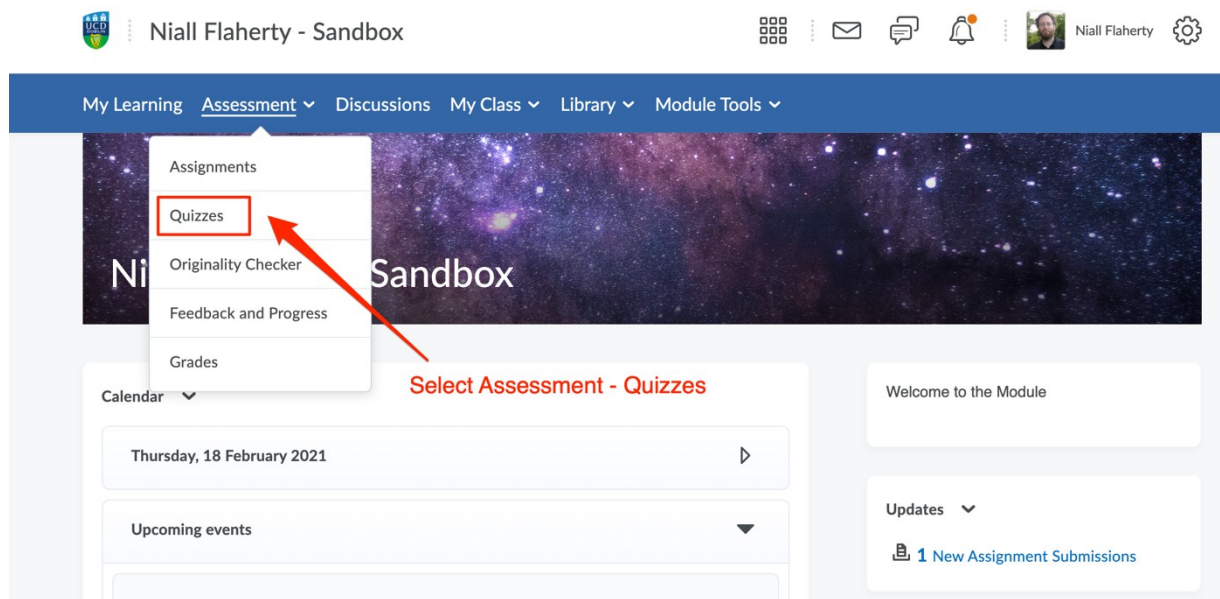**Business eLearning**
UCD College of Business

Online Tests – Question Library

Create a question in the Question Library

When using Quizzes in Brightspace it is best practice to create questions within the Question Library first, so that all questions can be reused in future Quizzes.

Step 1 - To add questions to your module that can be used in Quizzes and Surveys, select *Assessment – Quizzes*…
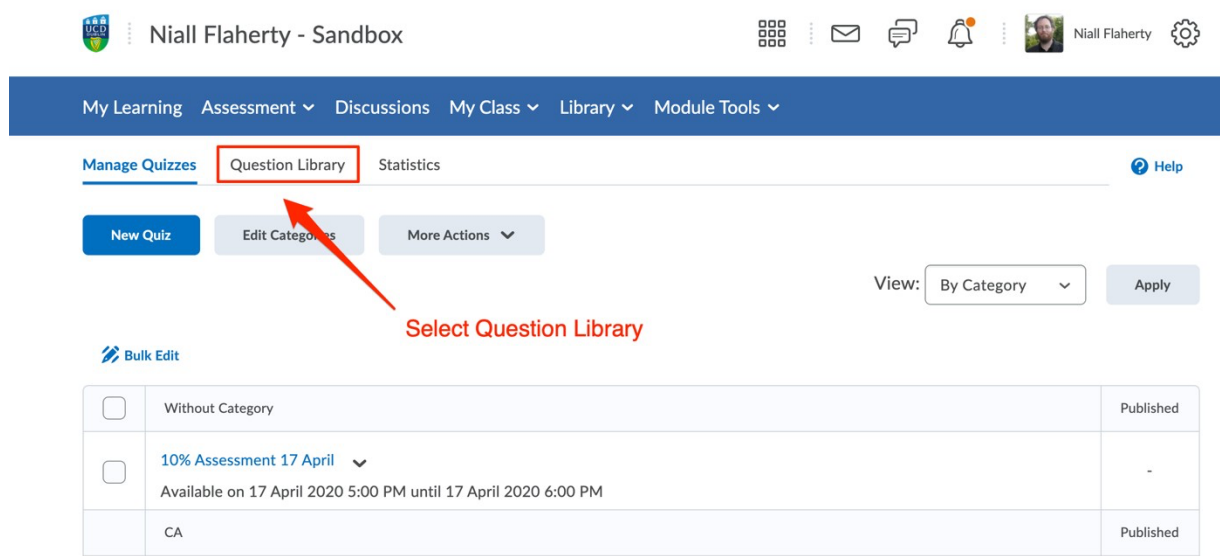
Step 2 - Then select *Question Library*.

