

QUESTION LIBRARY

IN THIS TUTORIAL

This infographic shows how to access the Question Library within Brightspace and provides links to more in depth information on the Question Library and How-To Videos.

HOW THE QUESTION LIBRARY CAN BENEFIT YOU

The Question Library is a **central repository** that **stores** and **archives** questions which you can reuse within a course. Creating all of your questions using the Question Library provides organized storage and easy access to the content.

What You Can Do In The Question Library

- You can create multiple folders within the Question Library to organize your questions by type and topic, making it easier for you to find questions for your quizzes, surveys, and self assessments.
- Import questions into Question Library to consolidate questions created with the Quizzes, Surveys, and Self Assessments tools.
- Re-order or shuffle questions within a folder.
- Import a Question Library folder to a quiz for easy transferability.
- Preview how students will see the question.
- Import Questions from a CSV file.
- Import or Export Questions to and from the Learning Repository.

LINKS TO MORE IN DEPTH INFORMATION AND VIDEOS

[Click Here](#) for a more general information on the Question Library and Importing Questions

[Click Here](#) for more information and videos on creating Quiz Questions for the Question Library

[Click Here](#) for more information and videos on Managing Questions

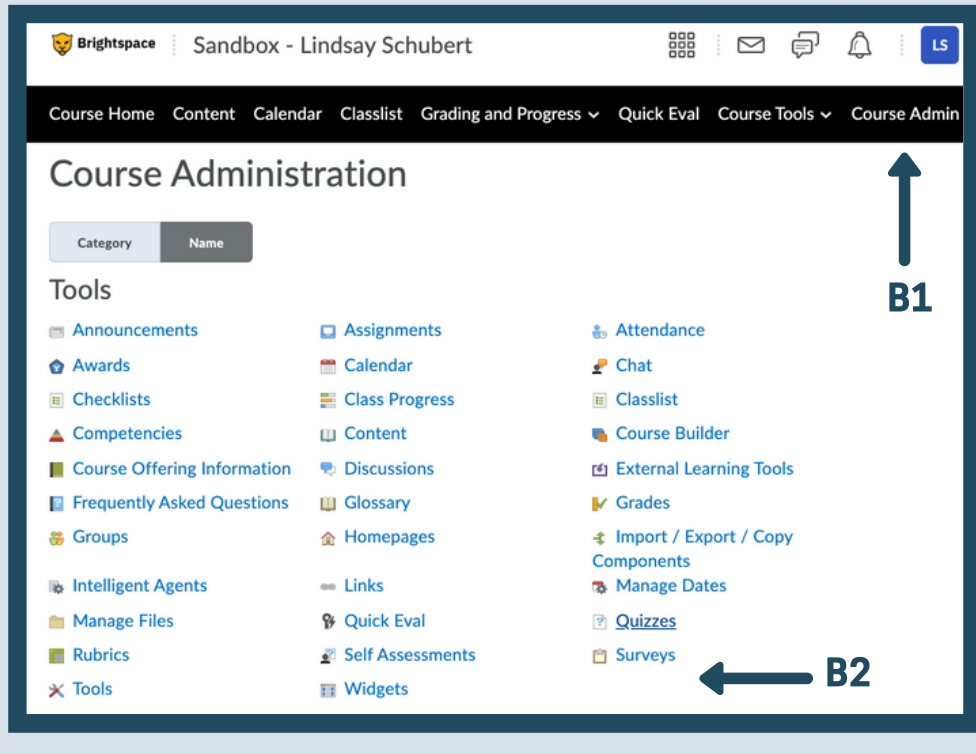
STEP 1

To access the Question Library you can either go to:

- A1. Course tools
- A2. Quizzes

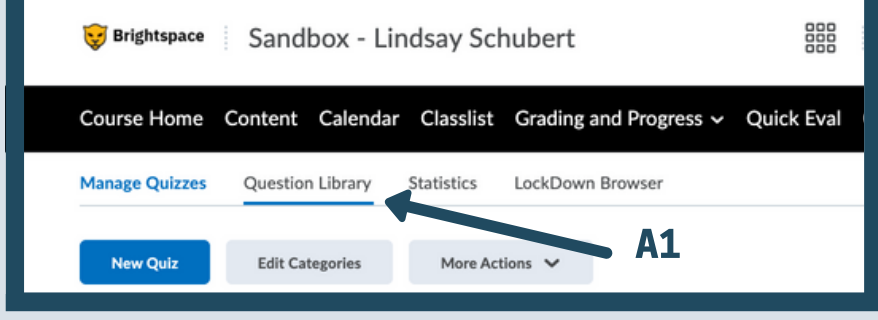
or

- B1. Course Admin
- B2. Quizzes



STEP 2

A1. Click the Question Library tab at the top of the screen underneath the navigation bar.



