



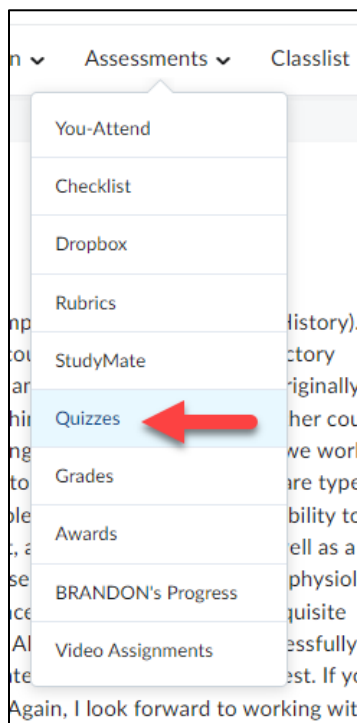
Question Library

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.

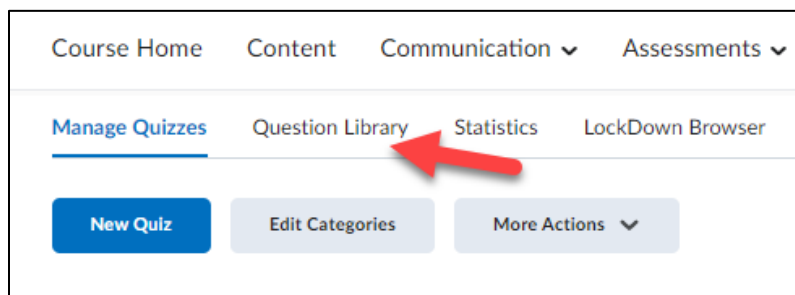
Creating questions in the Question Library

Creating Sections

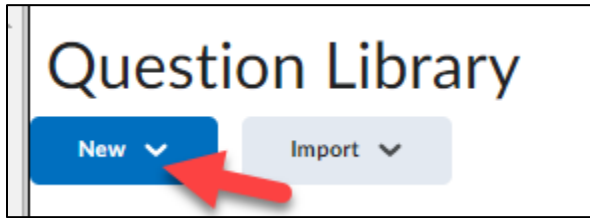
1. **Select** Quizzes from the Assessments drop-down menu on the navbar.



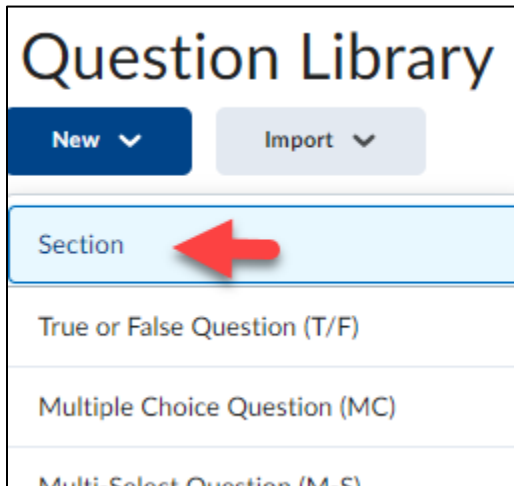
2. **Enter** the Question Library by **selecting** the Question Library link located underneath the Navbar.



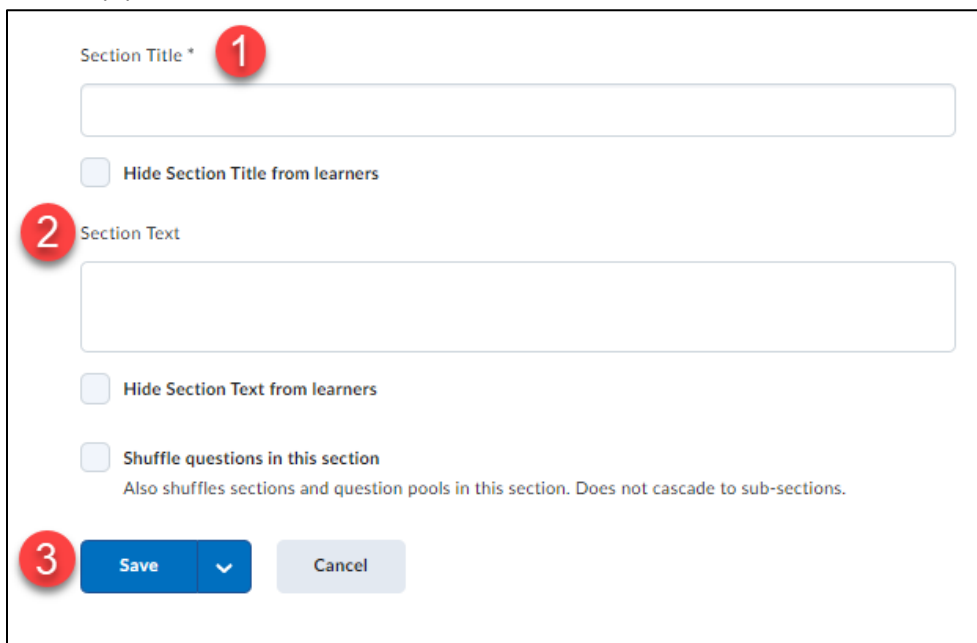
3. Click the New button.



