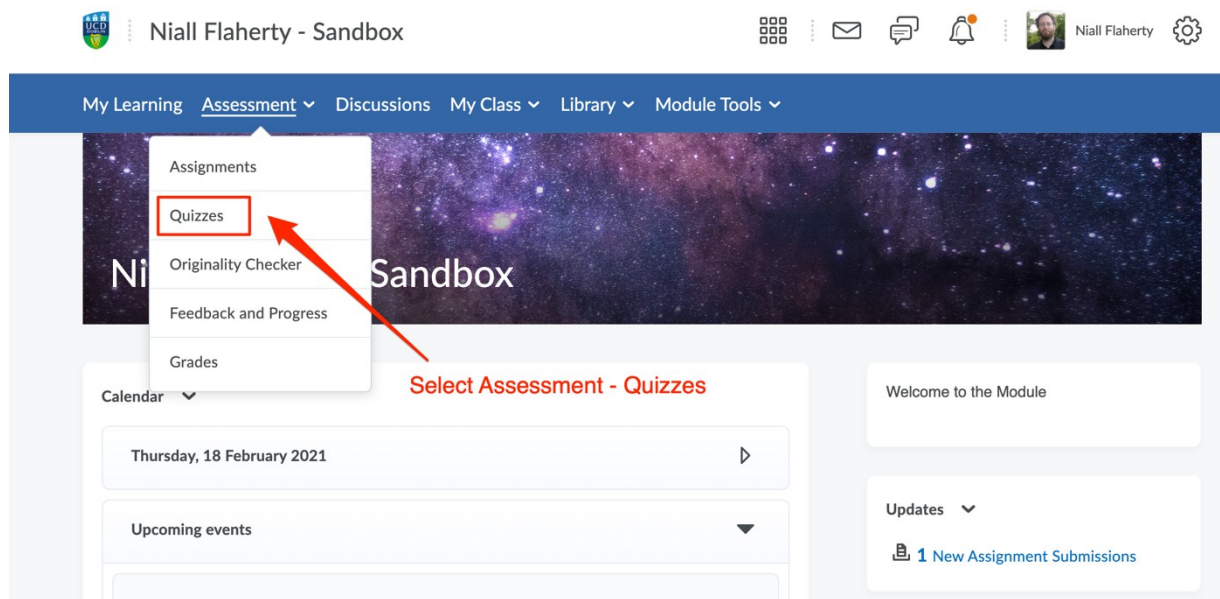


Online Tests – Question Library

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...*



Niall Flaherty - Sandbox

My Learning **Assessment** ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Assignments
Quizzes
 Originality Checker
 Feedback and Progress
 Grades

Select Assessment - Quizzes

Calendar ▾

Thursday, 18 February 2021 ▶

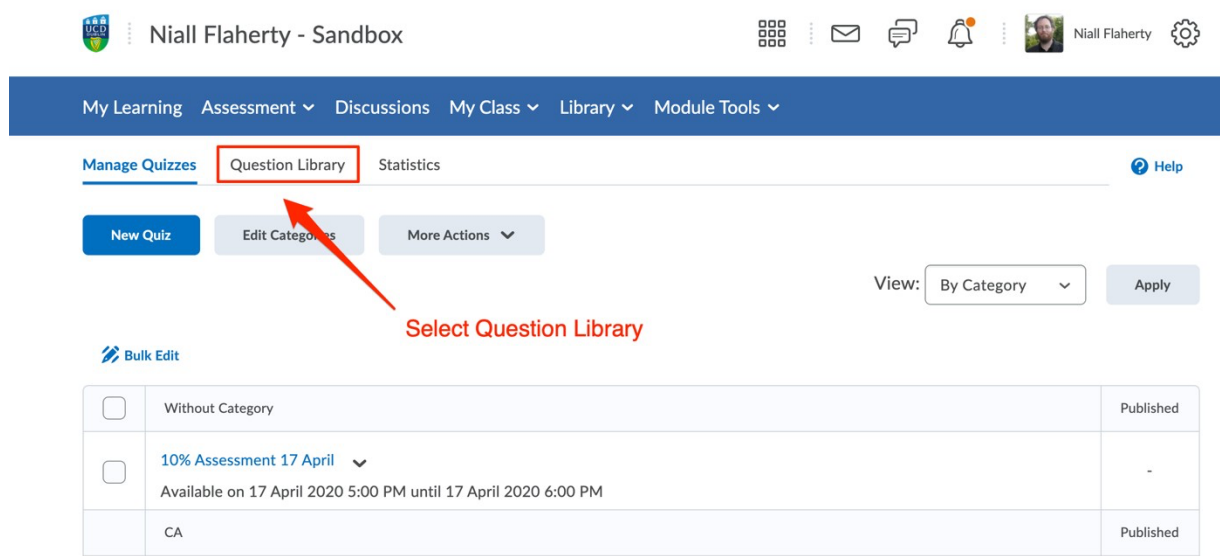
Upcoming events ▾

Welcome to the Module

Updates ▾

1 New Assignment Submissions

Step 2 - Then select *Question Library*.