STEP 3

You can choose between creating a

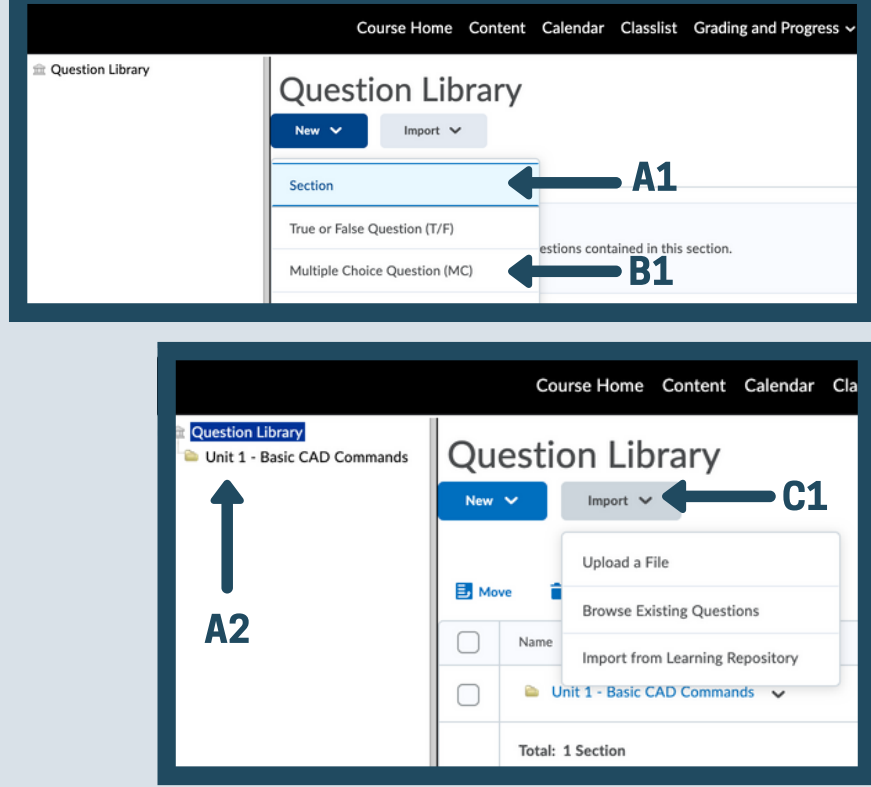
A1. New Section, which will become a folder in the question library seen in A2.

or

B1. New Question with no section by choosing from the available question type drop down list.

or

C1. Import Question/s from a CSV file, existing questions, or importing from the Learning Repository.

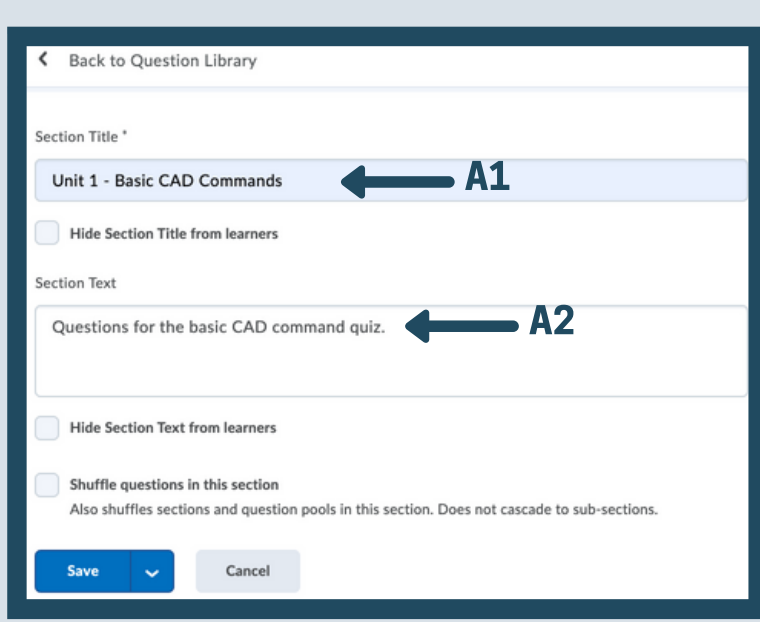


STEP 4

If you chose option A1 from step 3, you will be creating a Section (folder) for the Question Library.