4. Select the Section link.

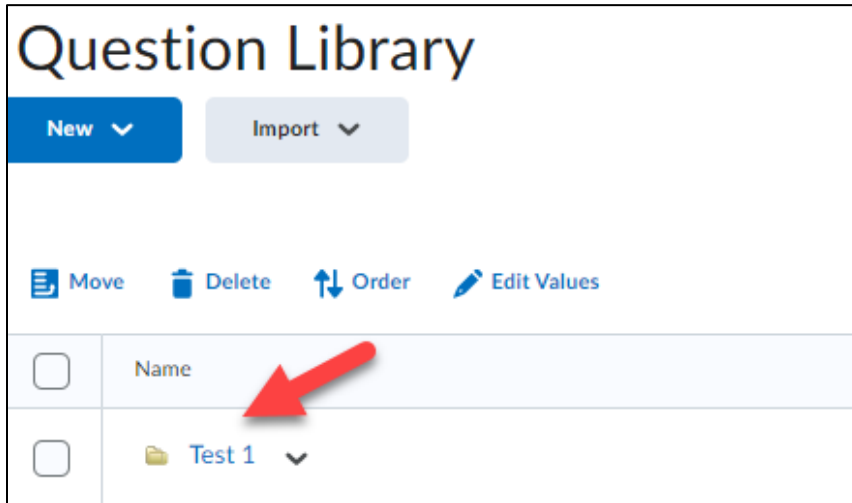


5. Enter a Section Title (1) such as “multiple-choice questions” or “unit 1 questions”. If desired, enter Section Text (2) as a description about what is contained in the section and click the Save button (3).

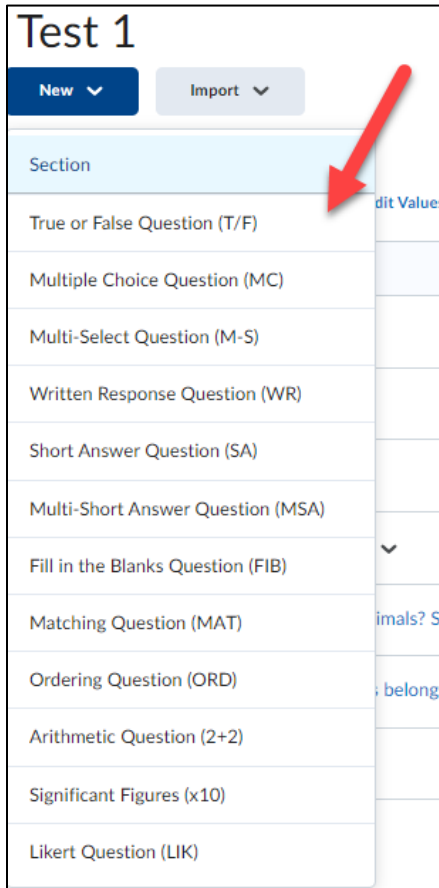
A screenshot of the section creation form. It contains the following elements:

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

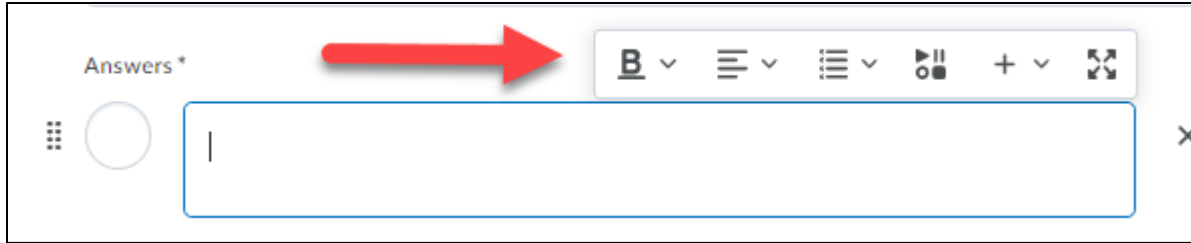
6. To add questions to the new Question Library section **click** on the section's name text link.



