D2L Quickguide: The Question Library

SIU CARBONDALE — SOUTHERN ILLINOIS UNIVERSITY — CENTER FOR TEACHING EXCELLENCE

Overview

Updated 08/18/2016. Version 10.6.x

The Question Library is a central place to create, store, and edit questions that can be used in Quizzes, Surveys, and Self Assessments. It is helpful for keeping large numbers of questions organized. For example, you might create a "Multiple Choice" section in which you would put all your multiple choice questions or a section containing all questions related to a specific topic, such as "Chapter 1 Questions."

How to Access the Question Library

In the top navigation bar, click **Activities**, and select **Quizzes**. Then click **Question Library** at the top of the page (Figure 1).

In This Guide

Creating Questions in the Question Library
Organizing Questions in the Question Library

For more D2L resources, go to http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/.

Creating Questions in the Question Library

Create a New Question in the Question Library

1. On the "Manage Quizzes" page, click **Question Library** (Figure 1).

2. Click **New**, and select the question type you want to add from the dropdown menu (Figure 2).

Note: There are 12 question types in D2L (multiple-choice, long-answer, etc.), and the process for building each question type is slightly different. This section provides an overview of the process, but not detailed, step-by-step instructions for each question type.

3. Fill out all required fields for the question type you selected.

- You must always fill out the "Question Text" field. This is what is displayed to students.

- All question types have an optional "Title" field. If you do not enter a title, the system will use the full question text as the title. The title is never displayed to students.

- "Weight" refers to what percent credit the student receives for an answer. For multiple choice, true/false, and related questions, enter "100" in the "Weight" column to indicate the correct answer (Figure 3). You can also use "Weight" to give partial credit to other answers.

- You can add feedback that will be displayed to students based on what answer they selected. This is important in Self Assessment questions.
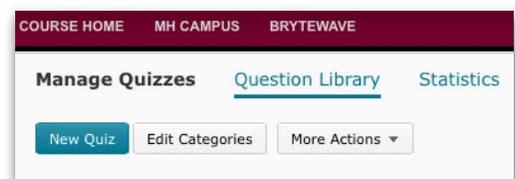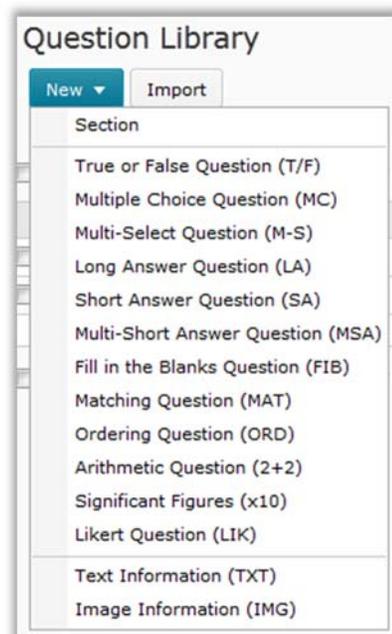
Figure 1

Figure 2

- If you want students to see hints, enter the text in the "Question Hint" field. You can enable or disable hints in the Quiz or Self Assessment.

Note: You can preview questions as they will appear to students by clicking **Preview** at the bottom of the page.

4. When you are finished creating your question, save your work.

- Click **Save** if you want to save the question and return to the main page.
- Click **Save and Copy** if you want to save the question you just created and create a new question of the same type that retains the current question's properties.
- Click **Save and New** to save the question and to continue creating questions of the same type.

Organizing Questions in the Question Library

Create a New Section in the Question Library

1. Click **New,** and select **Section** from the drop-down menu (Figure 4).
2. Enter a name in the "Section Name" field.
3. Click **Save**.

Move a Question into a Section

1. Select the check box beside one or more questions.

Note: If your questions are organized in sections, you will need to click on the name of the section that contains questions that you want to move before you can select them.

2. Click ⁚ᵕ **Move** (Figure 5). The "Move Objects" screen is displayed with a list of sections in your Question Library.
3. Click the name of the section that you want to move the questions into.

Note: This procedure is also used for moving a section into another section, thus creating subsections.

Reorder Question or Sections in the Library

1. Click ⇅ **Order** (Figure 6).
2. Select the items you want to move.
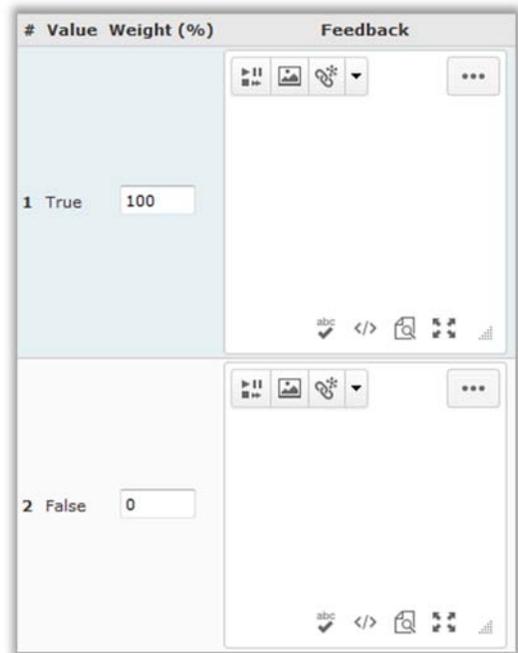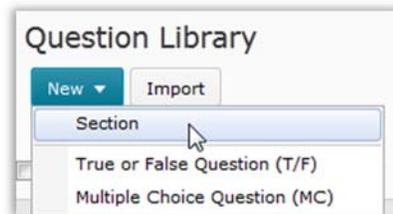3. Click the ⬍ up/down arrows to the right of the table to move the items in the list.
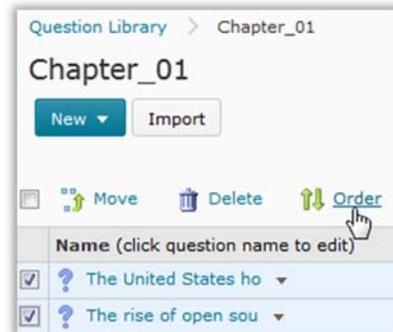4. Click **Save**.

Figure 3

Figure 4

Figure 5

Figure 6