Topic: Adding Questions to the Question Library

Moving questions into the Question Library from a previously made quiz allows you to re-use the questions in a very easy way and it also allows for the questions to be put into a random quiz section.

Importing Questions from an Existing Quiz

To get to the Question Library, click Quizzes under the ASSESSMENTS tab of the Navigation Bar.

Click the Question Library tab at the top of the Quizzes page.

Once in the Question Library page, click Import.

Clicking Import will bring you to a new page.

- Choose the default option of From an Existing Collection for the Import Source.
- In the Source Collection dropdown menu, choose which quiz holds the questions you want to be imported.
- If your quiz has sections, choose which section you would like to use in the Source Section dropdown menu.
  - The Source Collection at the bottom of the page will be where you select the questions that you want to import.

Click Save.

**Creating Section in the Question Library**

Sections provide a way to organize questions in the Question Library. To help organize your questions, you can create sections relating to each quiz or exam, or to the type of question.

Go back to Quizzes on the navigation bar and click the Question Library tab on the Quizzes homepage.

While in the Question Library page, click New and select Section.

In the General Section, in the Section Name text box, type a name for the section.
In the Message and Private Comments text box(es), type the desired text.

To specify how your section will appear, in the Display Options section, select show section name, insert a line break after section name, and/or display message and image.

**NOTE:** An option is selected if a checkmark appears before it.

Click Save. The new section is created and added to the Question Library pane.
Modifying Questions in the Question Library

Questions in the Question Library can be moved from section to section, reordered, or deleted. Additionally, you can set point values and level of difficulty on questions in the Question Library.

- Moving Questions
- Deleting Questions
- Reordering Questions
- Editing Question Values

Moving Questions

Selected questions can be moved from one section of the Question Library to another.

1. From the Course Home page, on the Navigation bar, click Quizzes. In the Quizzes page, click Question Library.
2. From the Section pane, click the section that contains the question(s) you want to move.
3. In the Content pane, select the question(s) you want to move.
   - NOTE: A question is selected when a checkmark appears before it.
4. Click the section that you want the question to be moved to. The question will then be moved to that section.
Deleting Questions

When you no longer want a question as part of the Question Library, you can delete it. If the question is being used in a quiz, it will not be deleted from the quiz.

1. From the **Section** pane, click the section that contains the question(s) you want to delete.
2. In the Content pane, select the question(s) you want to delete.
   - **NOTE:** A question is selected when a checkmark appears before it. (In this screen “Grapes are purple.” and “Ice fishing happens in the winter.” will be deleted.

![Image of Question Library with selected questions]

After clicking **Delete**, a confirmation window will appear and here you will click **Delete** again if you are sure you don’t need those questions.

![Confirmation window]

Reordering Questions

1. From the **Section** pane, click the section that contains the question(s) you want to reorder.
2. Click the **Order** Icon above the questions.

![Image of Question Library with Order icon]
The Order pane will then appear.

3. Click Save. You are returned to the pane displaying the contents of the Section selected in step 1. The pane reflects the reordering.

**Editing Question Values**

You can establish and modify the point values and level of difficulty for questions in the Question Library.

1. From the Section pane, click the section that contains the question(s) you want to edit.
2. Select the question(s) with the values you want to edit OR select Select all rows.

3. Click Edit Values.

The Edit Values pane appears.
4. To change the point value of a question, in the **Points** text box for that question, type the value.

5. To change the level of difficulty for a question, from the **Difficulty** pull-down menu for that question, select the value.

6. To have this question always included when it is part of a random section, select **Mandatory**.

7. Click **Save**. You are returned to the pane displaying the contents of the Section selected in Step 1.

**For More Information**

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.