Niall Flaherty - Sandbox

My Learning **Assessment** ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Manage Quizzes **Question Library** Statistics Help

New Quiz
 Edit Categories
 More Actions ▾

View: By Category ▾ Apply

Bulk Edit

<input type="checkbox"/>	Without Category	Published
<input type="checkbox"/>	10% Assessment 17 April ▾ Available on 17 April 2020 5:00 PM until 17 April 2020 6:00 PM	-
	CA	Published

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.

Niall Flaherty - Sandbox

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Question Library

Easy 2018
Hard 2018
Medium 2018
Easy questions 2021
Easy 2018

Question Library

1 **New ▾** 1. To create new questions click on New.

2 **Multiple Choice Question (MC)** 2. Select the question type you would like to create.

True or False Question (T/F) Edit Values

Type	Points	Difficulty	Mandatory	Last Modified
-	-	-	-	02 October 2020 1:58 PM
-	-	-	-	02 October 2020 1:58 PM

Done Editing Questions

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

Back to Question Library

Multiple Choice ▾ Options ▾

Question Text *

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

Answers *

⋮ ×

⋮ ×

This is where you can preview how the question will look.

Step 5 - Add the Question text.

Step 6 - Indicate the correct answer with a tick.

Back to Question Library

Multiple Choice Options

Question Text *

With regard to corporate goals, an MNC is mostly concerned with maximizing ____, and a purely domestic firm is mostly concerned with maximizing ____.

Answers *

☒ shareholder wealth; short-term earnings

☐ shareholder wealth; shareholder wealth

☐ short-term earnings; sales volume

☐ short-term earnings; shareholder wealth

With regard to corporate goals, an MNC is mostly concerned with maximizing ____, and a purely domestic firm is mostly concerned with maximizing ____.

☐ shareholder wealth; short-term earnings

☐ shareholder wealth; shareholder wealth

☐ short-term earnings; sales volume

☐ short-term earnings; shareholder wealth

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.

Answers *

☒ shareholder wealth; short-term earnings

☐ shareholder wealth; shareholder wealth

☐ short-term earnings; sales volume

☐ short-term earnings; shareholder wealth

1 Add Answer

2 ☐ Randomize answer order

Default Points *

3

Save Cancel

1. Add additional wrong answers if required.

2. Choose whether to randomise the order answers appear when the Quiz runs.

3. Indicate the default points for the correct answer.

☐ shareholder wealth; short-term earnings

☐ shareholder wealth; shareholder wealth

☐ short-term earnings; sales volume

☐ short-term earnings; shareholder wealth

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.

← Back to Question Library

Additional Options are available for how to create and display your question.

Multiple Choice ▾

Question Text *

With regard to corporate goals, an MNC is mostly concerned with purely domestic firm is mostly concerned with maximizing

Answers *

- ☒ shareholder wealth; short-term earnings
- ☐ shareholder wealth; shareholder wealth
- ☐ short-term earnings; shareholder wealth

Options ▾

- Add Feedback
- Add Hint
- Add Short Description
- Add Custom Weights
- Add Enumeration

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*.

Niall Flaherty - Sandbox

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Question Library

- Easy 2018
- Hard 2018
- Medium 2018
- Easy questions 2021
- Easy 2018

Question Library > Easy 2018

Easy 2018

New ▾ Import ▾

Section To create a new Section click New - Section.

True or False Question (T/F)

Multiple Choice Question (MC)

Multi-Select Question (M-S)

Written Response Question (WR)

Edit Values

	Type	Points	Difficulty	Mandatory	Last Modified
With regard to corporate goals, an MNC is mostly concerned with purely domestic firm is mostly concerned with <u>maximizing</u>	MC	3	0	✓	02 October 2020 1:58 PM

Done Editing Questions

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.

← Back to Question Library

Section Title *

1 Easy questions 2021

☒ Hide Section Title from learners

Section Text

2

3 ☐ Hide Section Text from learners

4 ☒ Shuffle questions in this section
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

Save
Cancel

1. Give your new Section a Name.

2. Add an optional description to the Section Text field.

3. Select whether to Show or Hide the Section Text from learners

4. 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.

