



---

## Question Library

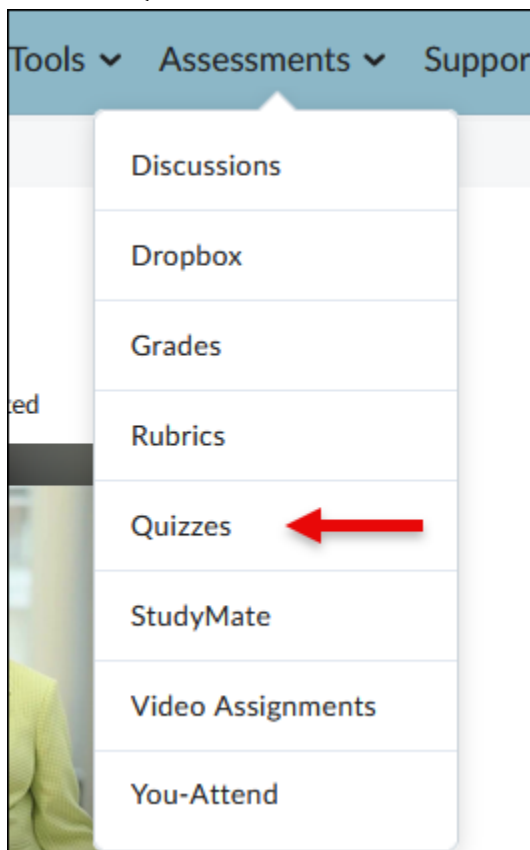
---

Creating questions in the Question Library allows you to share questions among quizzes and choose sets of questions to be added to a quiz. Creating sections of questions in the Question Library helps to organize, manage, and edit questions later.

### Creating questions in the Question Library

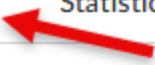
#### Creating Sections

**1. Select** Quizzes from the Assessments drop-down menu on the navbar.



**2. Enter** the Question Library by **selecting** the Question Library link located underneath the Navbar.

Course Home myBC Books Content Course Tools ▾ Assessment

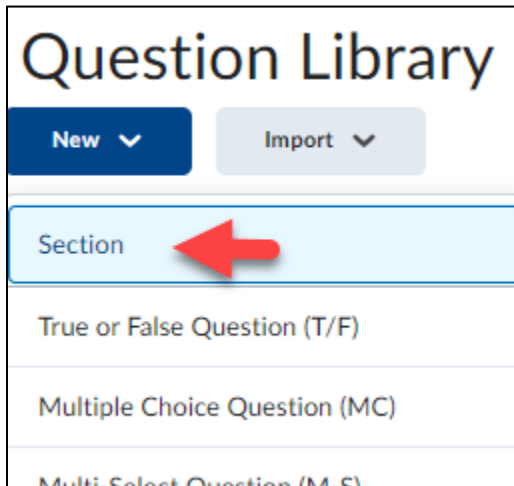
Manage Quizzes Question Library  Statistics LockDown Browser

New Quiz Edit Categories More Actions ▾

3. Click the New button.



4. Select the Section link.

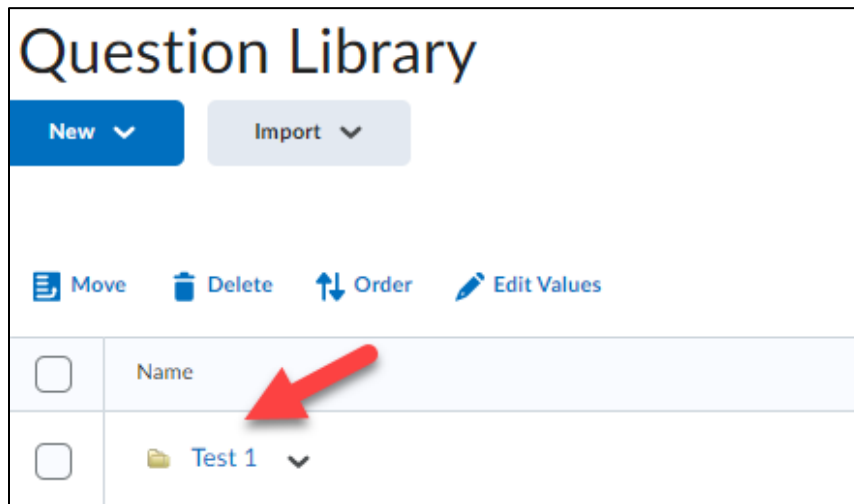


5. Enter a Section Title (1) such as “multiple-choice questions” or “unit 1 questions”. If desired, enter Section Text (2) as a description about what is contained in the section and **click** the Save button (3).

