D2L Brightspace – Daylight Experience
Question Library
# Table of Contents

- **Introduction** ...................................................................................................................... 4  
- **Objectives** .......................................................................................................................... 4  
- **The Question Library** ......................................................................................................... 5  
  - Creating a Section ................................................................................................................. 5  
  - Creating a New Question ..................................................................................................... 7  
  - Creating a Question - Multiple Choice ............................................................................... 11  
- **Moving Questions Into a Section** ...................................................................................... 17  
- **Deleting Questions or Sections** ........................................................................................ 18  
- **Importing into the Question Library** .................................................................................. 19  
- **Copying Questions from One Course Question Library to Another** ............................. 21  
- **Additional Help** .................................................................................................................. 25
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. With the Question Library, 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, 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).
3. The Question Library will appear. Click New.
4. In the drop-down menu, click **Section**.

![Question Library](image)

**Figure 3 - Section**

5. The *Create a Section* window will open. Enter a name for the **Section Name** (e.g. Unit 1 Test, Unit 2 Test, etc) (See Figure 4).

6. **Hide Section Title from Students**: Hides the section title from students (See Figure 4).
7. **Section Text**: Enter a description of the section (optional) (See Figure 4).
8. **Hide Section Text from Students**: Hides the section text from students (See Figure 4).
9. **Shuffle questions in this section**: Shuffles sections and question pools in this section, but does not cascade into sub-sections (See Figure 4).

10. **Preview**: Displays a preview of the section title and section text (See Figure 4).
11. When finished setting up section, click **Save** (See Figure 4).

![Setting up a Section](image)

**Figure 4 - Setting up a Section**
12. The section now appears in the question library as a folder.

![Question Library](image)

**Figure 5 - New Section Added**

**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 6).
2. Click **Question Library** (See Figure 6).

![Navigation](image)

**Figure 6 - Click Question Library**
3. The Question Library window will appear. Click **New** (See Figure 7).

4. In the drop-down menu, click the **question type** you want to create (e.g., *True or False Question (T/F)*) (See Figure 7).

![Figure 7 - True or False Question](image)

5. The *True or False* configuration window appears. Click in the **Question Text** section to enter your question.

![Figure 8 - 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 a tool to open the text in the **Full Screen Editor** to access additional formatting options.

![Figure 9 - Text Formatting Toolbar](image)

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

![Figure 10 - Click the Open in Full Screen Button](image)
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 11).

8. Click the **Close Full Screen Editor** button when all formatting is complete (See Figure 11).

![Figure 11 - Full Screen Editor](image)

9. In the **Answers** section, indicate the correct answer for the true/false question by clicking the **checkbox** associated with it (See Figure 12).

10. Under **Default Points**, enter a **point value** for the correct answer (See Figure 12).
11. A preview of your question is displayed to the right of the screen (See Figure 12).

![Figure 12 - Question Preview](image)
12. To add question feedback, hints, descriptions, and/or enumeration, click the **Options link** above the question (See Figure 13).

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

![Figure 13 - Question Options](image)

a. **Add Feedback:** Inserts a text field below each answer to enter your feedback (See Figure 14).

b. **Add Hint:** Inserts a single text field below the question to provide a hint (See Figure 14).

c. **Add Short Description:** Inserts text field above the question to enter a short description for the question (See Figure 14).

d. **Add Enumeration:** Enables a drop-down menu above the point value field to allow you to select the enumeration style (See Figure 14).

![Figure 14 - 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 15).
   b. **Save and New**: Saves the question and creates a new blank question (See Figure 15).
   c. **Save and Copy**: Saves the question and creates a copy for you to modify (See Figure 15).
   d. **Cancel**: Cancels without saving the question (See Figure 15).

![Figure 15 - Save Options](image)

**Creating a Question - Multiple Choice**
1. In your course, click **Quizzes** (See Figure 16).
2. Click **Question Library** (See Figure 16).

![Figure 16 - Click Question Library](image)

3. The **Question Library** window will appear. Click **New**. (See Figure 17).
4. In the drop-down menu, click **Multiple Choice Question (MC)** (See Figure 17).

![Figure 17 - Multiple Choice Question](image)
5. The *New Multiple Choice* configuration window opens. In the *Question Text* field, enter the desired *question text*.

