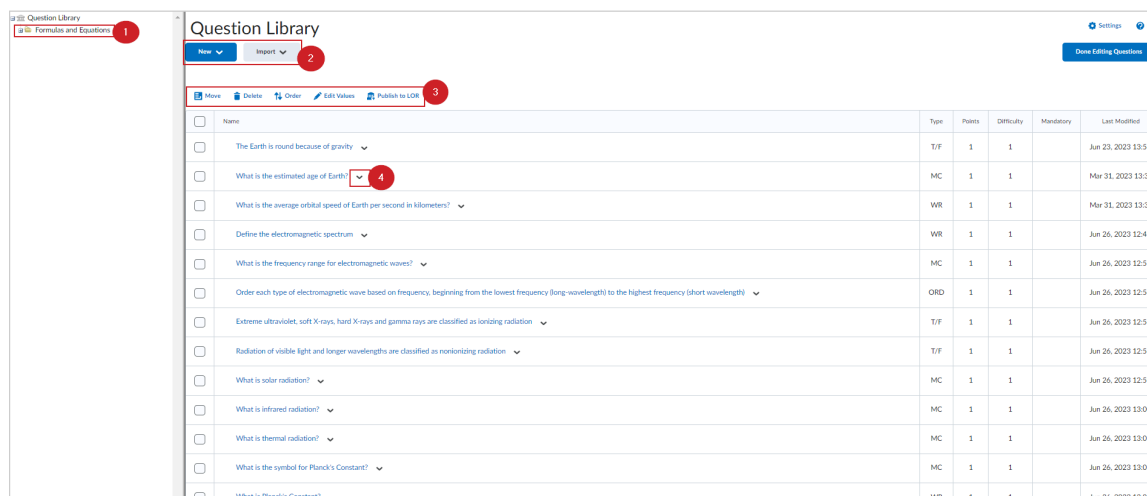


Figure: Overview of the **Question Library** interface.

Easily organize and categorize your questions with the Question Library. The collection of questions within of this tool allows instructors to efficiently reuse questions in one course and helps save time when copying them over to other course offerings.

1. Preview all the sections within your Question Library.
 1. Sections can be thought of as folders where individual questions can be grouped together.
 2. Sections can contain other sections and individual questions. Clicking on the drop-down menu provides instructors with the ability to edit settings for the chosen section.
2. Click **New** to create a new section within the Question Library or an existing source in Brightspace, like Quizzes, Surveys, or Self-Assessments. Click **Import** to add questions to the Question Library from either an external file or an existing quiz, survey, or self-assessment in Brightspace.
3. The Question Library admin bar provides instructors with several options:
 1. **Move**: move questions into sections or sections into other sections.
 2. **Delete**: delete questions or sections from the Question Library.
 3. **Order**: rearrange questions or sections within the Question Library.
 4. **Edit Values**: edit the number of points, the level of difficulty, or change the mandatory status of individual quiz questions.

4. Instructors can click on the drop-down menu of individual questions to edit and preview the item selected or to view the attempts made to the chosen question.

Organize questions with sections

You can create sections in Question Library to organize your questions.

To create a section

1. Navigate to **Quizzes, Surveys, or Self Assessments**.
2. Click the **Question Library** tab.
3. Click the **New** drop-down menu, select **Section**.