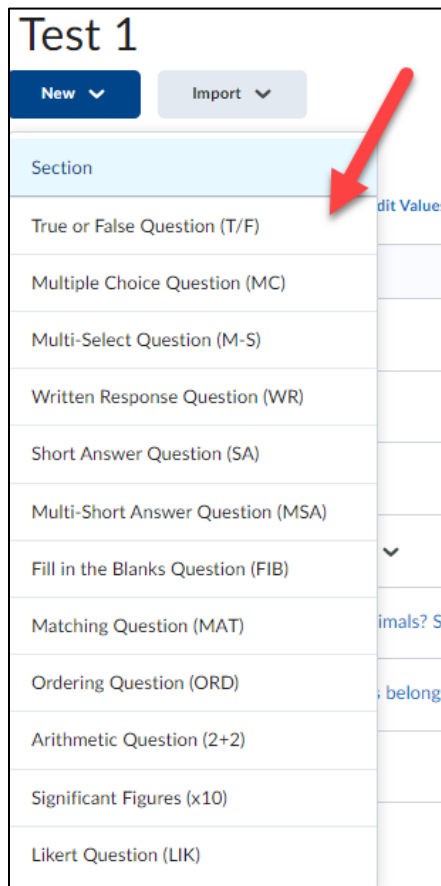
A screenshot of the 'New Section' form. It contains the following elements:

- Section Title \*** (1): A text input field with a red circle containing the number 1 next to it.
- ☐ Hide Section Title from learners
- Section Text** (2): A text input field with a red circle containing the number 2 next to it.
- ☐ Hide Section Text from learners
- ☐ Shuffle questions in this section  
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.
- Save** (3): A blue button with a downward arrow, with a red circle containing the number 3 next to it.
- Cancel**: A grey button.

6. To add questions to the new Question Library section **click** on the section's name text link.



7. Use the New pull-down menu to select a question type.



NOTE: Clicking on the Question Text or Answers choice (MC questions) fields will produce the toolbar that allows you to format text, inset links & images, and more.

The following section describes how to create True/False, Multiple-choice, Matching, Short Answer and Written Response question types.

## Question Types

### True False Question Type (T/F)

**1. Type** a question in the Question Text **(1)**, **select** the correct answer **(2)**, **enter** a Points value [this can also be altered later] **(3)**, and **click** the Save button **(4)**. A preview of the question is shown in the panel on the right **(5)**.

## Multiple Choice Question Type (MC)

1. Type a question in the Question Text field (1); enter the answer choices for the questions [if you want to remove an answer choice, **click** on the X next to it]. (2), if you need additional answer choices **click** on the Add Answer link (3), **select** the option for Randomize answer order [this ensures each user taking the quiz will receive question options in a different order] (4). Then enter a Points value [this can also be altered later] (5) and **click** the Save button (6).

NOTE: To add feedback for each question choice, **click** the Options (A) link and select Add Feedback (B).

The screenshot shows the 'Multiple Choice' question creation interface. At the top, there is a 'Back to Question Library' link and a 'Multiple Choice' dropdown menu with an 'Options' link. The 'Question Text' field contains 'What phylum does the earthworm belong to?'. Below this, the 'Answers' section lists four options: 'Annelida' (selected with a checkmark), 'Mollusca', 'Platyhelminthes', and 'Roundworms'. Each option has a delete 'X' button. A red circle '2' is next to the 'Mollusca' option. Below the answers, there is an 'Add Answer' link (3) and a 'Randomize answer order' checkbox (4). The 'Default Points' field is set to '1' (5). At the bottom, there are 'Save' and 'Cancel' buttons (6). A callout 'A' points to the 'Options' link, and a callout 'B' points to the 'Add Feedback' option in the dropdown menu.

### Matching Question Type (MAT)

**1. Enter** a question title in the Title field **(1)** [it is optional but does help during future editing]; enter the Points value [this can also be altered later] **(2)** and **type** a question in the Question Text field **(3)**.

