D2L Brightspace – Daylight Experience
Question Library
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Introduction

D2L Brightspace – Daylight Experience® is an excellent tool for instructors. This document has been developed to introduce you to the Question Library. The following will help you gain a greater understanding of D2L Brightspace – Daylight Experience, as it relates to creating questions and managing the question library for your course.

Objectives

The following learning objectives are covered in this document:

- Creating a section for Quiz questions
- Moving questions into a section
- Deleting questions or sections
- Randomizing Quiz questions
The Question Library

The *Question Library* is a repository for questions. You can create and store a variety of questions, organize questions into sections, and reuse questions in quizzes and other D2L activities and tools. You can also create random sections and sub-sets for easy addition to the necessary activities and tools. It is recommended that you first create a section; then, add questions to the section. The following explains how to create a section and add or delete questions from the section, and move questions between the root folder and/or various sections:

Creating a Section

Sections operate much like folders, providing a good way to keep your questions organized. You can organize your sections any way that suits your needs. For example, you may want to create sections for Unit 1, Unit 2, Unit 3, etc. The following explains how to create a Section for test questions:

1. In your course, click **Quizzes** (See Figure 1).
2. Click **Question Library** (See Figure 1).

![Figure 1 - Click Question Library](image)

3. The *Question Library* will appear. Click **New**.

![Figure 2 - New button](image)
4. In the drop-down menu, click **Section**.

5. Enter a name for the **Section Name**. For example, you may want to enter something meaningful such as Unit 1 Test, Unit 2 Test, etc.

6. Entering a **Message** is optional. Messages can be displayed to students if contents of the folder are used in a quiz.
7. Entering **Private Comments** is optional. Anything you enter here can be seen only by you.

![Private Comments](image)

**Figure 6 - Optional Private Comment**

8. Under **Display Options**, you have the following options:
   a. **Shuffle order of questions in this section**: Displays the sections and questions in a different order for each quiz attempt (See Figure 7).
   b. **Show section name**: Displays the section name above the section questions (See Figure 7).
   c. **Insert a line break after section name**: Inserts space between the section name and section questions (See Figure 7).
   d. **Display message and image**: Displays the message and image assigned to the section. You have the option of selecting between displaying only once at the top of the section or repeating for each question (See Figure 7).
   e. **Expand section feedback**: Allows entry of section feedback via a formattable textbox (See Figure 7).

![Display Options](image)

**Figure 7 - Display Options**
9. Enter any desired feedback for the section (See Figure 8).
10. Click the **Save** button at the bottom of the page (you may need to move the scroll bar to the top to see the Save button) (See Figure 8).

![Figure 8 - Enter Feedback and Save](image)

11. The section now appears in the question library as a folder.

![Figure 9 - New Section Added](image)

**Note:** Shuffle question order was selected; therefore, the *Shuffling is on* message appears next to the section.
Creating a New Question

The following explains how to create a new question in Question Library:

1. In your course, click **Quizzes** (See Figure 10).
2. Click **Question Library** (See Figure 10).
3. The **Question Library** window will appear. Click **New** (See Figure 11).
4. In the drop-down menu, click the **question type** you want to create (e.g., **True or False Question (T/F)**) (See Figure 11).
5. The **True or False** configuration window appears. Click in the **Question Text** section to enter your question.
6. A toolbar appears above any text field to provide tools to format the text entered, insert photos and other objects such as equations, files, and links, as well as a tool to open the text in the *Full Screen Editor* to access additional formatting options.

![Text Formatting Toolbar](image1)

**Figure 13 - Text Formatting Toolbar**

**Note:** To use the full screen editor, click the **Open in Full Screen Editor** button in the toolbar.

![Click the Open in Full Screen Button](image2)

**Figure 14 - Click the Open in Full Screen Button**

7. The *Full Screen Editor* window opens to provide access to format text size, appearance, and alignment; insert photos, links, equations, tables, and more (See Figure 15).

8. Click the **Close Full Screen Editor** button when all formatting is complete (See Figure 15).

![Full Screen Editor](image3)

**Figure 15 - Full Screen Editor**
9. In the Answers section, indicate the correct answer for the true/false question by clicking the checkbox associated with it (See Figure 16).

10. Under Default Points, enter a point value for the correct answer (See Figure 16).

11. A preview of your question is displayed to the right of the screen (See Figure 16).

![Figure 16 - Question Preview](image)

12. To add question feedback, hints, descriptions, and/or enumeration, click the Options link above the question (See Figure 17).