Question Library

[Settings](#)
[Help](#)

New
Import

Done Editing Questions

Move
Delete
Order
Edit Values

	Name	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Easy 2018	-	-	-	-	02 October 2020 1:58 PM
<input type="checkbox"/>	Hard 2018	-	-	-	-	02 October 2020 1:58 PM
<input type="checkbox"/>	Medium 2018	Shuffling is on	-	-	-	08 February 2021 4:25 PM
<input type="checkbox"/>	Easy questions 2021	-	-	-	-	08 February 2021 4:29 PM

Easy questions 2021

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

Total: 4 Sections

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*.

Question Library

[New](#) [Import](#)

[Settings](#) [Help](#)

1. click the tick box beside a question
 2. select Move.

2. [Move](#) [Delete](#) [Order](#) [Edit Values](#)

	Name	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Easy 2018	-	-	-	-	02 October 2020 1:58 PM
<input type="checkbox"/>	Hard 2018	-	-	-	-	02 October 2020 1:58 PM
<input type="checkbox"/>	Medium 2018	Shuffling is on	-	-	-	08 February 2021 4:25 PM
1. <input checked="" type="checkbox"/>	? "With regard to corporate goals, an MNC is mostly concerned with maximizing ____, and a purely domestic firm is mostly concerned with maximizing ____"	MC	3	0	✓	02 October 2020 1:58 PM
<input type="checkbox"/>	Easy questions 2021	-	-	-	-	08 February 2021 4:29 PM

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

My Learning Assessment Discussions My Class Library Module Tools

Question Library

- Easy 2018
- Hard 2018
- Medium 2018
- Easy questions 2021
- Temporary Questions Import Section
- Easy 2018

Move Objects

Select the destination that you want to move the selected items to

Collection Root

- Easy 2018
- Hard 2018
- Medium 2018
- Easy questions 2021
- Temporary Questions Import Section
- Easy 2018

Cancel

Create questions within a Section

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

Niall Flaherty - Sandbox

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Question Library

- Easy 2018
- Hard 2018
- Medium 2018
- Easy questions 2021

	Name	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Easy 2018 ▾	-	-	-	-	02 October 2020 1:58 PM
<input type="checkbox"/>	Hard 2018 ▾	-	-	-	-	02 October 2020 1:58 PM
<input type="checkbox"/>	Medium 2018 ▾	-	-	-	-	08 February 2021 4:25 PM
<input type="checkbox"/>	? "With regard to corporate goals, an MNC is mostly concerned with maximizing ____, and a purely domestic firm is mostly concerned with maximizing ____" ▾	MC	3	0	✓	02 October 2020 1:58 PM
<input type="checkbox"/>	Easy questions 2021 ▾	-	-	-	-	08 February 2021 4:29 PM

Click on the Section name.

Step 2 - Now click *New* and simply complete question creation as outlined earlier.

Niall Flaherty - Sandbox

My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾

Question Library

- Easy 2018
- Hard 2018
- Medium 2018
- Easy questions 2021

Question Library > Easy questions 2021

Easy questions 2021

New ▾ Import ▾

Section

- True or False Question (T/F)
- Multiple Choice Question (MC)
- Multi-Select Question (M-S)
- Written Response Question (WR)
- Short Answer Question (SA)

Click New and complete question creation as outlined earlier.

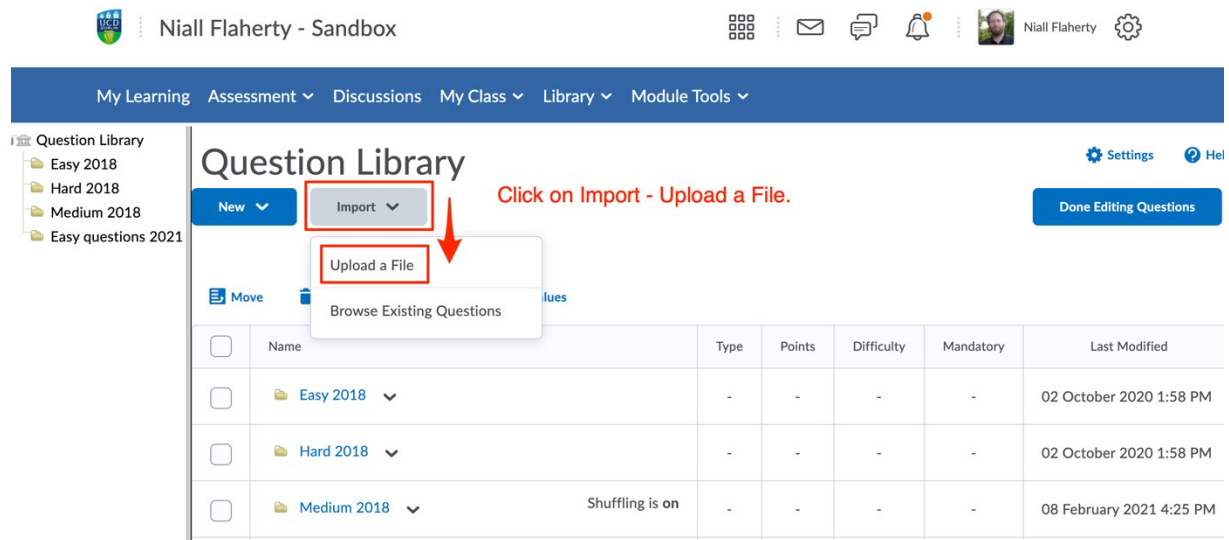
	Type	Points	Difficulty	Mandatory	Last Modified
s, an MNC is mostly and a purely domestic firm is 3 ____ ▾	MC	10	1		08 February 2021 4:28 PM