# New Matching Question

## General

Title

Animal where it lives (optional) 1

Points \* 2

Difficulty

1 v

Question Text \* 3

Paragraph v B I U v A v ≡ v ≡ v ≡ v ≡ v ≡ v ≡ v ≡ v

Match the animal to the habitat where it can be found.

**2. Select a Grading option.**

- Equally weighted: User receives marks for each correct answer.
- All or nothing (this is the Default): User must have all the possible correct answers or else they receive no marks.
- Right minus wrong: The number of right answers chosen is subtracted from the number of wrong answers chosen to get an overall mark for the question.

## Choices

Grading

☐ Equally weighted ☒ All or nothing ☐ Right minus wrong

+ [Add Choice](#)



**3. Enter Choices** [choices show on the right of the page and should be short for better onscreen reading]. **(1)**, if you need additional choice boxes **click** Add Choice [you can enter more choices than matches which helps correct responses based on elimination] **(2)**. If you want to remove a choice, **select** the Trash icon **(3)**.

## Choices

Grading

☐ Equally weighted ☒ All or nothing ☐ Right minus wrong

+ Add Choice  **1**

#	Value	Remove
1	<div><div>Par... ▾ <b>B</b> ▾ ≡ ▾ ≡ ▾ ...</div><div>Wolf</div><div></div></div>	<b>3</b> 
2	<div><div>Par... ▾ <b>B</b> ▾ ≡ ▾ ≡ ▾ ...</div><div>Shark</div><div></div></div>	



**4. Enter Matches (1)** [matches show on the left of the page]. **Use** the pull-down menu to select the correct Choice option for the Match **(2)**. If you want to remove a match, **select** the Trash icon **(3)**, type in overall question Feedback **(4)** [it is optional, but it is a great way to provide guidance] and **click** the Save button **(5)**.

+ Add Match
1

#		Value	Correct Choice	Remove
1	1	<div> Par... B List List ... </div> Ocean	2 <div>1</div>	3 <div> </div>
2	2	<div> Par... B List List ... </div> Forest	<div>2</div>	<div> </div>

Expand question hint

Collapse question feedback

Question Feedback
4

Paragraph
B
I
U
A
List
List
Media
Link
Image
+
...

5

Save
Save and Copy
Save and New
Preview
Cancel

## Short Answer Question Type (SA)

[Short Answer types require you to enter ALL acceptable responses for each item response in the question]

**1. Type** a question in the Question Text field (1). **Enter** your first acceptable answer in the Answer for Blank 1 text block (2), to add additional answer blanks **click** the Add Blank link (3). **Enter** the Points value for the question [this can also be altered later] (4). **Click** the Save button when done (5).

The screenshot shows the 'Short Answer' question type configuration interface. At the top, there is a dropdown menu set to 'Short Answer' and an 'Options' link. Below this is the 'Question Text' field, which contains the text 'What is the name of my cat?'. This field is marked with a red circle and the number 1. Underneath is the 'Answers for Blank 1' section, which includes a dropdown menu with 'abc' and a text input field containing 'Cheese!'. This section is marked with a red circle and the number 2. Below the answers is an 'Add Blank' button, marked with a red circle and the number 3. Further down is the 'Default Points' field, which contains the value '1'. This field is marked with a red circle and the number 4. At the bottom, there is a 'Save' button and a 'Cancel' button. The 'Save' button is marked with a red circle and the number 5.

## Written Response Type (Formerly Long Answer Question)

**1. Type** the question in the Question Text field (1) and enter the Points value [this can also be altered later] (2).

The screenshot shows the 'Written Response' question type configuration interface. At the top, there is a dropdown menu set to 'Written Response' and an 'Options' link. Below this is the 'Question Text' field, which contains the text 'Please explain your opinion on owning exotic pets (for or against). Support your opinion with references to events or court cases.' This field is marked with a red circle and the number 1. Underneath the question text are two checkboxes: 'Enable HTML Editor for learner responses' and 'Allow learners to insert images and add attachments'. Below these checkboxes is the 'Default Points' field, which contains the value '1'. This field is marked with a red circle and the number 2. At the bottom, there is a 'Save' button and a 'Cancel' button.