![Figure 18 - Question Text](image18)

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 19 - Text Formatting Toolbar](image19)

7. Enter the *Answer selection options*, indicating the correct answer by clicking the *checkbox* next to the correct answer.

![Figure 20 - Answer Options](image20)

**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 21).

9. Assign the **Default Points** for your question (See Figure 21).

10. A preview of your question is displayed to the right of the screen.
11. To add question feedback, hints, descriptions, custom weights, and/or enumeration, click the **Options link** above the question (See Figure 23).

12. Make a **selection** in the *drop-down menu* (See Figure 23).

- **Add Feedback:** Inserts a text field below each answer to enter your feedback.
• **Add Hint**: Inserts a single text field below the question to provide a hint.

![Figure 25 - Add Hint](image)

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

![Figure 26 - Add Short Description](image)

• **Add Custom Weights**: Inserts a percentage box in front of each question to allow entry of custom weight values.

![Figure 27 - Add Custom Weights](image)
- **Add Enumeration**: Enables a drop-down menu above the point value field to allow you to select the enumeration style.

![Add Enumeration](image)

**Figure 28 - Add Enumeration**

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 29).
   b. **Save and New**: Saves the question and creates a new blank question (See Figure 29).
   c. **Save and Copy**: Saves the question and creates a copy for you to modify (See Figure 29).
   d. **Cancel**: Cancels without saving the question (See Figure 29).

![Save Options](image)

**Figure 29 - Save Options**
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 30).
2. Click **Move** (See Figure 30).

Figure 30 - Select Question/Click Move

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

Figure 31 - Click the Section

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.

Figure 32 - Click the Section
5. The selected questions now reside in the new section rather than the original folder.

![Figure 33 - 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 34).
2. Click **Delete** (See Figure 34).

![Figure 34 - Select questions or Sections/Click Delete](image)

3. A confirmation window will appear. Click **Delete**.

![Figure 35 - Click Delete](image)
4. The section/question(s) will be removed from the Question Library. When ready to exit, click Done Editing Questions.

![Question Library](image)

**Figure 36 - Done Editing**

**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 (https://uits.kennesaw.edu/cdoc) 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**.

![Question Library](image)

**Figure 37 - Click Import**

2. Click **Upload a File**.

![Upload a File](image)

**Figure 38 - Upload a File**
3. **Drag and drop a file** to upload or click **Browse Files** to browse to the file(s) 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.

![Figure 39 - 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 40).

   **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 40).

![Figure 40 - Upload Complete](image)
5. The uploaded questions will appear in the Question Library (See Figure 41).
6. When ready to exit, click Done Editing Questions (See Figure 41).

**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. On the menu bar, click the Course Selector icon (See Figure 42).
2. Click the course into which you want to import questions (See Figure 42).
3. In the NavBar, click **Course Admin**.

   ![Course Admin Button](image)

   **Figure 43 - Click Course Admin**

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

   ![Course Administration Window](image)

   **Figure 44 - Import / Export / Copy Components**

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

   ![Import/Export/Copy Components Window](image)

   **Figure 45 - Click Search for Offering**

6. In the *Search For* field, **type the name** of the course title you wish to copy from (See Figure 46).
7. Click **Search** (See Figure 46).
8. Search results will display. Click the **radio button** next to the applicable course (See Figure 46).

   ![Select Course Offering](image)

   **Figure 46 - Select Course for Import**
9. Click **Add Selected**.

![Add Selected](image1)

**Figure 47 - Add Selected**

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

![Select Components](image2)

**Figure 48 - Click Select Components**

11. 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 49).
   b. **Select individual items to copy**: Specify which questions to copy over (See Figure 49).

12. Click **Continue** (See Figure 49).

![Copy Items](image3)

**Figure 49 - Copy Items**
13. 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 50).

**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**.

14. Click **Continue** (See Figure 50).

![Figure 50 - Select Question Collection Items](Image)

15. Under *Confirm components to Copy*, click **Finish**.

![Figure 51 - Click Finish](Image)

16. 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](mailto:service@kennesaw.edu)
- **Website:** [http://uits.kennesaw.edu](http://uits.kennesaw.edu)