From the Question Library you can create new questions or import existing questions.

Step 3 - To create new questions click on *New*, and select the question type you would like to create.

Step 4 - If you wish to change the question type, select a new question type from the drop-down menu.

Step 5 - Add the *Question text*.
Step 6 - Indicate the correct answer with a tick.

Step 7 - Add additional wrong answers if required.
Step 8 - Choose whether to randomise the order answers appear when the Quiz runs.
Step 9 - Indicate the default points for the correct answer.

Step 10 - Additional Options are available for how to create and display your question. You can add Feedback for each answer. Add a question Hint. Add an additional short descriptive text for your question. Add custom answer Weightings. And add Enumeration to your answer.

Create a Section in the Question Library

Questions can be organised into groups or folders called *Sections*.

Step 1 - To create a new Section click *New - Section*.

Step 2 - Give your new Section a Name.

Step 3 - Add an optional description to the Section Text field.

Step 4 - Select whether to Show or Hide the Section Text from learners

Step 5 - Select whether to randomise the order of question within the Section.

Step 6 - Click *Save* to complete Section creation.

Note: Newly added Sections appear at the bottom of the Section list.

Move a question into a Section

Step 1 - To add existing questions to a Section click the tick box beside a question and select *Move*.

Step 2 - Select the Section you would like to move the Question to. That question then moves to the selected Section.

Create questions within a Section

Step 1 - To create new questions within a Section, click on the Section name.