Done Editing Questions

Note: Existing questions can be imported into your Question Library by file, either from a module backup or from a .csv template.

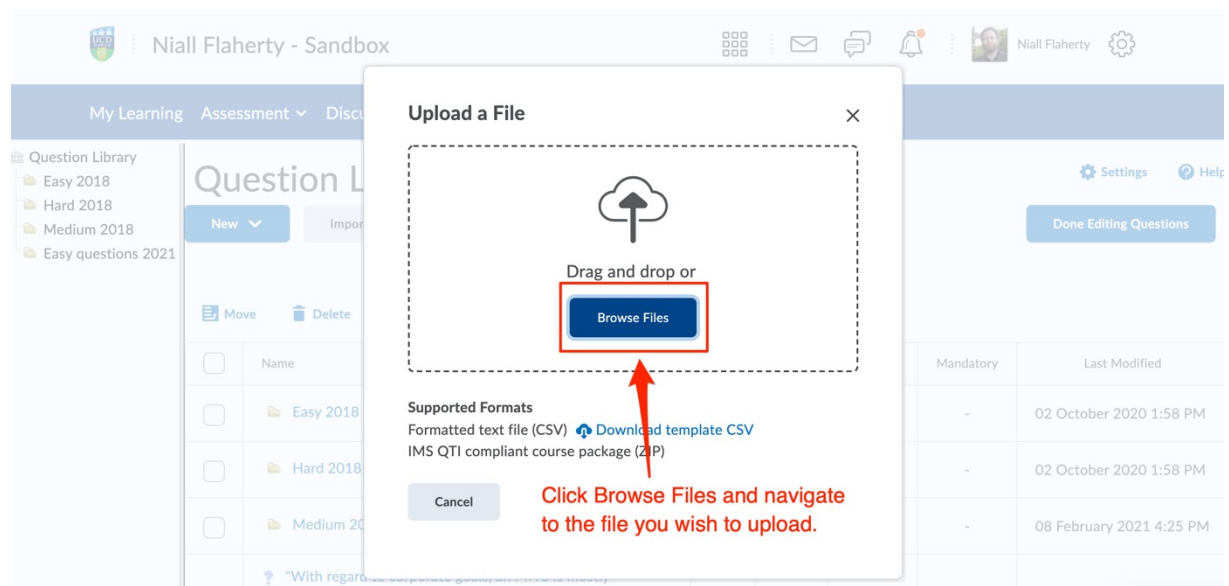
Import questions by file upload

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



The screenshot shows the 'Question Library' interface. On the left, there is a sidebar with a 'Question Library' section containing folders for 'Easy 2018', 'Hard 2018', 'Medium 2018', and 'Easy questions 2021'. The main area is titled 'Question Library' and features a 'New' dropdown menu. The 'Import' option is selected, and a dropdown menu is open, showing 'Upload a File' (highlighted with a red box and arrow) and 'Browse Existing Questions'. A red text annotation 'Click on Import - Upload a File.' points to the 'Upload a File' option. Below the menu, there is a table with columns: Name, Type, Points, Difficulty, Mandatory, and Last Modified. The table lists three items: 'Easy 2018', 'Hard 2018', and 'Medium 2018'. The 'Medium 2018' item has a note 'Shuffling is on' next to it.

