



## Question Library

The Question Library is a place where you can create and store questions to use for quizzes, self-assessments, and surveys. You can create multiple sections within the Question Library to organize your questions by type and topic, making it easier for you to find questions. As a best practice for storage, organization, and easy access, we recommend that you create all your questions using the Question Library.

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## Tutorial Video(s)

- [Benefits of Question Library](#)
- [Import Questions into Question Library](#)
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- [Overview of Question Types](#)
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- [Question Library & Import/Export/Copy Components](#)
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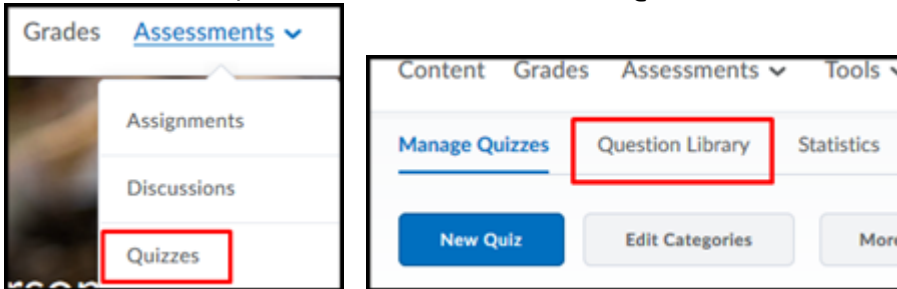
## Types of Questions

- [True or False \(T/F\)](#)
- [Multiple Choice \(M/C\)](#)
- [Multi-Select \(M-S\)](#)
- [Written Response \(WR\)](#)
- [Short Answer \(SA\)](#)
- [Multi-Short Answer \(MSA\)](#)
- [Fill in the Blanks \(FIB\)](#)
- [Matching \(MAT\)](#)
- [Ordering \(ORD\)](#)
- [Arithmetic \(2+2\)](#)
- [Significant Figures \(x10\)](#)
- [Likert \(LIK\)](#)

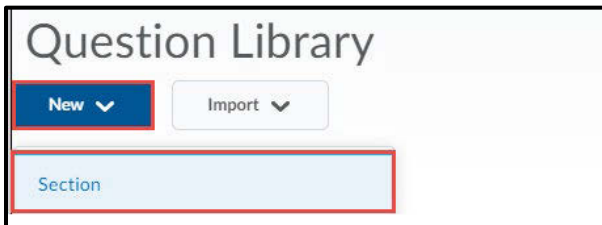
## Manage the Question Library

### Create Sections

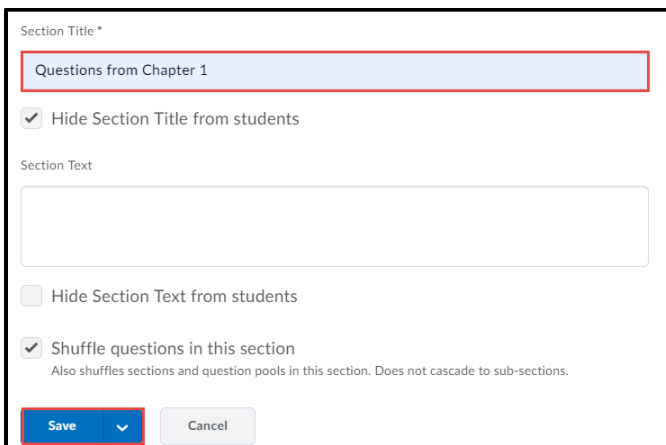
1. On the navbar, click **Assessments** > **Quizzes** then select **Question Library**.



2. Click **New** and then select **Section**.



3. Enter a **Section Title**. If you want to hide the section titles, section text, or shuffle the questions in the section, check the appropriate boxes.
4. Click **Save**.



Section Title \*

Questions from Chapter 1

Hide Section Title from students

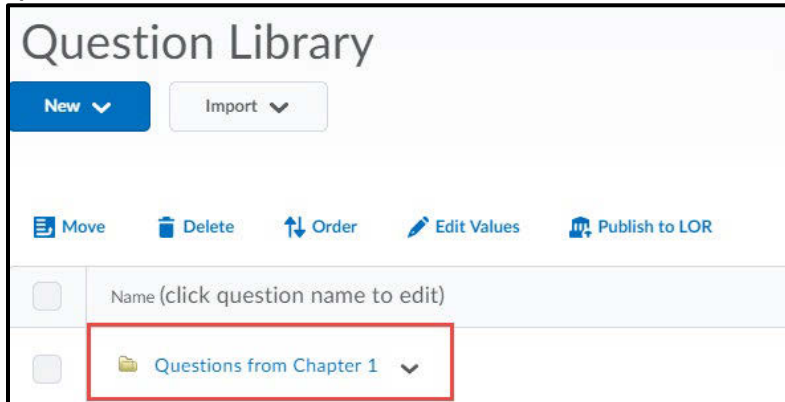
Section Text

Hide Section Text from students

Shuffle questions in this section  
Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