Step 2 - Now click *New* and simply complete question creation as outlined earlier.
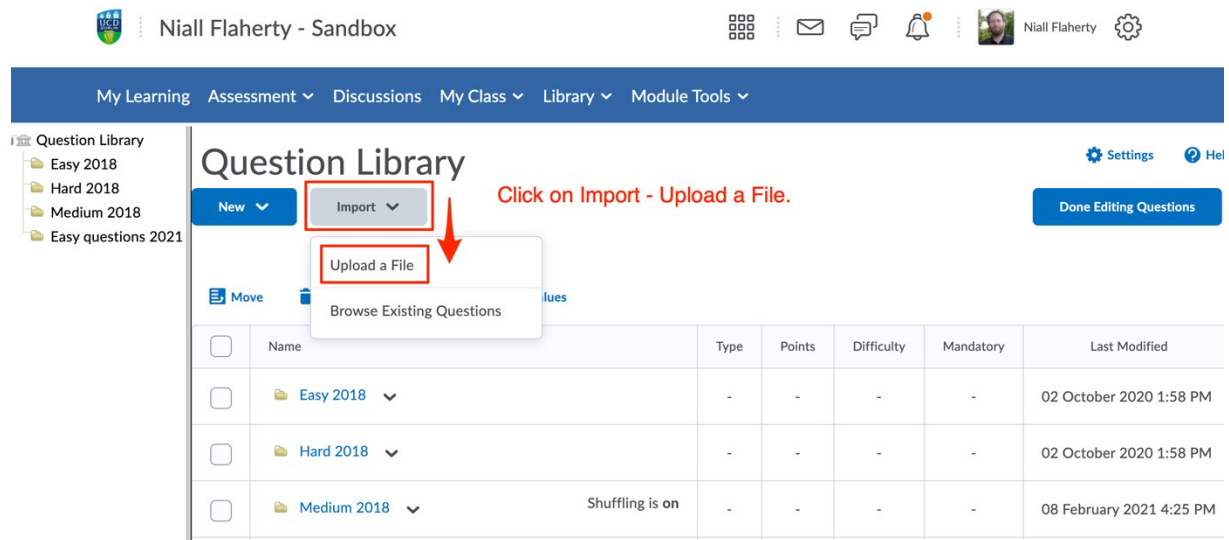
Note: Existing questions can be imported into your Question Library by file, either from a module backup or from a .csv template.
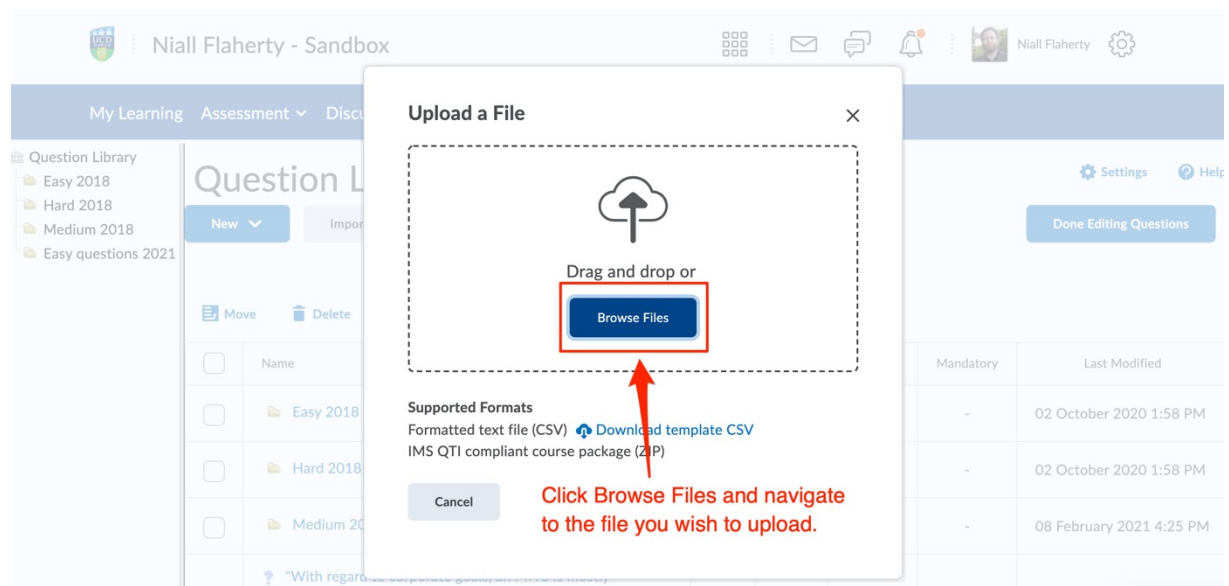
Import questions by file upload

Step 1 - To Import existing questions from a module backup file into your Question Library, click on *Import - Upload a File*.

Step 2 - Click *Browse Files* and navigate to the file you wish to upload, click *Open*.

Review imported questions

Step 1 - When the upload is complete you will see a report of how many questions were imported.
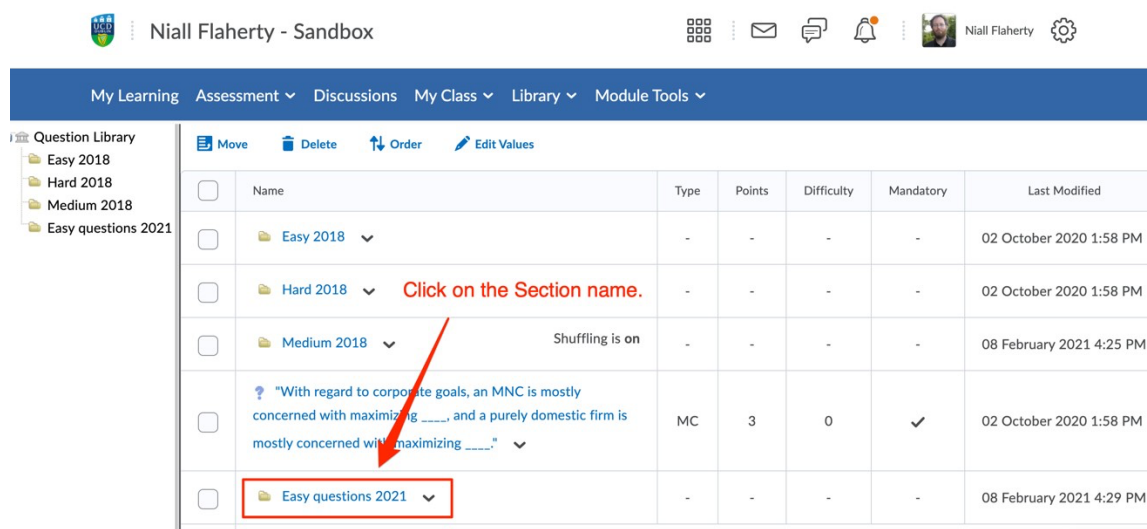
Step 2 - Check to ensure the number matches what you expected.