13. Make a selection in the drop-down menu (See Figure 17).

![Figure 17 - Question Options](image)
a. **Add Feedback**: Inserts a text field below each answer to enter your feedback.
b. **Add Hint**: Inserts a single text field below the question to provide a hint.
c. **Add Short Description**: Inserts text field above the question to enter a short description for the question.
d. **Add Enumeration**: Enables a drop-down menu above the point value field to allow you to select the enumeration style.

![Figure 18 - T/F Options](image)

14. When you have made all of the desired selections for the question, you have three options for saving:
   a. **Save**: Saves the question to the question library with the options selected (See Figure 19).
   b. **Save and New**: Saves the question and creates a new blank question (See Figure 19).
   c. **Save and Copy**: Saves the question and creates a copy for you to modify (See Figure 19).
   d. **Cancel**: Cancels without saving the question (See Figure 19).

![Figure 19 - Save Options](image)
15. Once you add quiz questions, the Quiz Questions section is activated to allow you to determine options for quiz questions. The following options are available:

a. Enter the **number of questions** to display per page in the **Questions per page** field (See Figure 20).

b. Click the **Paging checkbox** to prevent students from moving backwards through pages (See Figure 20).

c. Click the **Shuffle order...** checkbox to shuffle the order questions and sections for each quiz attempt (See Figure 20).

d. Click the **Add/Edit Questions or Edit Question Values** to add or make changes to questions (See Figure 20).

![Figure 20 - Quiz Questions Section](image)

**Creating a Question - Multiple Choice**

1. In your course, click **Quizzes** (See Figure 21).

2. Click **Question Library** (See Figure 21).

![Figure 21 - Click Question Library](image)
3. The Question Library window will appear. Click **New**. (See Figure 22).
4. In the drop-down menu, click the **question type** you want to create (e.g., *Multiple Choice Question (MC)*) (See Figure 22).

   ![Figure 22 - Multiple Choice Question](image)

5. The **New Multiple Choice** configuration window opens. In the **Question Text** field, enter the desired **question text**.

   ![Figure 23 - Question Text](image)

6. A toolbar appears above any text field to provide tools to format the text entered, insert photos and other objects such as equations, files, and links, as well as view the text in full-screen to access additional formatting options.

   ![Figure 24 - Text Formatting Toolbar](image)
7. Enter the **Answer selection options**, indicating the correct answer by clicking the **checkbox** next to the correct answer.

![Figure 25 - Answer Options](image)

**Note:** To remove options, click the (x) to the right of the field that you want to remove. If you need additional options, click the **Add Answer** link below the answer options. An additional question will be added each time you click the link.

8. If you want to randomize answers for each quiz attempt, click the **Randomize answers for each student** checkbox (See Figure 26).
9. Assign the **Default Points** for your question (See Figure 26).
10. A preview of your question is displayed to the right of the screen.

![Figure 27 - Question Preview](image)

11. To add question feedback, hints, descriptions, custom weights, and/or enumeration, click the **Options** link above the question (See Figure 28).

12. Make a **selection** in the *drop-down menu* (See Figure 28).

![Figure 28 - Question Options](image)
a. **Add Feedback**: Inserts a text field below each answer to enter your feedback.

![Figure 29 - Add Feedback](image)

b. **Add Hint**: Inserts a single text field below the question to provide a hint.

![Figure 30 - Add Hint](image)

c. **Add Short Description**: Inserts text field above the question to enter a short description for the question.

![Figure 31 - Add Short Description](image)
d. **Add Custom Weights:** Inserts a percentage box in front of each question to allow entry of custom weight values.

![Figure 32 - Add Custom Weights](image)

13. When you have made all of the desired selections for the question, you have three options for saving:
   a. **Save:** Saves the question to the question library with the options selected (See Figure 34).
   b. **Save and New:** Saves the question and creates a new blank question (See Figure 34).
   c. **Save and Copy:** Saves the question and creates a copy for you to modify (See Figure 34).
   d. **Cancel:** Cancels without saving the question (See Figure 34).

![Figure 34 - Save Options](image)

e. **Add Enumeration:** Enables a drop-down menu above the point value field to allow you to select the enumeration style.

![Figure 33 - Add Enumeration](image)
Moving Questions Into a Section

The following explains how to move a question into a section:

1. Click **checkbox** next to the question(s) you want to move (See Figure 35).
2. Click **Move** (See Figure 35).

3. A list of sections available for selection will appear. Click the **Section** to which you want to move the selected questions.