Save Cancel

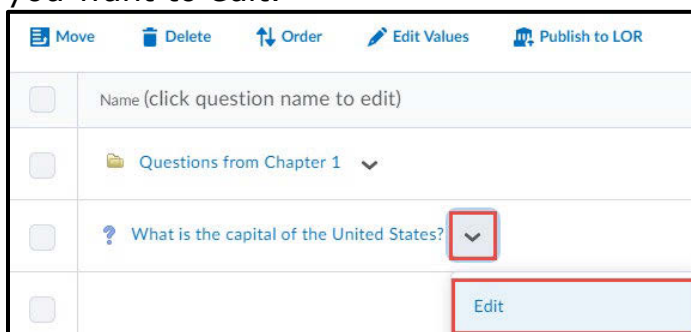
5. Sections appear in the Question Library as folders. Click on the section title to add questions to the section.



6. **Repeat** this process to create as many sections in your Question Library as you would like.
7. You can further organize questions into subsections. Click on the title of any **Section** folder to open it.
8. Follow the same steps for creating a section.
9. Repeat this process to add as many subsections as needed.

### Edit a Question or Section

1. In Question Library, click **Edit** from the dropdown menu of the question or section you want to edit.

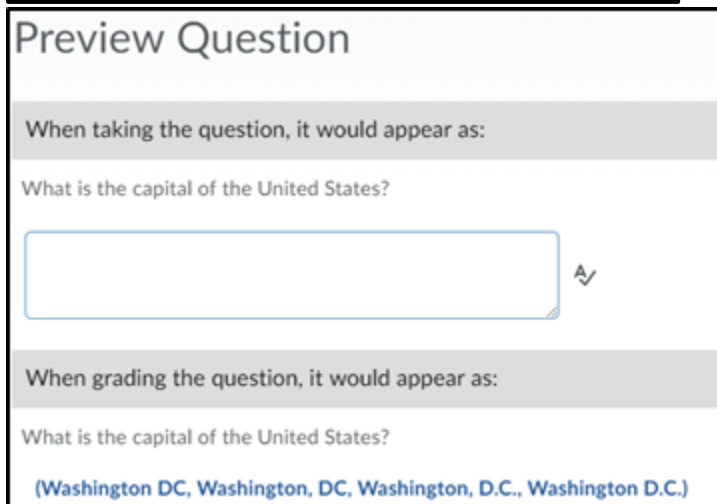
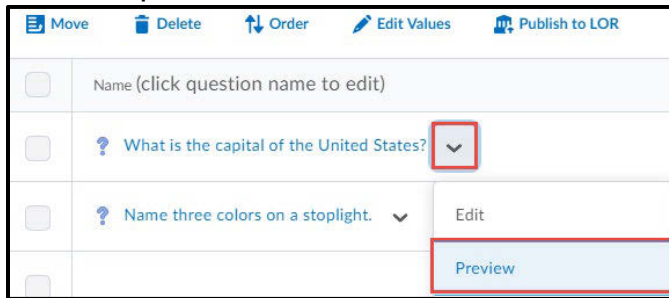


2. Make your changes and click **Save**.

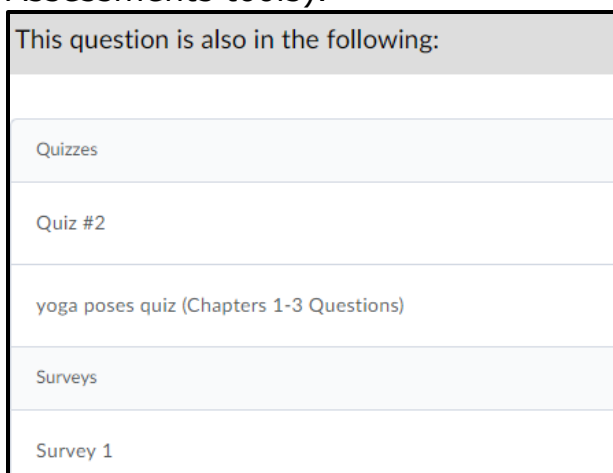
## Preview Questions

Use the preview page to view the appearance of an individual question, as well as the comments and hints included with the question.