Step 3 - Click *Import All* to import the questions as a new Section.
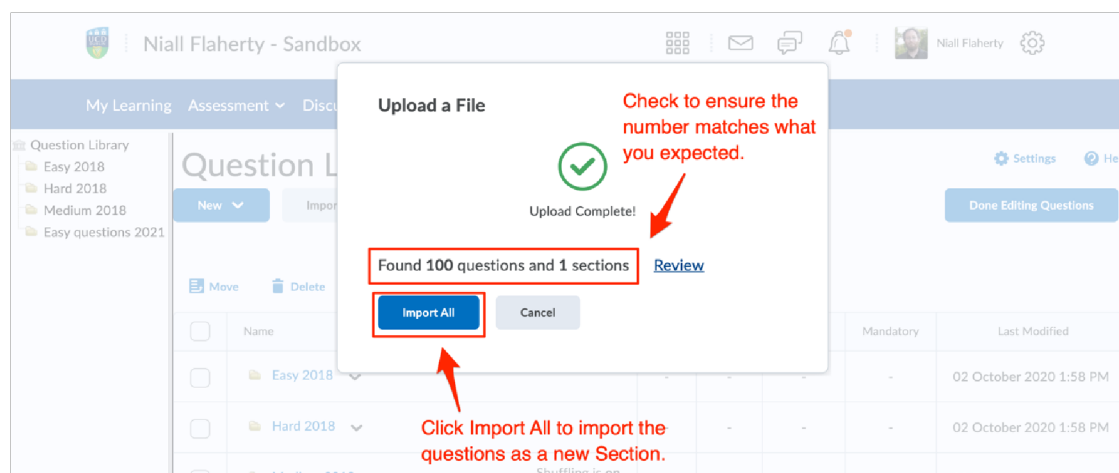
The Section will appear at the bottom of the Section list.

Step 4 - Click on the name to inspect your new questions.

Step 5 - Click on the question text to inspect an individual question.

Step 6 - If satisfied click *Back to Question Library*.

Step 7 - Use the breadcrumbs to navigate out of the Section.
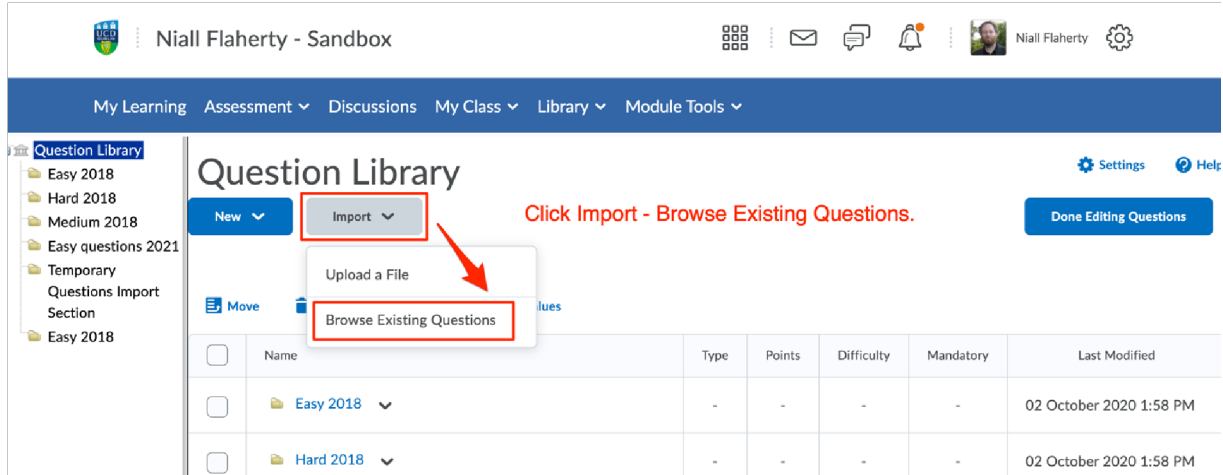
Note: While it is best to create questions within the Question Library, it is possible to create questions directly within quizzes. Questions created within a Quiz are not automatically copied to the Question Library, this must be done manually.

