


The Question Library

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 where 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

1. In the top navigation bar, click **Quizzes**.
2. At the top of the screen, click  **Question Library**.

In This Guide

1. Creating Questions in the Question Library
2. Organizing Questions in the Question Library

For More Information

To learn more, go to <http://teachingcommons.depaul.edu/technology/D2L/index.html>.

Creating Questions in the Question Library

Note: There are twelve questions types in Desire2Learn (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.

Create a New Question in the Question Library


1. On the “Manage Quizzes” page, click  **Question Library** (Figure 1).
2. In the “Create New” drop-down menu, select the question type you want to add (Figure 2).



Figure 1

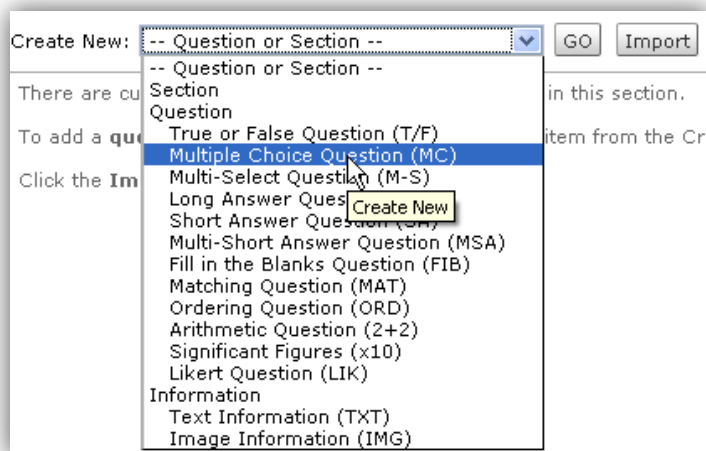


Figure 2

3. Click **GO** (Figure 3).
4. Fill out all required fields for the question type you selected.
 - You must always fill out the “Question Text” field. This is what displays to students.
 - All question types have an optional “Title” field. If you do not enter a title, the system will take the full question text and enter it 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 and related questions, enter “100” in the “Weight” column to indicate the correct answer (Figure 4). You can also use “Weight” to give partial credit to other answers.
 - You can add feedback based on what answer the student selected. This is important in Self Assessment questions.
 - To display hints, enter the text in the “Question Hint” field. You can enable or disable hints in the quiz or self assessment.
 - You can preview questions as they will appear to students by clicking **Preview**.
 - When you are finished creating your question, click **Save** to save the question and return to the main page, **Save and Copy** to save the question and create a new question of the same type and that retains the current question’s properties, or click **Save and New** to continue creating questions of the same type.

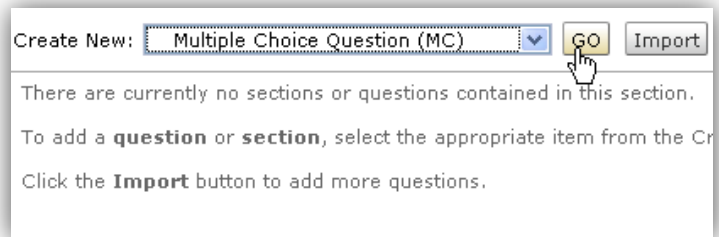


Figure 3

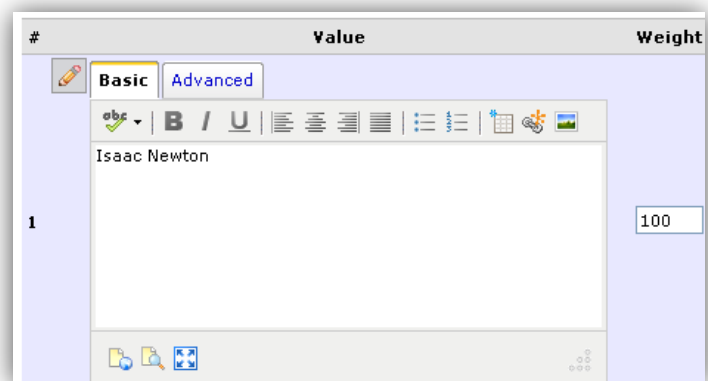



Figure 4

Organizing Questions in the Question Library

Create a New Section in the Question Library

1. On the “Manage Quizzes” page, click  **Question Library**.
2. In the “Create New” drop-down menu, select **Section** (Figure 5).
3. Click **GO**.
4. Enter a name in the “Section Name” field. Click **Save**.

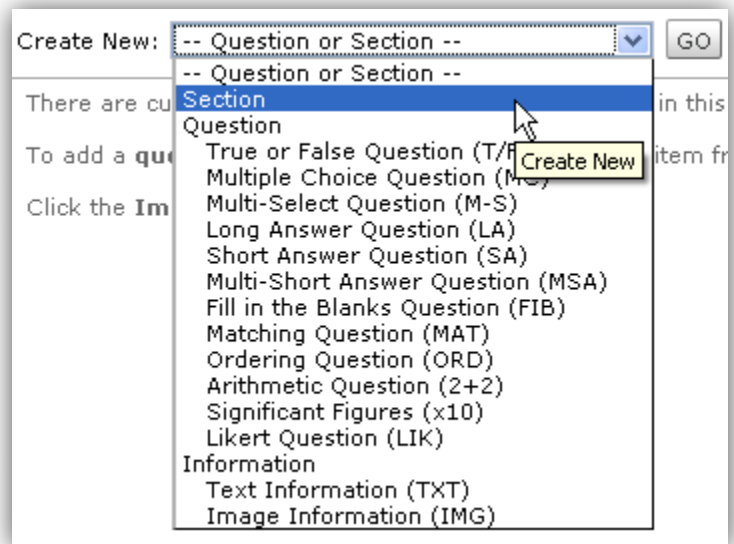





Figure 5

Move a Question into a Section

1. Select the check box beside one or more questions.
2. Click the green “Move” arrow (Figure 6). The “Move Objects” screen displays 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.
2. Select the items you want to move.
3. Click the  Up/ Down arrows to move the items through the list.
4. Click **Save**.

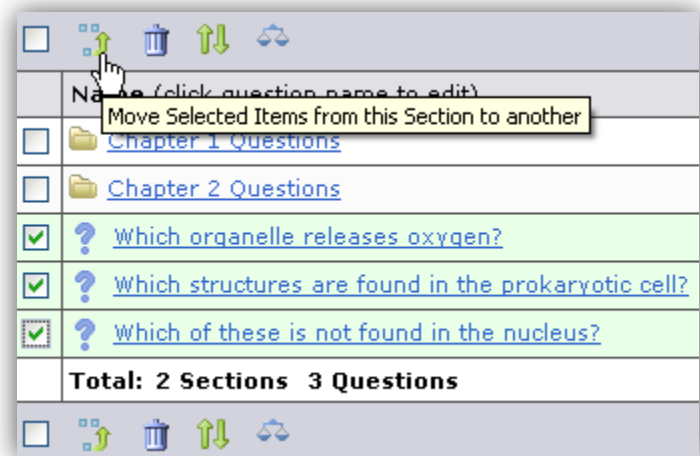


Figure 6