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



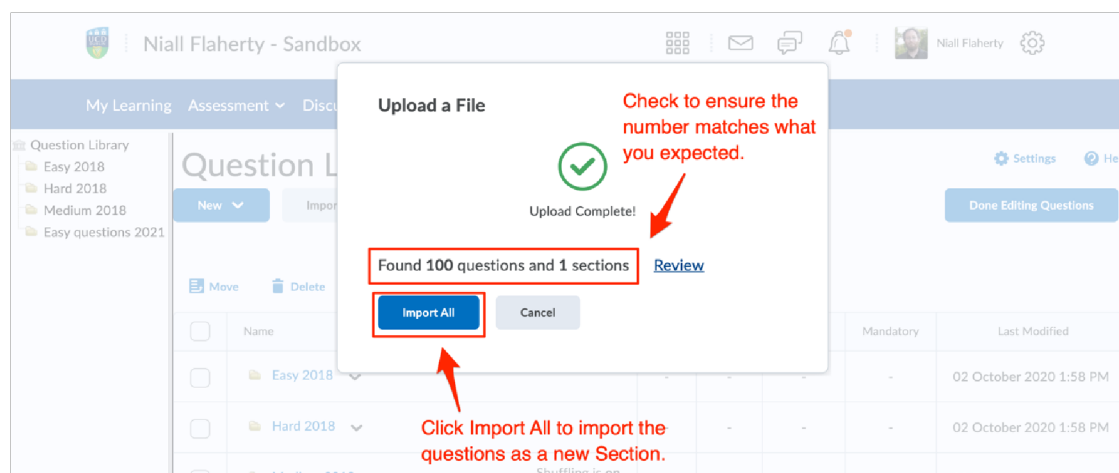
The screenshot shows the 'Upload a File' dialog box. The dialog has a title bar 'Upload a File' and a close button. Inside, there is a dashed box containing a cloud icon with an upward arrow and the text 'Drag and drop or'. Below this, the 'Browse Files' button is highlighted with a red box and arrow. A red text annotation 'Click Browse Files and navigate to the file you wish to upload.' points to the 'Browse Files' button. Below the dialog, there is a section titled 'Supported Formats' with the text 'Formatted text file (CSV)' and a link 'Download template CSV'. Below that, it says 'IMS QTI compliant course package (ZIP)'. There is also a 'Cancel' button.

Review imported questions

Step 1 - When the upload is complete you will see a report of how many questions were imported.

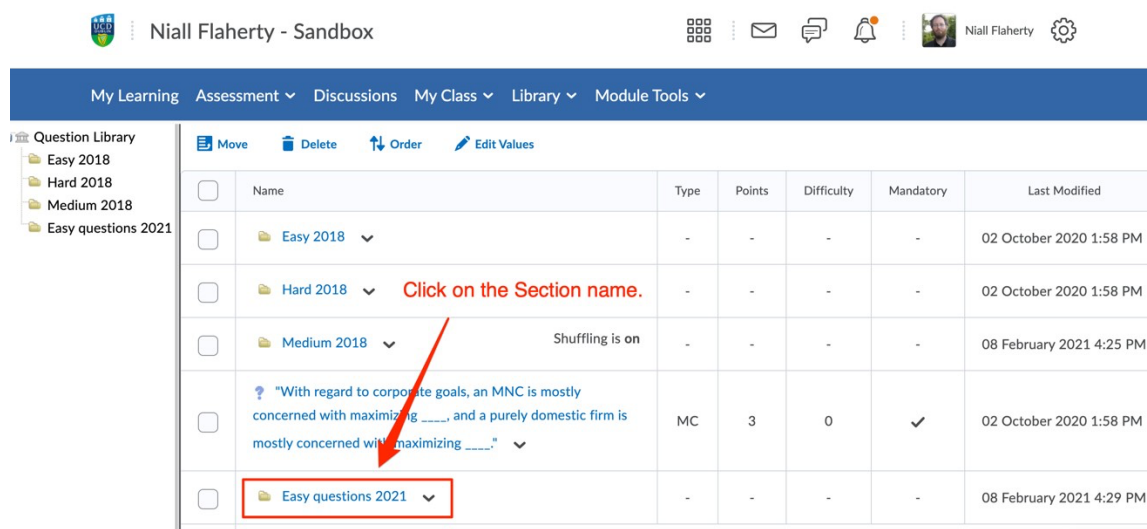
Step 2 - Check to ensure the number matches what you expected.

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.

Question Library > Easy 2018 Settings Help

Easy 2018

New Import Done Editing Questions

Move Delete Order Edit Values **Click on the question text to inspect an individual question.**

	Name	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	"With regard to corporate goals, an MNC is mostly concerned with maximizing ____, and a purely domestic firm is mostly concerned with maximizing ____."	MC	3	0	✓	18 February 2021 11:38 PM

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

← Back to Question Library **Click Back to Question Library.**

Multiple Choice Options

Question Text *

"With regard to corporate goals, an MNC is mostly concerned with maximizing ____, and a purely domestic firm is mostly concerned with maximizing ____."