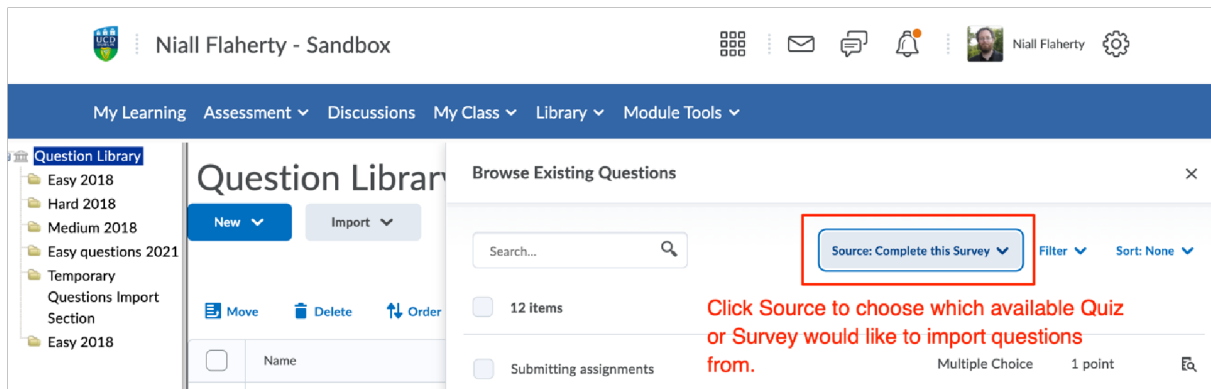## Import questions from a quiz into the Library

Step 1 - To Import questions from Quizzes and Surveys into Sections in your Library, click *Import - Browse Existing Questions*.