4. The questions will be moved from the existing area (e.g., the Question Library root folder) into the new section. Click the **Section** to view the questions within.
5. The selected questions now reside in the new section rather than the original folder.

![Figure 38 - Section Questions](image)

**Note:** You may move questions in and out of the root and/or any sections as necessary.

### Deleting Questions or Sections

The following explains how to delete a question or section from the *Question Library*:

1. Click to select the **question(s)** or **section(s)** that you want to delete (See Figure 39).
2. Click **Delete** (See Figure 39).
3. A confirmation window will appear, click **Delete**.

![Figure 39 - Select questions or Sections/Click Delete](image)

![Figure 40 - Click Delete](image)
4. The section/question(s) will be removed from the Question Library. When ready to exit, click Done Editing Questions.

Importing into the Question Library

Questions may be imported into the Question Library from outside sources to organize questions within a course and reuse with other tools and activities as well as other courses. For example, you may have a bank of questions from a publisher that you want to upload. Search for Using Respondus with D2L Brightspace in the UITS Documentation Center for instructions related preparing questions for import and Respondus File Format for the required file format for import. The following explains how to import questions into the Question Library:

1. From within the course Question Library, click Import.

2. Click Upload a File.
3. **Drag and drop a file** to upload or click **Browse Files** to browse to the designated files on your computer.

**Note:** D2L Brightspace - Daylight Experience supports only a formatted CSV based on the supplied template file or an IMS QTI compliance course package (ZIP) file.

**Note:** When selecting **Browse Files**, you will need to locate and open the file to begin the upload.

![Figure 44 - Drag and Drop or Browse Files to Upload](image)

4. When file upload is complete, you have two options:
   a. **Review:** Displays the question title and type along with a viewer to preview each question. Each question also contains a checkbox to allow you to customize which questions are imported into the library (See Figure 45).

   **Note:** Buttons exist to allow selection of Import All or Import Selected.

   b. **Import All:** Imports all items contained in the upload file (See Figure 45).

![Figure 45 - Upload Complete](image)
4. The uploaded questions will appear in the Question Library (See Figure 46).
5. When ready to exit, click Done Editing Questions (See Figure 46).

![Figure 46 - Imported Questions](image)

**Copying Questions from One Course Question Library to Another**

Questions existing in the Question Library can be reused and shared between courses by copying questions from one question library to another. The following explains how to copy questions from one course into another:

1. **Open** the course from which you want to copy questions.
2. Left-click and drag the mouse to **copy** the course title.
3. Click the **Course Selector** icon (See Figure 48).
4. Click the **course** into which you want to import questions (See Figure 48).

![Figure 48 - Select Course](image)

5. In the NavBar, click **Course Admin**.

![Figure 49 - Click Course Admin](image)

6. The **Course Administration** window will open. Under **Site Resources**, click **Import / Export / Copy Components**.

![Figure 50 - Import / Export / Copy Components](image)

7. The **Import/Export/Copy Components** window will appear. Click **Search for offering**.

![Figure 51 - Click Search for Offering](image)
8. In the *Search For* field, **paste** the course title you copied in step two (See Figure 52).
9. Click **Search** (See Figure 52).
10. Click the **radio button** next to the applicable course (See Figure 52).

![Figure 52 - Select Course for Import](image)

11. Click **Add Selected**.

![Figure 53 - Add Selected](image)

12. The course now appears under *Course to Copy*. Click **Select Components**.

![Figure 54 - Click Select Components](image)
13. Click the checkbox next to Question Library. You have two options:
   a. **Copy all items**: Copies all libraries, sections, and questions in the course (See Figure 55).
   b. **Select individual items to copy**: Allows you to specify which questions you want to copy (See Figure 55).

14. Click **Continue** (See Figure 55).

![Figure 55 - Copy Items](image)

15. When selecting option b, **Select individual items to copy**, the Select Question Collection Items window will appear. Click the checkbox next to each library and/or question you want to import into the course (See Figure 56).

**Note:** The Select All button appears at the top of the list to allow selection of all items. You can uncheck any individual items in the list that are not needed after clicking **Select All**.

16. Click **Continue** (See Figure 56).

![Figure 56 - Select Question Collection Items](image)
17. Under Confirm components to Copy, click Finish.

![Confirm Components to Copy](image)

**Figure 57 - Click Finish**

18. The new items will appear in the course Question Library.

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- Phone: 470-578-6999
- Email: service@kennesaw.edu
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