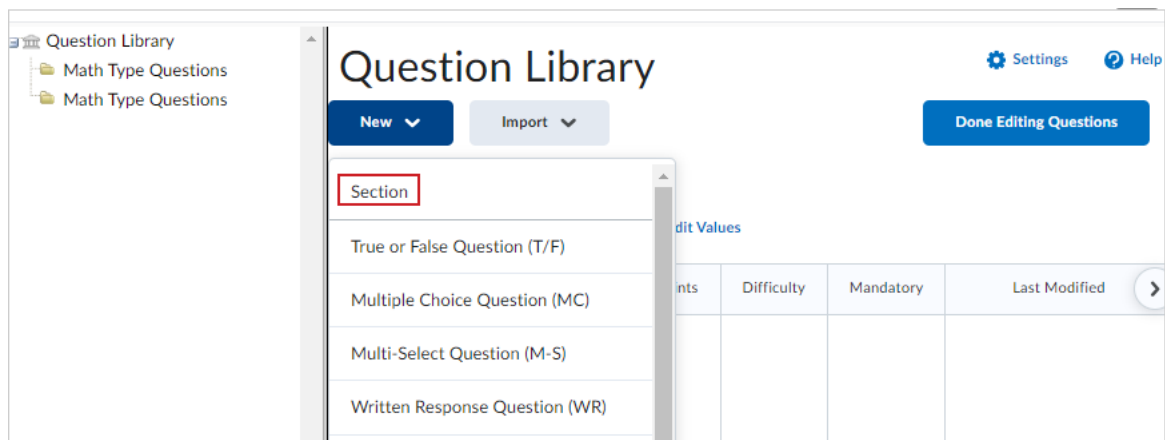


Figure: Select **Section** from the New drop-down menu.

4. Enter a **Section Title**.

Section Title *

Mathematics 101

☒ Hide Section Title from learners

Section Text

Mathematics 101 Term 1 - Quiz Questions

☒ Hide Section Text from learners

☒ Shuffle questions in this section
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

Save Cancel

Figure: Enter a **Section Title** and fill in relevant information for your new section.

5. To hide the section title from students, select the **Hide Section Title from students** check box.
6. To add a description of this section, enter the **Section Text**.
7. To hide the section text from students, select the **Hide Section Text from students** check box.
8. To shuffle sections and question pools in this section, select the **Shuffle questions in this section** check box.
Note: The shuffle functionality does not cascade to sub-sections.
9. Click **Save**.

Create true or false questions

True or false (T/F) questions present a statement which respondents must determine is correct or incorrect.

To create true or false questions

1. Navigate to **Quizzes, Surveys, or Self Assessments**.

2. Click the **Question Library** tab.
3. Click the **New** drop-down menu, select **True or False Question (T/F)**.
4. In the **Question Text** field, enter your true or false question. A preview of the question appears in the preview pane as you begin creating the question.

The screenshot shows a web interface for creating a 'True or False' question. At the top, there is a back arrow and the text 'Back to Question Library'. Below this is a dropdown menu currently set to 'True or False' with a downward arrow icon. To the right of this menu is a link labeled 'Options' with a downward arrow icon. The main section is titled 'Question Text *' and contains a large, empty text input field, which is highlighted with a red rectangular border. Below the text field is the 'Answers *' section, which contains two radio button options: 'True' and 'False'. Further down is the 'Default Points *' section, which has a small text input field containing the number '1'. At the bottom of the form are two buttons: a blue 'Save' button with a downward arrow icon, and a light gray 'Cancel' button.

Figure: Enter a true or false question in the **Question Text** field.

5. In the **Answers** area, select **True** or **False** as the correct answer.
6. Set the number of **Default Points** earned if a users answers the true or false question correctly.
7. From the **Options** drop-down list, optionally, specify the following:
 - To add feedback for each answer, select **Add Feedback**.
 - To add a hint to the question, select **Add Hint**.
 - To add a short description to the question, select **Add Short Description**.

- To select how you want your options to be enumerated, select an option from the **Add Enumeration > Enumeration** drop-down list.

8. Click **Save**.

Create multiple choice questions

Multiple choice (M/C) questions present a statement or question with a list of possible answers, in which students must choose the best possible answer. Multiple choice questions differ from multi-select questions in that students select one answer for each multiple choice question.

If you create a multiple choice question that has more than one possible solution, you can weight the answer according to the correctness of each possible answer.

For example, if two answer choices out of five options are accepted as correct, both can be weighted 100% and the other three options can be weighted at 0%. If all five answer choices are accepted as correct but some are more correct than others, each can be weighted in ascending order with the most correct answers weighted more than the least correct answers.

To create multiple choice questions

1. Navigate to **Quizzes, Surveys, or Self Assessments**.
2. Click the **Question Library** tab.

3. Click the **New** drop-down menu, select **Multiple Choice**.

[← Back to Question Library](#)

Multiple Choice

Options

Question Text *

Answers *

Add Answer

☐ Randomize answer order

Default Points *

1

Save

Cancel

Figure: Enter the required information for your multiple choice question.