Step 2 - Click *Source* to choose which available Quiz or Survey would like to import questions from.
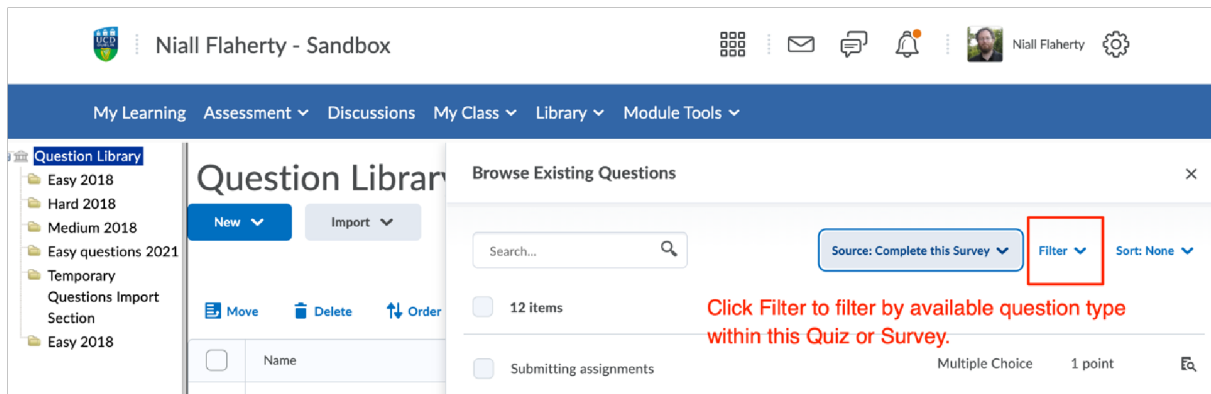
Step 3 - Click *Filter* to filter by available question type within this Quiz or Survey.
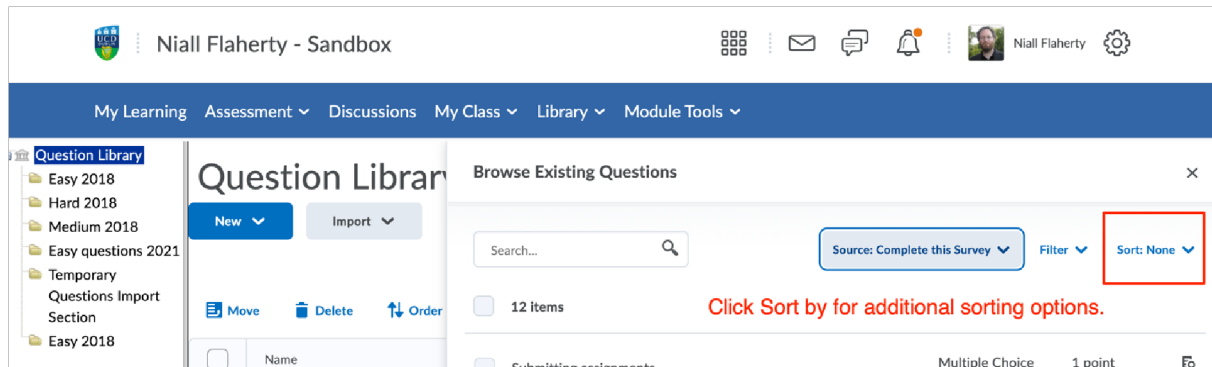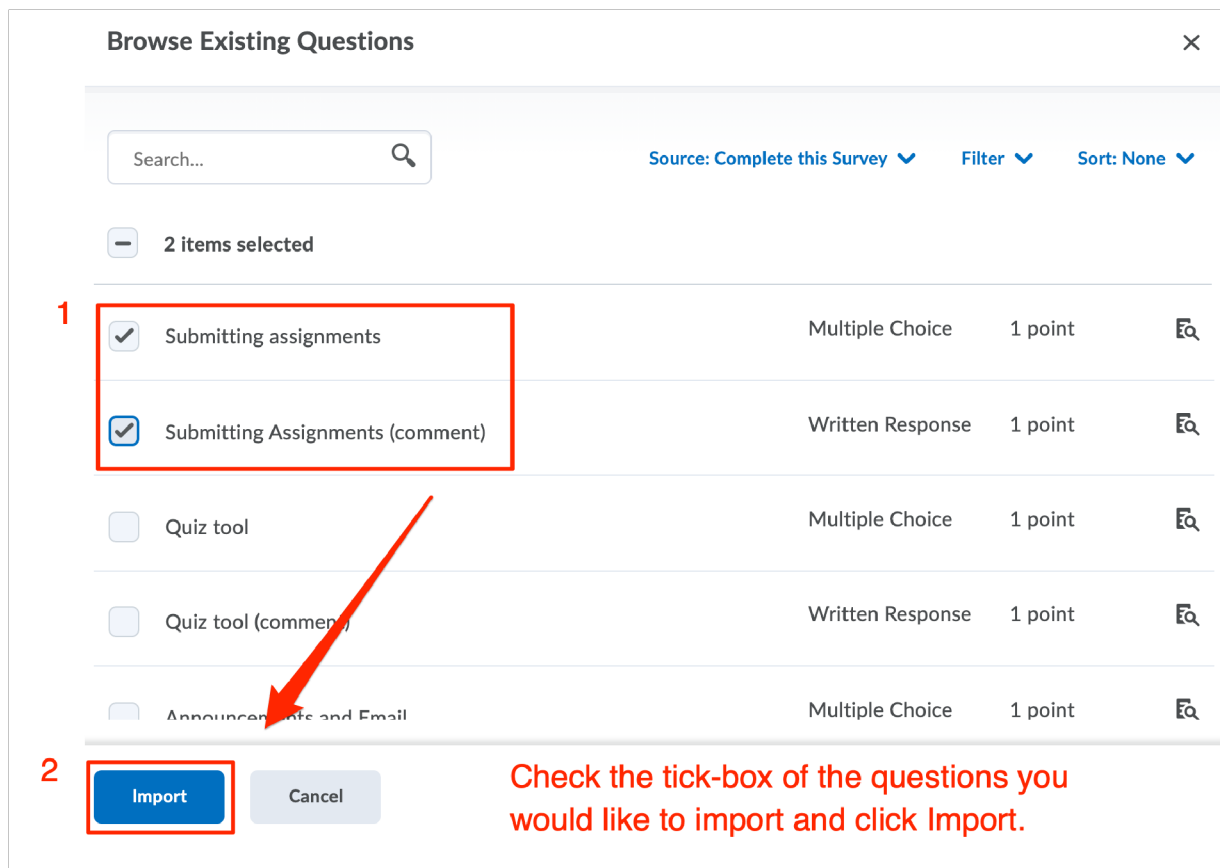
Step 4 - Click *Sort* by for additional sorting options.

Step 5 - Check the tick-box of the questions you would like to import and click *Import*.

Note: New and Imported Questions will be available to you in the Question Library when creating future Quizzes and Surveys.