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.

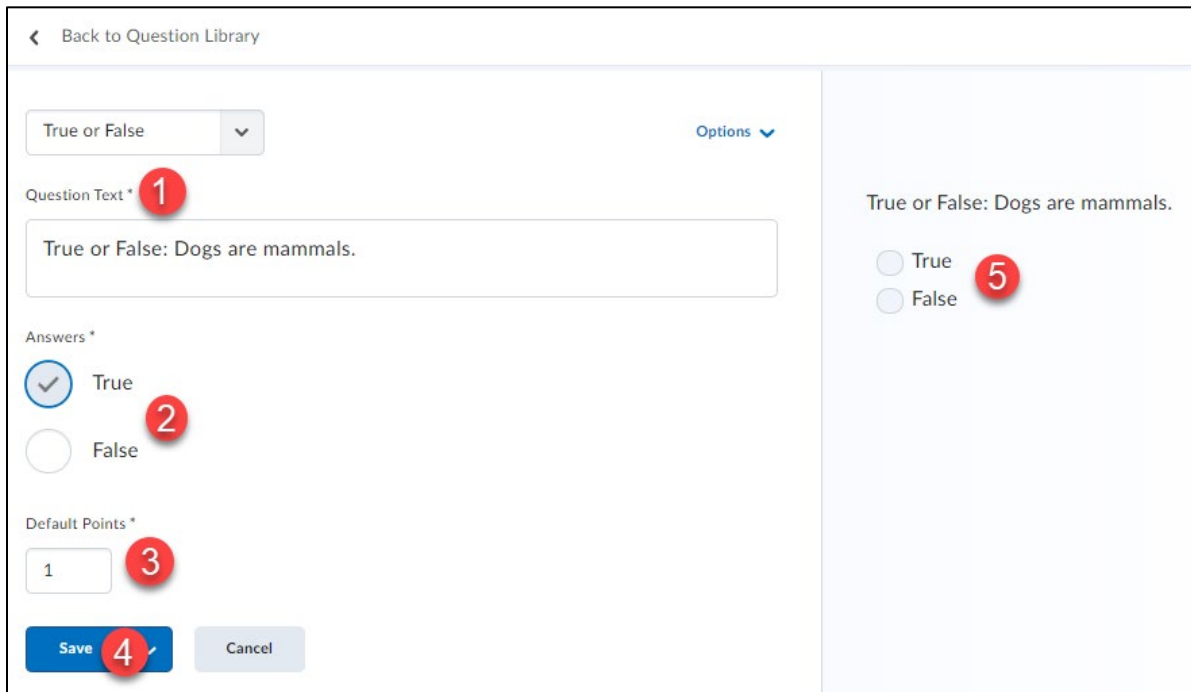


The following section describes how to create True/False, Multiple-choice, Matching, Short Answer and Written Response question types.

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 displays the configuration interface for a Multiple Choice question. At the top, there is a 'Back to Question Library' link and a dropdown menu set to 'Multiple Choice'. The 'Question Text' field contains the text 'What phylum does the earthworm belong to?'. Below this, the 'Answers' section lists four options: 'Annelida' (selected), 'Mollusca', 'Platyhelminthes', and 'Roundworms'. A red circle '1' is next to the question text field, and a red circle '2' is next to the 'Mollusca' option. Below the answers, there is an 'Add Answer' button (red circle '3') and a 'Randomize answer order' checkbox (red circle '4'). The 'Default Points' field is set to '1' (red circle '5'). At the bottom, there is a 'Save' button (red circle '6') and a 'Cancel' button. A callout menu is open, showing options: 'Add Feedback' (red circle 'B'), 'Add Hint', 'Add Short Description', 'Add Custom Weights', and 'Add Enumeration'. A red circle 'A' is next to the 'Options' dropdown in the callout 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 *