1. In Question Library, click **Preview** from the drop-down menu of the question you want to preview.

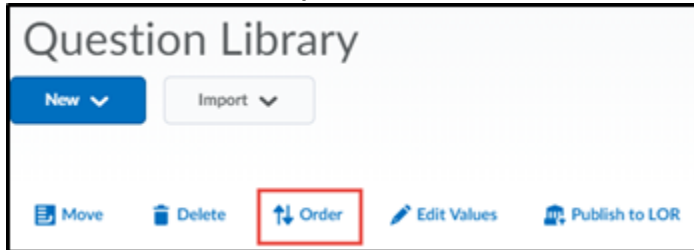


2. If the question appears in more than one place, the preview page also lists the other places the question appears (for example, in the Quizzes, Surveys, and Self Assessments tools).

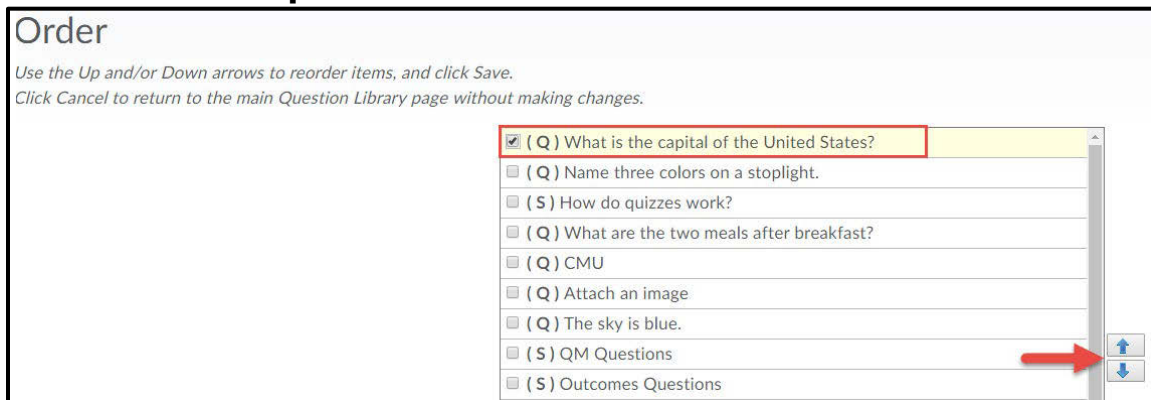


## Reorder Questions or Sections

1. In Question Library, click **Order**.



2. On the **Order** page, select the check box for any question or section you want to move.
3. Click the **Move Up** or **Move Down** arrows. Click Save.

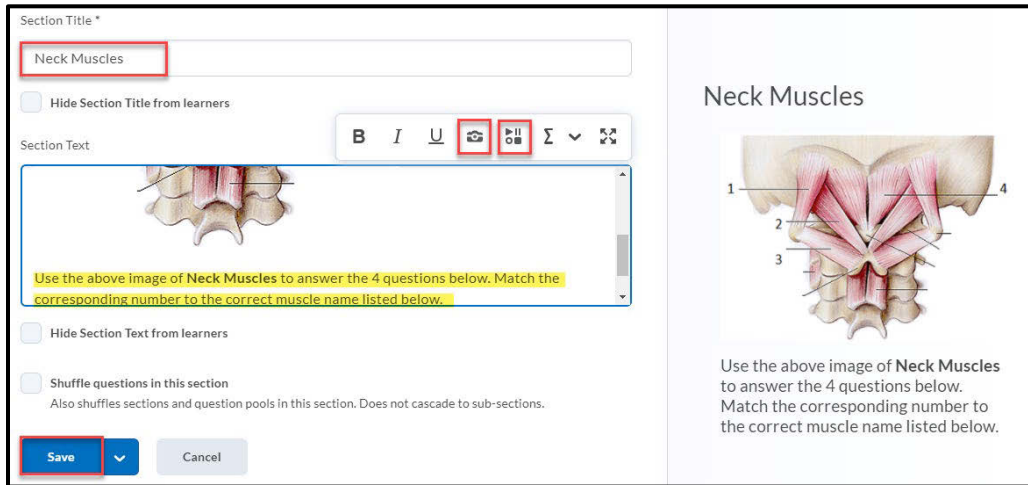


## Create a Section to Reference an Image

Create a section to provide supplementary information (text, image, attachment) that relates to more than one question. If you have several questions that need to reference the same figure or diagram, creating a section avoids the need to repeatedly upload the same image file for each question.