Answers *

- ☐ shareholder wealth; short-term earnings
- ☒ shareholder wealth; shareholder wealth
- ☐ short-term earnings; sales volume
- ☐ short-term earnings; shareholder wealth

"With regard to corporate goals, an MNC is mostly concerned with maximizing ____, and a purely domestic firm is mostly concerned with maximizing ____"

- ☐ shareholder wealth; short-term earnings
- ☐ shareholder wealth; shareholder wealth
- ☐ short-term earnings; sales volume
- ☐ short-term earnings; shareholder wealth

Step 7 - Use the breadcrumbs to navigate out of the Section.

Niall Flaherty - Sandbox Grid Mail Chat Bell Profile Niall Flaherty Settings

My Learning Assessment Discussions My Class Library **Module Tools**

Question Library Question Library > Easy 2018 **Use the breadcrumbs to navigate out of the Section.** Settings Help

Easy 2018

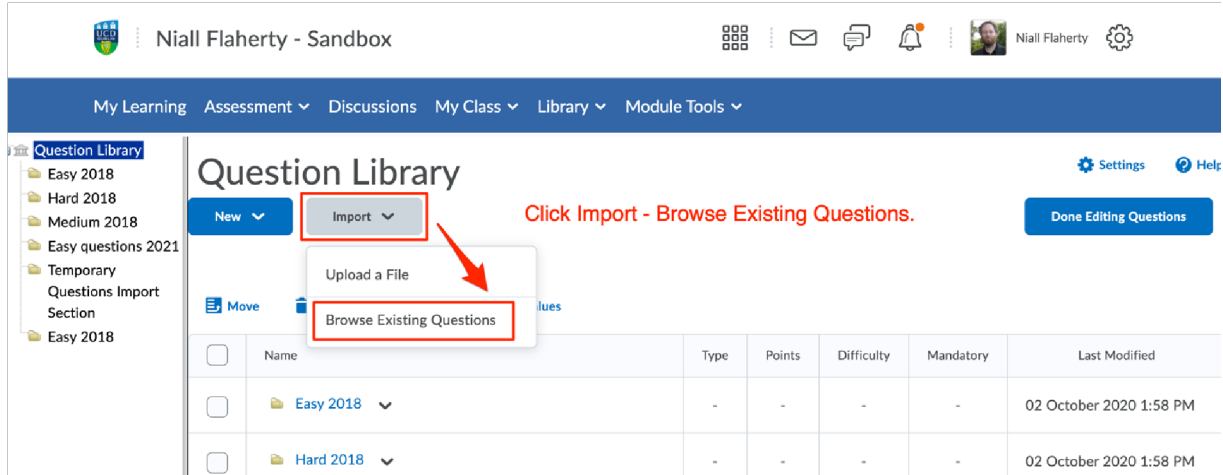
New Import Done Editing Questions

Easy 2018
Hard 2018
Medium 2018
Easy questions 2021
Temporary

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

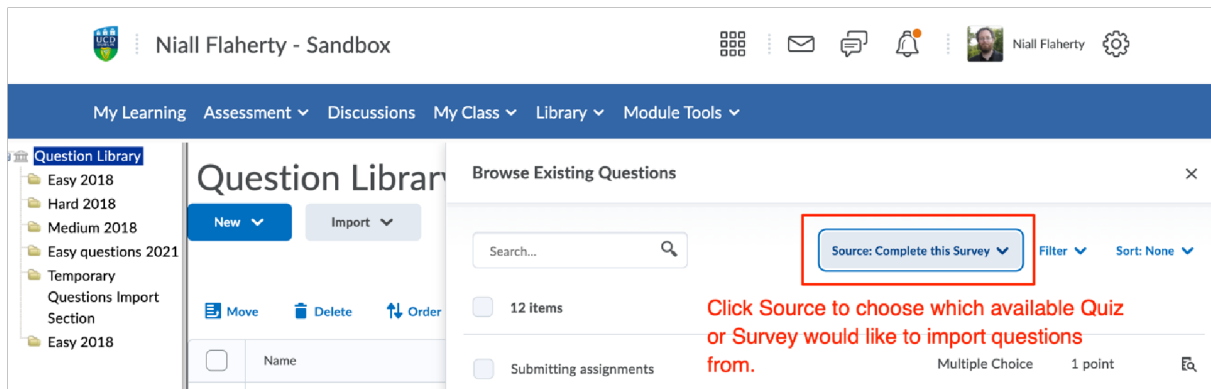
Step 1 - To Import questions from Quizzes and Surveys into Sections in your Library, click *Import - Browse Existing Questions*.



The screenshot shows the 'Question Library' interface for Niall Flaherty - Sandbox. The 'Import' dropdown menu is open, and 'Browse Existing Questions' is highlighted. A red arrow points to this option. A red text annotation says 'Click Import - Browse Existing Questions.'

