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.

*Question Library*

**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**).



**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**).

 

**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**).



**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.



**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**).



**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**).



**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**).



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**).



**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**).



**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**).



**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**).



**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](https://oakleaf3.brazosport.edu/bcdl/manuals/instructors/brightspace/PDF/Lockdown%20browser.pdf)