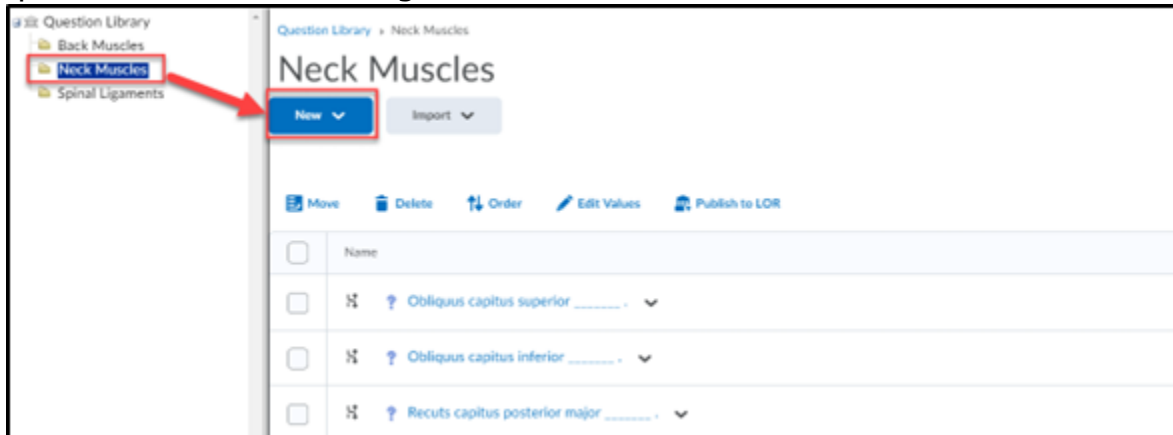
1. Create a section and enter a **Section Title**.
2. In the **Section Text**, use the toolbar to add an image or upload a file from your computer.
  - a. Note: Provide clear expectations by adding a comment regarding which quiz questions will reference the provided figure.

3. Click **Save**.



The screenshot shows a question editor interface. On the left, the 'Section Title' is 'Neck Muscles' (highlighted with a red box). Below it are checkboxes for 'Hide Section Title from learners', 'Hide Section Text from learners', and 'Shuffle questions in this section'. The 'Section Text' area contains an anatomical image of neck muscles and a yellow-highlighted instruction: 'Use the above image of Neck Muscles to answer the 4 questions below. Match the corresponding number to the correct muscle name listed below.' A 'Save' button (highlighted with a red box) and a 'Cancel' button are at the bottom left. On the right, a preview of the question is shown with the title 'Neck Muscles', the same anatomical image (labeled 1-4), and the same instruction text.

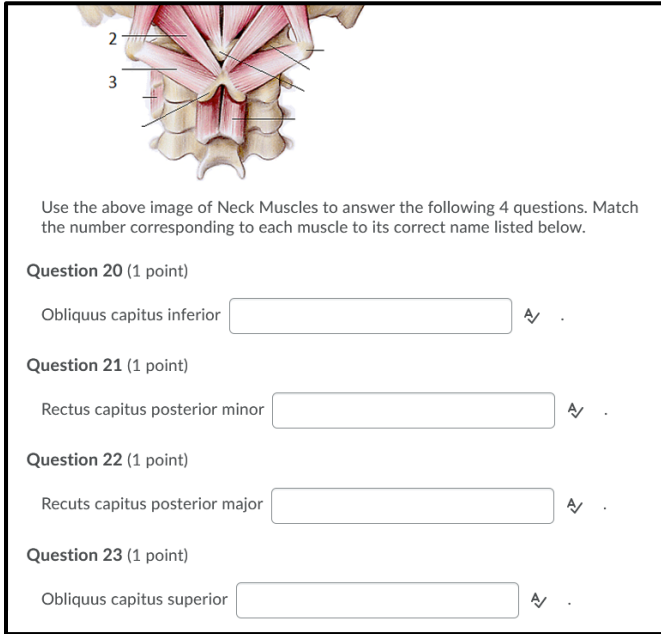
4. From Question Library, click on the section title and select **New** to create questions about the image.