4. In the **Question Text** field, enter your multiple choice question. A preview of the question appears in the preview pane as you begin creating the question.
5. In the **Answers** area, enter the answers for the multiple choice question.
6. To add additional answers, click **Add Answer**.
7. If you want to allow each student to submit random answers, select the **Randomize answer order**.
8. Set the **Default Points** for the multiple choice question.
9. From the **Options** drop-down list, optionally, specify the following:
 - To add feedback for each answer, select **Add Feedback**.
 - To add a hint to the question, select **Add Hint**.
 - To add a percentage weight for each answer, select **Add Custom Weights**. You can set different weights for each answer if some solutions are more correct than others.
 - To add a short description to the question, select **Add Short Description**.
 - To select how you want your options to be enumerated, select an option from the **Add Enumeration > Enumeration** drop-down list.
10. Click **Save**.

Create multi-select questions

Multi-select (M-S) questions require respondents to identify one or more correct answers in a list of possible answers. Unlike multiple choice (MC) questions, multi-select questions enable you to choose a grading method and allow users to select more than one answer.

To create a multi-select question

1. Navigate to **Quizzes, Surveys, or Self Assessments**.
2. Click the **Question Library** tab.

3. Click the **New** drop-down menu, select **Multi-Select Question (M-S)**.

Multi-Select

Options

Question Text *

Answers *

Add Answer

Randomize answer order

Default Points *

1

How are points assigned to blanks?

All or Nothing

Which grading method should I choose?

Save

Cancel

Figure: Enter the required information for your multi-select question.

4. In the **Question Text** field, enter your question. As you select the field, a pop-up toolbar displays for formatting the text and adding images, links, and graphical equations. As you complete the field, the preview pane displays how it appear to students.
5. Under **Answers**, enter possible answers. Select the check box for each correct answer.
6.

To add optional information to the multi-select question, click **Options** and choose one or more of the following: **Add Feedback**, **Add Hint**, **Add Short Description**, and **Add Enumeration**.

Enter information as required.
7. If you want to allow each student to submit random answers, select the **Randomize answer order**.
8. Specify a value for **Default Points** and select one of the following **How are points assigned to blanks?** options:
 - **All or Nothing:** Students earn full points only when all correct answers are selected and all incorrect answers are left blank. Students cannot earn partial points.
 - **Correct Selections:** Points are evenly distributed across all answers. Students earn partial points for each answer correctly selected and left blank.
 - **Correct Answers, Limited Selections:** Points are evenly distributed across correct answers only. The number of selections allowed is limited to the number of correct answers. Students earn partial points for each correct answer selected.
 - **Right Minus Wrong Selections:** Points are evenly distributed across all answers. Students earn partial points for each answer correctly selected and left blank. Students lose points for answers incorrectly selected or left blank. Students cannot receive less than 0 points.
9. Click **Save**.

Create written response questions

Written response (WR) questions require respondents to write detailed answers in response to open-ended questions. You can enable users to respond in multiple sentences, paragraph answers, or mathematical explanations and calculations, and attach files and images to support their answers. Students can also respond in HTML code.

If your course has enabled the [new quiz evaluation experience](#), you can attach a rubric to written response questions when creating new questions or editing existing questions. Students can view the rubric attached to each WR question while they are taking the quiz and instructors can grade the question using the attached rubric. After the quiz is evaluated, students can review the rubric directly for any feedback.

