

# Using the Question Library

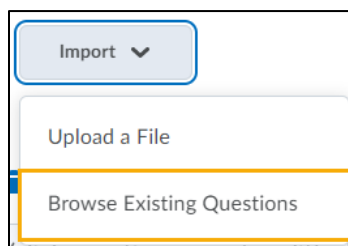
This tutorial assumes you are familiar with the process of creating quizzes. Please review the [Building Basic Quizzes](#) tutorial as needed.

## Importing Questions from Previously Made Quizzes

1. From the **Quizzes** tab, navigate to the **Question Library**.



2. Then, click the white **Import** button. Click **Browse Existing Questions**. (If you would like to upload a file with quiz questions to D2L, please refer to the [Respondus File tutorial](#).)



3. Next, select the questions you would like to import. If you have sections, you can click the **white arrow** next to the section name to view individual questions. Click the **checkbox** next to the question or section you would like to import.



4. Then, click the blue **Add** button.

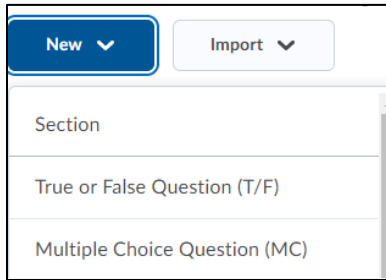


5. You can edit your sections by clicking on the **Folder** icon. Or, click a checkbox to **move**, **delete**, **order**, or **edit the value** of the question/section.



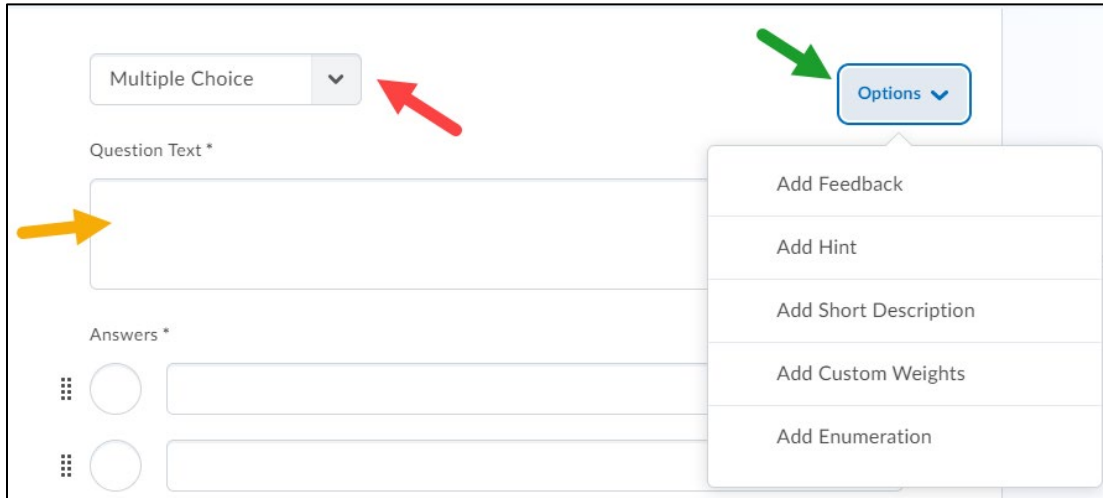
## Creating and Editing Questions

1. Use the blue **New** button to create a new question. Select the type of question you would like to create.



2. This page functions exactly like the **Add Question** page in the basic Quiz Build function:
  - a. You can use the **Options** drop-down menu to add a hint, short description, designate a specific weight, add enumeration, and add feedback.
  - b. Your preview will auto populate as you write your question and will appear in the gray box on the right side of your screen.
  - c. To view your format editor, you must click the **Question Text** box.

\*\*If you choose to use the LockDown Browser (with or without the webcam), any links or images you include in your question will still work/be visible to your students. [View our tutorial on LockDown Browser + Monitor to learn more about this feature.](#)



3. The answer choice section has the same features.

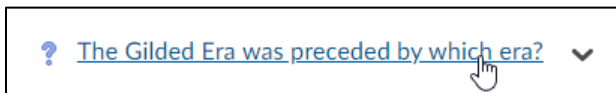
4. Click the blue **Save** button once you have created your question.



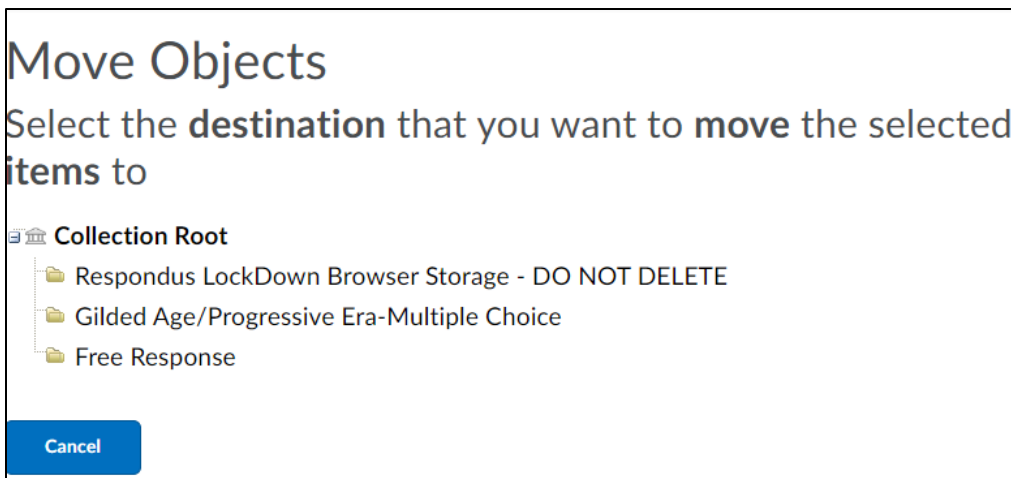
5. Once you have created your question, you have a few options:



a. To **edit** your question, simply click the blue text of the question.



b. To **Move** your question to a section, click the checkbox next to your question and select the **Move** button. On the next page, click the folder/section you wish to assign the question to.



- c. To **Edit the Value** of your question, click the checkbox next to your question, select the **Edit Values** button, and change the point total or difficulty level. You can also make your question **Mandatory**, which would prohibit the student from submitting the quiz without answering this specific question.

Name	Points	Difficulty	Mandatory
? The Gilded Era was preceded by which era?	1	1 ▾	<input type="checkbox"/>

Save Cancel

- d. To **Delete** your question, click the checkbox next to your question and select the **Delete** button. Click the blue **Delete** button in the pop-up window to confirm your choice. You will not be able to recover your questions, so you may want to create a “reject” or “do not use” section to store these questions instead.

Confirmation

Are you sure that you want to delete the selected items?

Delete Cancel

6. When you are finished editing and creating your questions, click the blue **Done Editing Questions** to return to your quiz settings.

Done Editing Questions