The screenshot shows the 'Question Library' interface. On the left, a sidebar lists 'Back Muscles', 'Neck Muscles' (highlighted with a red box and a red arrow pointing to the 'New' button), and 'Spinal Ligaments'. The main area is titled 'Question Library > Neck Muscles'. It features a 'New' button (highlighted with a red box) and an 'Import' button. Below these are icons for 'Move', 'Delete', 'Order', 'Edit Values', and 'Publish to LOR'. A table lists muscle names with checkboxes and dropdown menus:

<input type="checkbox"/>	Name
<input type="checkbox"/>	Obliquus capitus superior _____ ▾
<input type="checkbox"/>	Obliquus capitus inferior _____ ▾
<input type="checkbox"/>	Rectus capitus posterior major _____ ▾

5. As users attempt the quiz, questions within the section will be grouped under the provided Section.

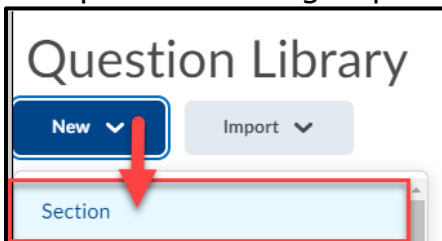


## Import Questions into Question Library

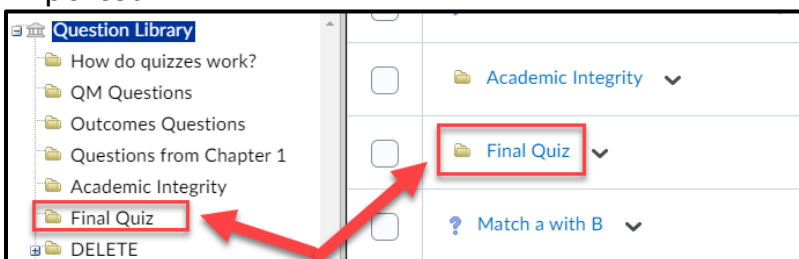
### Import from a File

A formatted text file template CSV or IMS QTI compliant course package (ZIP) can be imported into Question Library. This is an effective way to create custom quizzes from publishers' content or past semesters.

1. Before importing questions from an existing quiz, it is best to create a section for the questions being imported. This will keep the Question Library organized.

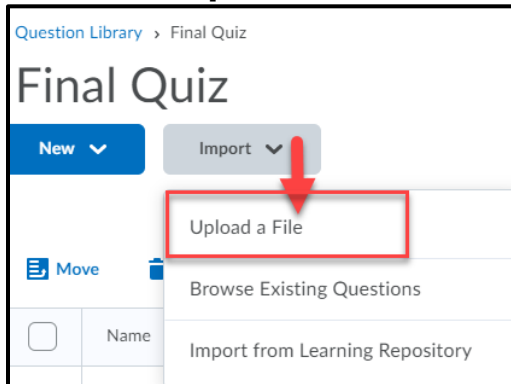


2. In Question Library, click on the name of the section where the questions will be imported.

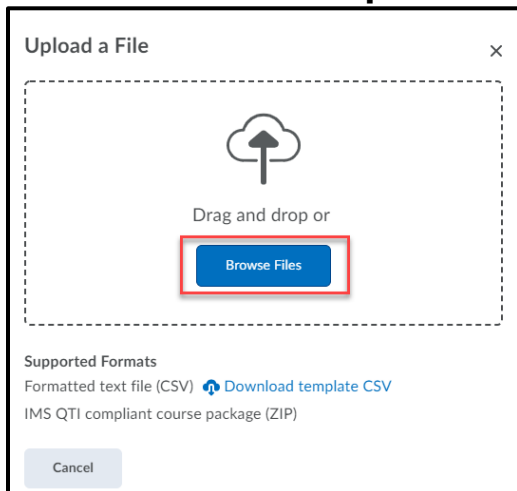




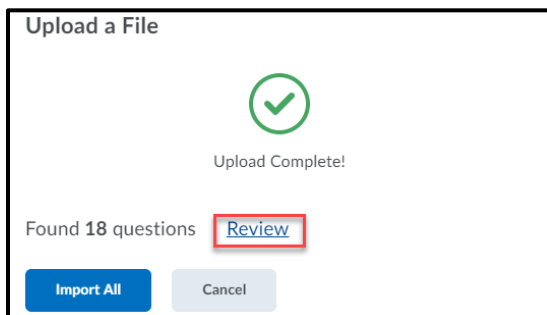
3. Click the **Import** button and choose **Upload a File**.