	Name	Type	Points	Difficulty	Mandatory	Last Modified
<input type="checkbox"/>	Easy 2018	-	-	-	-	02 October 2020 1:58 PM
<input type="checkbox"/>	Hard 2018	-	-	-	-	02 October 2020 1:58 PM

Step 2 - Click *Source* to choose which available Quiz or Survey would like to import questions from.



The screenshot shows the 'Browse Existing Questions' dialog box. The 'Source' dropdown menu is open, and 'Complete this Survey' is selected. A red arrow points to this option. A red text annotation says 'Click Source to choose which available Quiz or Survey would like to import questions from.'

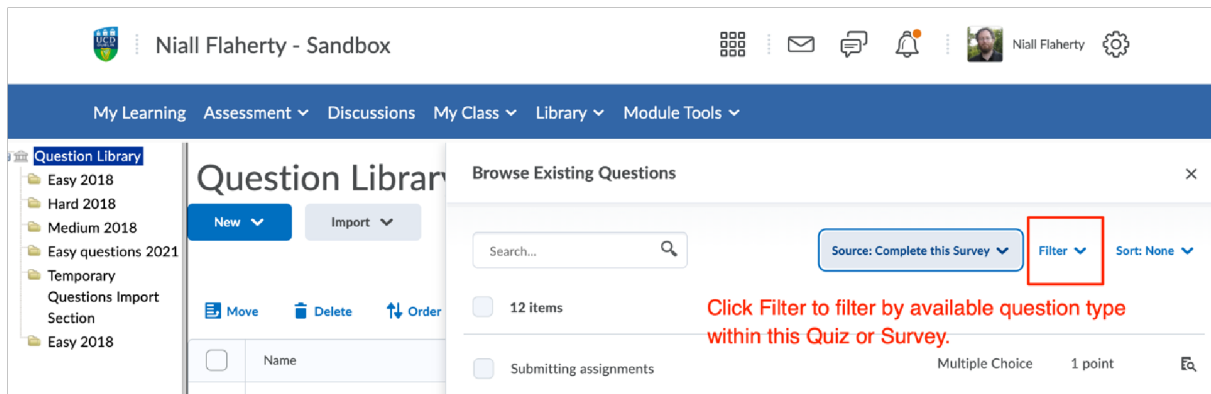
Search...

Source: Complete this Survey Filter Sort: None

12 items

Submitting assignments Multiple Choice 1 point

Step 3 - Click *Filter* to filter by available question type within this Quiz or Survey.



The screenshot shows the 'Browse Existing Questions' dialog box. The 'Filter' dropdown menu is open, and 'Multiple Choice' is selected. A red arrow points to this option. A red text annotation says 'Click Filter to filter by available question type within this Quiz or Survey.'

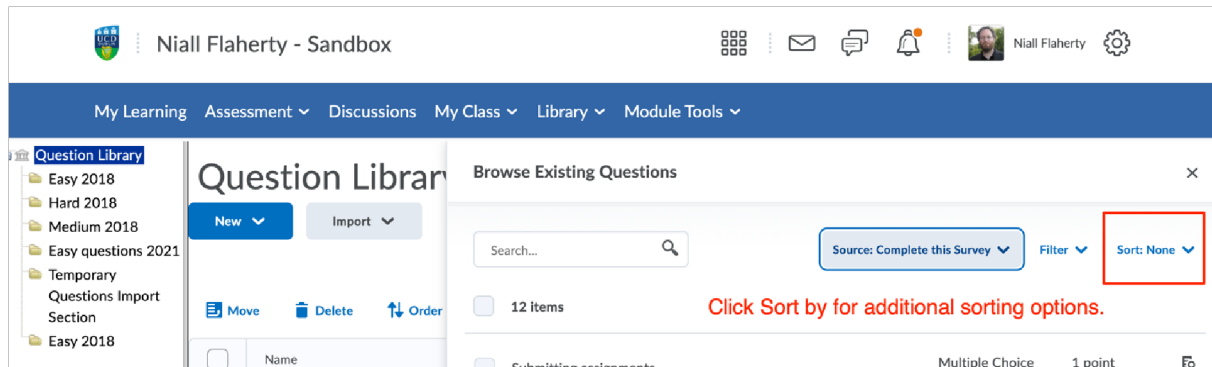
Search...