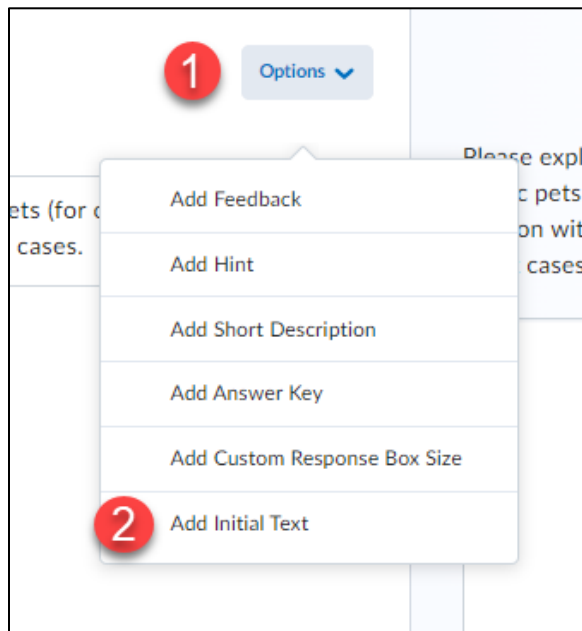
2. If you are looking for a verbose response **click** the Options link (1) and **select** Add Custom Response Box Size (2) **use** the Custom Response Box Size drop down menu to select a size (3).

The screenshot shows the 'Written Response' question editor. The 'Options' link is highlighted with a red circle (1). The 'Options' menu is open, showing several options. The option 'Remove Custom Response Box Size' is highlighted with a red circle (2). The 'Custom Response Box Size' dropdown menu is open, showing 'Default size, about a paragraph' as the selected option, highlighted with a red circle (3). The 'Question Text' field contains the text: 'Please explain your opinion on owning exotic pets (for example, you might want to discuss your opinion with references to events or court cases.)'. Below the text field are two checkboxes: 'Enable HTML Editor for learner responses' and 'Allow learners to insert images and add attachments'. Below these checkboxes is the 'Custom Response Box Size' dropdown menu. Below the dropdown menu is the 'Default Points' field, which contains the value '1'. At the bottom of the form are 'Save' and 'Cancel' buttons.

3. To add overall question Feedback [it is optional, but a great way to provide guidance] **click** the Options link (1) and then **click** Add Feedback (2) and then enter the feedback you want to provide (3).

The screenshot shows the 'Written Response' question editor. The 'Options' link is highlighted with a red circle (1). The 'Options' menu is open, showing several options. The option 'Add Feedback' is highlighted with a red circle (2). The 'Overall Feedback' field is highlighted with a red circle (3). The 'Question Text' field contains the text: 'Please explain your opinion on owning exotic pets (for example, you might want to discuss your opinion with references to events or court cases.)'. Below the text field are two checkboxes: 'Enable HTML Editor for learner responses' and 'Allow learners to insert images and add attachments'. Below these checkboxes is the 'Overall Feedback' field. Below the field is the 'Default Points' field, which contains the value '1'. At the bottom of the form are 'Save' and 'Cancel' buttons.

**4. Add** initial text to Written Response questions, to perhaps give instructions for the answer you are looking for, or directions to respond. **Click** Options **(1)**, then **Add** Initial Text **(2)**.



**5. Type** your instructions or directions **(1)**, **click** Save **(2)**.

A screenshot of the 'Written Response' question configuration form. The form has a 'Written Response' dropdown menu at the top left and an 'Options' button at the top right. Below this is a 'Question Text' field containing the text: 'Please explain your opinion on owning exotic pets (for or against). Support your opinion with references to events or court cases.' There are two checkboxes: 'Enable HTML Editor for learner responses' and 'Allow learners to insert images and add attachments'. Below these is a red circle with the number '1' next to the 'Initial Text (for learner responses)' label, followed by a text input field. Below the input field is a 'Default Points' field with the value '1'. At the bottom, there is a red circle with the number '2' next to the 'Save' button, which has a dropdown arrow next to it. A 'Cancel' button is also present.

**IMPORTANT: DO NOT EDIT A QUIZ** after it has been released, you can adjust scoring via the Grade Tool.

Require Students to Use Respondus LockDown Browser to Take an Exam

To learn more about how to require students to use LockDown Browser for an exam view the following manual:

<http://oakleaf3.brazosport.edu/bcdl/manuals/instructors/brightspace/PDF/Lockdown%20browser.pdf>