1 **2**

Difficulty

1 ▾

Question Text * **3**

Paragraph ▾ **B I U ▾ A ▾** | **≡ ▾** | **≡ ▾** | **🔗** | **✉** | **Σ ▾** | **📊 ▾**

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><p>Par... ▾ B ▾ ≡ ▾ ≡ ▾ ... ↗</p><p>Wolf</p></div> | 3 🗑️ |
| 2 | <div><p>Par... ▾ B ▾ ≡ ▾ ≡ ▾ ... ↗</p><p>Shark</p></div> | 🗑️ |

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 configuration interface for a Short Answer question. 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?". A red circle with the number "1" is next to this field. Underneath is the "Answers for Blank 1" section, which includes a dropdown menu with "abc" and a text input field containing "Cheese!". A red circle with the number "2" is next to the text input field. Below the answers is an "Add Blank" button, with a red circle and the number "3" next to it. Underneath is the "Default Points" field, which contains the number "1". A red circle with the number "4" is next to this field. At the bottom, there are "Save" and "Cancel" buttons. A red circle with the number "5" is next to the "Save" button.

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 configuration interface for a Written Response question. 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." A red circle with the number "1" is next to this field. Below the question text are two checkboxes: "Enable HTML Editor for learner responses" and "Allow learners to insert images and add attachments", both of which are unchecked. Underneath is the "Default Points" field, which contains the number "1". A red circle with the number "2" is next to this field. At the bottom, there are "Save" and "Cancel" buttons.

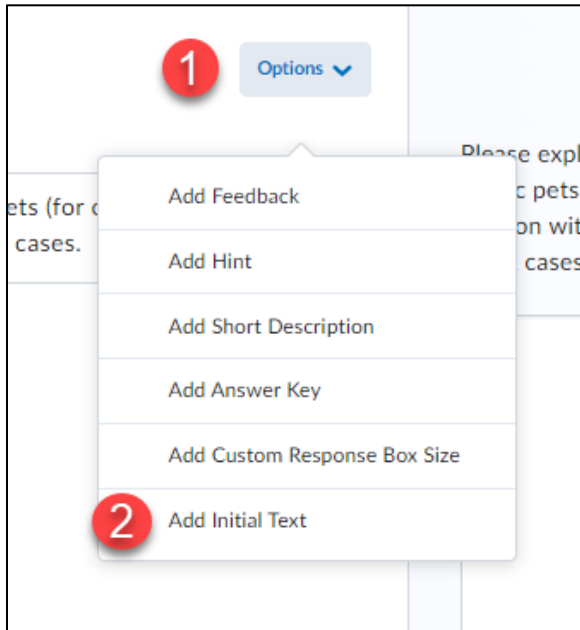
2. If you are looking for a verbose response **click** the Options link (1) and **select** Add Custom Response Box Size (2) **use** the Custom Response Box Size drop down menu to select a size (3).

The screenshot shows the 'Options' menu open for a question. The menu items are: Add Feedback, Add Hint, Add Short Description, Add Answer Key, Remove Custom Response Box Size (checked), and Add Initial Text. The 'Options' link is marked with a red circle '1'. The 'Remove Custom Response Box Size' option is marked with a red circle '2'. The 'Custom Response Box Size' dropdown menu is marked with a red circle '3' and currently shows 'Default size, about a paragraph'.

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 'Options' menu open for a question. The menu items are: Add Feedback (checked), Add Hint, Add Short Description, Add Answer Key, Add Custom Response Box Size, and Add Initial Text. The 'Options' link is marked with a red circle '1'. The 'Add Feedback' option is marked with a red circle '2'. The 'Overall Feedback' text input field is marked with a red circle '3' and is currently empty.

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 a form for configuring a 'Written Response' question. At the top, there is a 'Written Response' dropdown menu and an 'Options' button. 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 unchecked checkboxes: 'Enable HTML Editor for learner responses' and 'Allow learners to insert images and add attachments'. A red circle with the number '1' is positioned over the 'Initial Text (for learner responses)' label and its corresponding empty text input field. Below this is a 'Default Points' field with the value '1'. At the bottom, a red circle with the number '2' is positioned over the 'Save' button, which has a downward arrow next to it. A 'Cancel' button is also visible.

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>