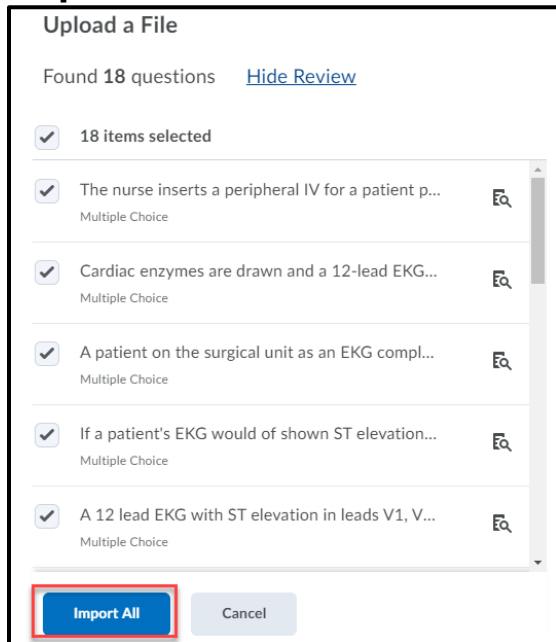
4. From the **Upload a File window**, select the source where existing questions reside by clicking **Browse Files** and selecting the file or dragging and dropping the selected file into the **Upload a File window**.



5. Once the file finishes uploading, **Review** the uploaded questions in the **Upload a File window**.



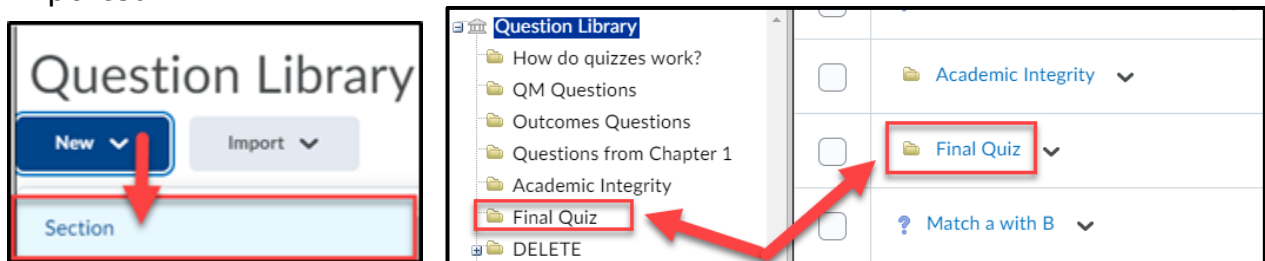
6. To import all the questions from the upload, click **Import All**. To import select questions from the file upload, select the questions you want to upload and click **Import Selected**.



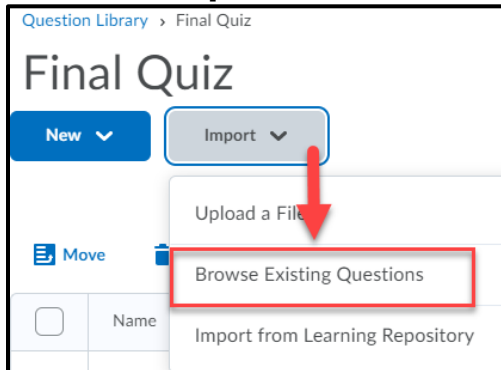
### Import from an Existing Quiz

If questions were created in a quiz, it's good practice to import them to the Question Library so that they are not lost if the quiz is deleted.

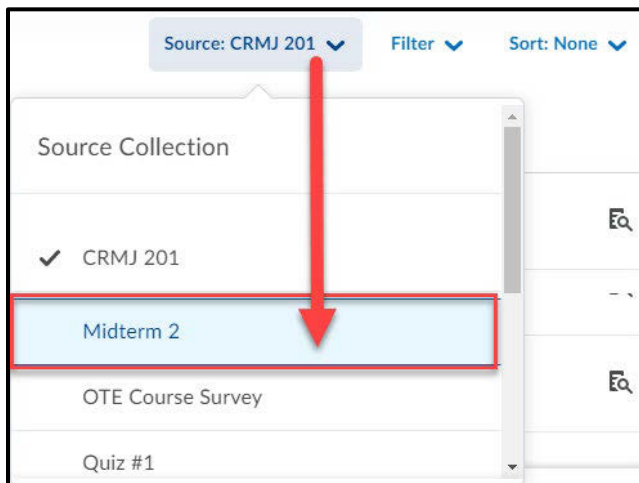
1. Before importing questions from an existing quiz, it is best to create a section for the questions being imported. This will keep the Question Library organized.
2. In Question Library, click on the name of the section where the questions will be imported.