A1. Type in the Section Title

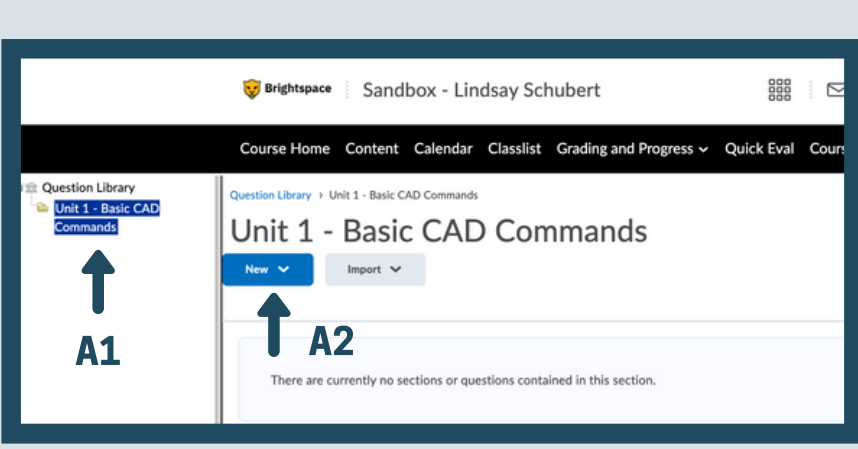
A2. Type in Section Text if you want a brief description of what type or topic the questions in this section will be about.



STEP 5

After creating the section title and description, the section name will be on the left side of your screen, seen in A1.

To add questions to this new section, choose the blue New button (A2) and choose between the list of question types.



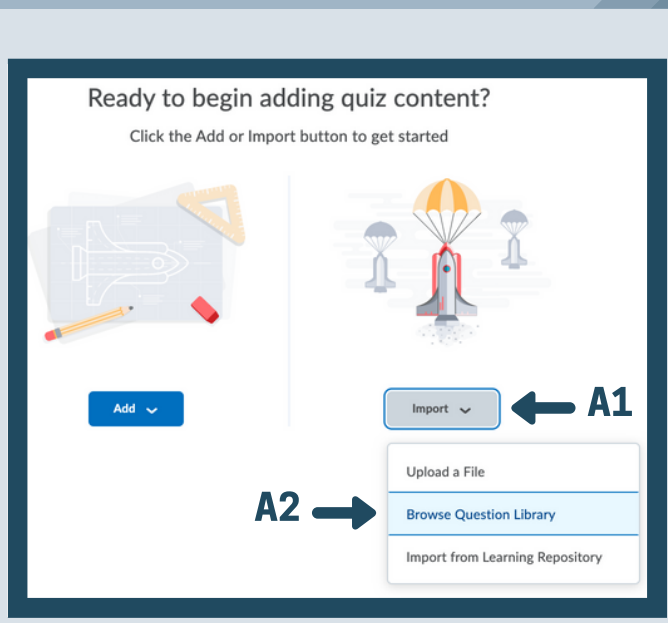
STEP 6

Importing the Section from the Question Library into a Quiz

After creating the section and questions within the question library. Go to the quiz you want to import the section into. Choose Add/Edit Questions in the Properties tab of the Quiz page. You'll be brought to this screen on the right.

A1. Choose Import

A2. Choose Browse Question Library



STEP 7

You'll be brought to a new screen that shows the Question Library and you can choose which sections you want to import into the quiz.

A1. Check the box of sections you want to import.

The next image shows what it will look like after you have imported the section from the question library.

Example: Unit 1 - Basic CAD Commands section was imported and below the section title will be the questions within that section.