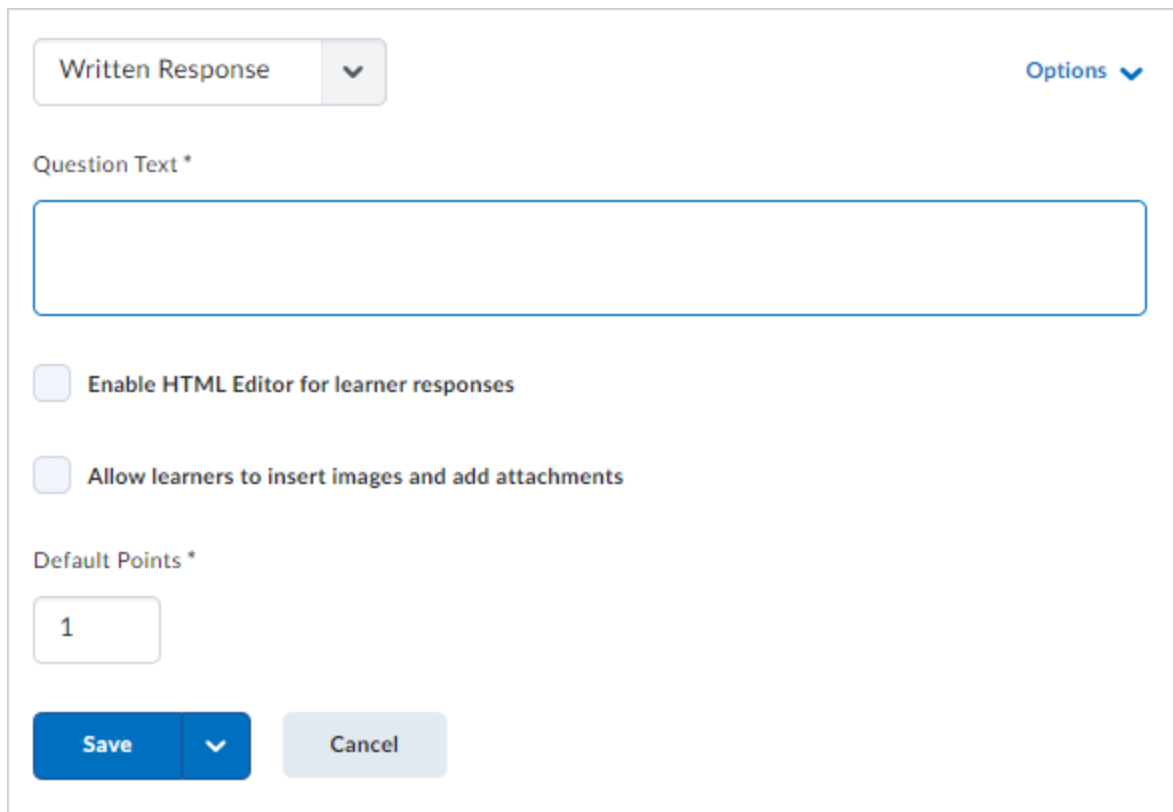
Notes:

- HTML code is sometimes stripped from saved written responses if a student refreshes the page while taking the quiz. As a best practice, encourage students to save a version of their HTML response locally in case they need to refresh the page. Written response questions are given a value of 0 until they are graded. When a written response question is not graded, students see **Pending Evaluation** for the question. Quiz attempts that have a combination of auto-graded and written response questions display the status **Pending Evaluation** on the **User** and **Attempts** pages in Quizzes to easily identify attempts that require manual grading.
- D2L recommends that quizzes containing written response questions not be set to auto-publish.

To create written response questions

1. Navigate to **Quizzes, Surveys, or Self Assessments**.
2. Click the **Question Library** tab.

3. Click the **New** drop-down menu, select **Written Response (WR)**.



The screenshot shows a configuration form for a 'Written Response' question. At the top, there is a dropdown menu currently set to 'Written Response' with a downward arrow, and an 'Options' link with a downward arrow to its right. Below this is a 'Question Text *' label followed by a large, empty text input box. Underneath the text box are two checkboxes: the first is labeled 'Enable HTML Editor for learner responses' and the second is labeled 'Allow learners to insert images and add attachments'. Below these checkboxes is a 'Default Points *' label followed by a small input box containing the number '1'. At the bottom of the form are two buttons: a blue 'Save' button with a downward arrow, and a light blue 'Cancel' button.

Figure: Enter the required information for your written response question.

4. In the **Question Text** field, enter your written response question details.
5. If you want students to be able to format their answer, select the **Enable HTML Editor for student responses**.
6. To allow students to attach files and images to support their answers, select the **Allow students to insert images and add attachments**.
7. In the **Default Points** field, enter the points students will receive for answering the whole question correctly.
8. If you want to attach a rubric to the question, click **Add Rubric**, then select an existing rubric or create a rubric from the pop-up window. Click **Attach Rubric**. The attached rubric appears to students below the question during the quiz and appears to instructors when grading written response questions. The evaluated rubric is included in the quiz feedback.
9. From the **Options** drop-down list, do one of the following:
 - To add feedback for the answer, select **Add Feedback**.

- To add a hint to the question, select **Add Hint**.
- To add a short description to the question, select **Add Short Description**.
- To add an answer key to assist evaluators in their marking, select **Add Answer Key**.
- To add a custom size to the response box, select **Add Custom Response Box Size**.
- To add initial text for student responses, select **Add Initial Text** and enter the desired text.

10. Click **Save**.