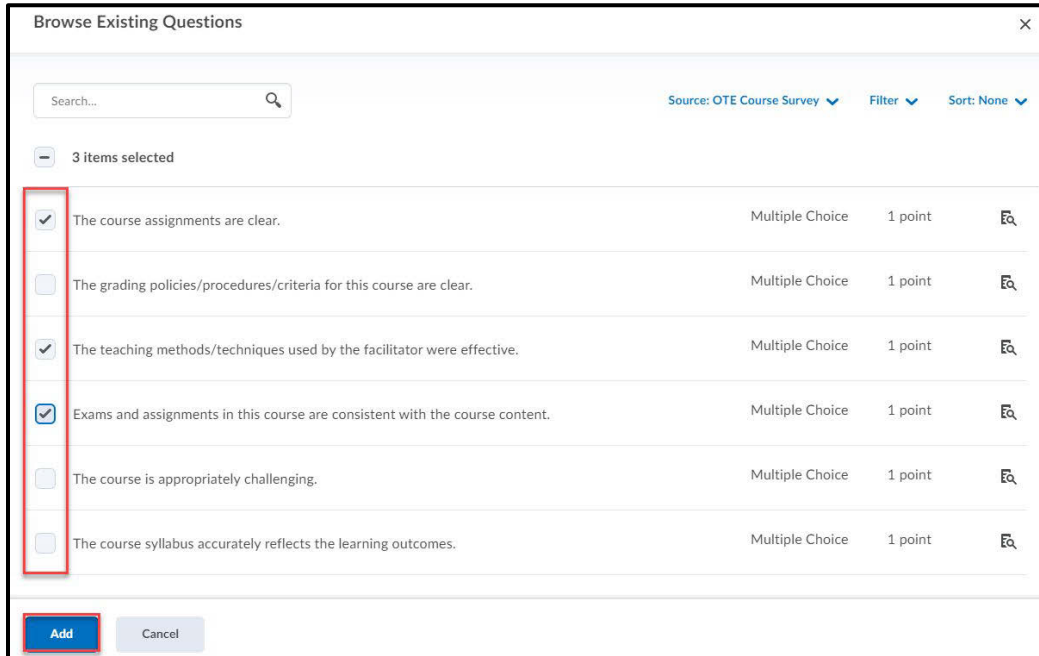
3. Click the **Import** button and choose **Browse Existing Questions**.



4. Change the **Source Collection** to the quiz you would like to import the questions from.

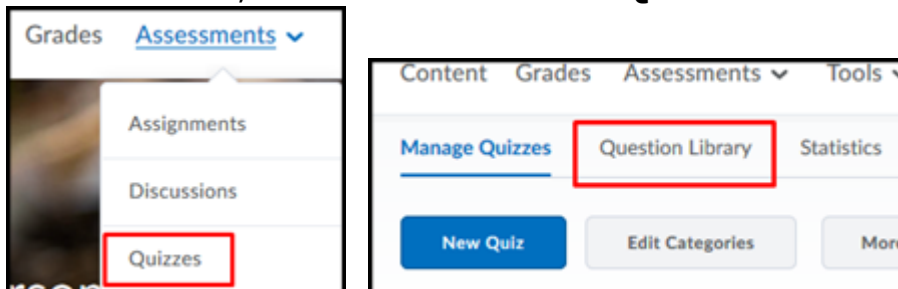


- The list of questions will appear on the page. Check the box next to the questions or sections you would like to import or check the box at the top to select them all then click **Add**.

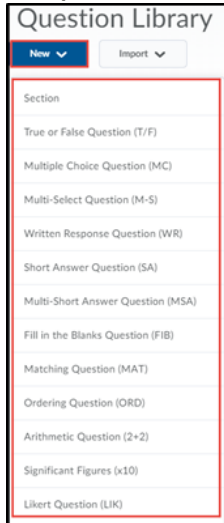


## Create New Questions for the Question Library

- On the navbar, click **Assessments** > **Quizzes** then select **Question Library**.