Source: Complete this Survey Filter Sort: None

12 items

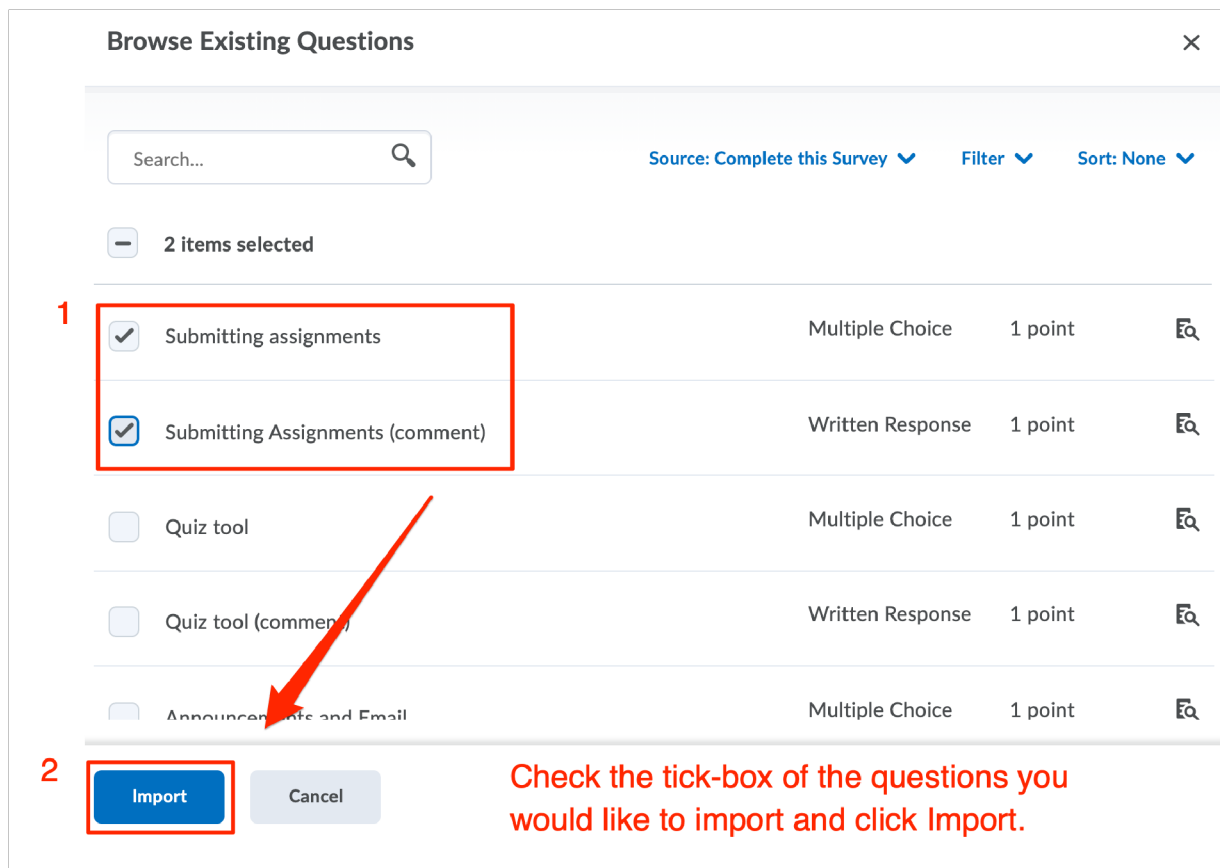
Submitting assignments Multiple Choice 1 point

Step 4 - Click *Sort by* for additional sorting options.



The screenshot shows the 'Question Library' interface. On the left is a sidebar with a 'Question Library' section containing folders like 'Easy 2018', 'Hard 2018', 'Medium 2018', 'Easy questions 2021', 'Temporary', 'Questions Import Section', and 'Easy 2018'. The main area is titled 'Question Library' and 'Browse Existing Questions'. It includes a search bar, a 'Source: Complete this Survey' dropdown, a 'Filter' dropdown, and a 'Sort: None' dropdown (highlighted with a red box). Below these are buttons for 'New', 'Import', 'Move', 'Delete', and 'Order'. A red text annotation says 'Click Sort by for additional sorting options.' pointing to the 'Sort: None' dropdown.

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



The screenshot shows the 'Browse Existing Questions' dialog box. It has a search bar, a 'Source: Complete this Survey' dropdown, a 'Filter' dropdown, and a 'Sort: None' dropdown. Below these, it says '2 items selected'. A list of questions is shown with checkboxes: 'Submitting assignments' (checked), 'Submitting Assignments (comment)' (checked), 'Quiz tool' (unchecked), 'Quiz tool (comment)' (unchecked), and 'Announcements and Email' (unchecked). The first two checked items are highlighted with a red box and labeled '1'. At the bottom, there is an 'Import' button (highlighted with a red box and labeled '2') and a 'Cancel' button. A red arrow points from the 'Import' button to the 'Submitting Assignments (comment)' question. A red text annotation says '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.