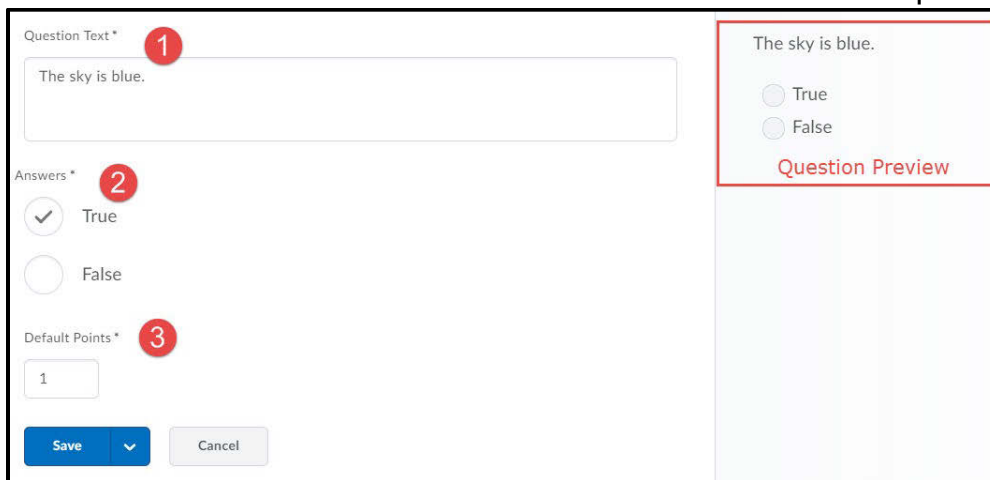
- Click **New** and select the desired question type. Detailed instructions for each type of question can be found in the following sections.



## True or False Questions

True or false (T/F) questions present a statement that respondents must determine is correct or incorrect.

- In the **Question Text** field, enter your true or false question. A preview of the question appears in the right-hand preview pane as you begin creating the question.
- In the **Answers** area, select **True** or **False** as the correct answer.
- Set the number of **Default Points** for the true or false question.



- Optional: From the **Options** drop-down list, specify the following:
  - To add feedback for each answer, select **Add Feedback**.
  - To add a hint to the question, select **Add Hint**.
  - To add a short description to the question, select **Add Short Description**.

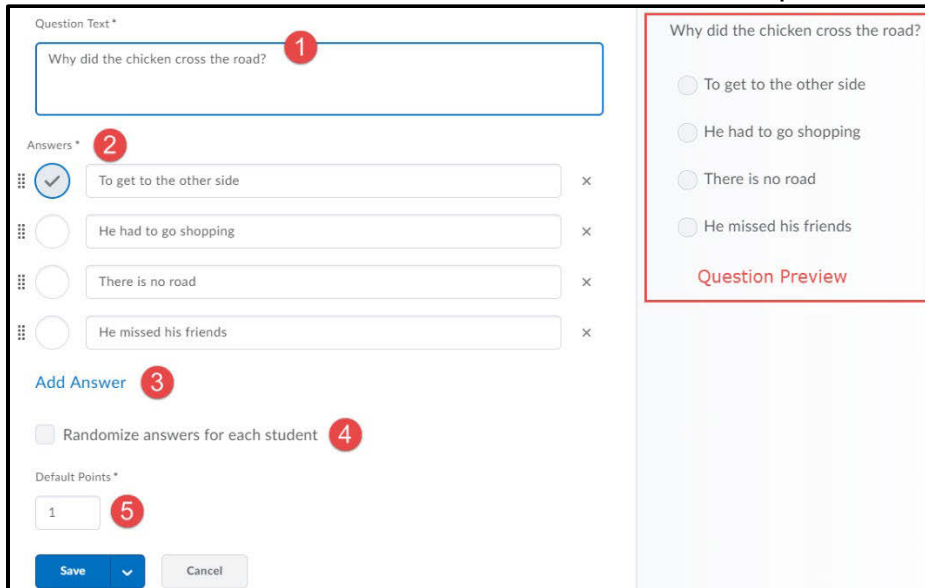
d. To select how you want your options to be enumerated, select an option from the **Add Enumeration>Enumeration** drop-down list.

5. Click **Save**.

## Multiple Choice Questions

Multiple choice (M/C) questions present a statement or question with a list of possible answers, in which learners must choose the best possible answer. Multiple choice questions differ from multi-select questions in that learners select one answer for each multiple-choice question. If you create a multiple-choice question that has more than one possible solution, you can weigh the answer according to the correctness of each possible answer.

1. In the **Question Text** field, enter your multiple-choice question. A preview of the question appears in the preview pane as you begin creating the question.
2. In the **Answers** area, enter the answers for the multiple-choice question.
3. To add additional answers, click **Add Answer**.
4. If you want to allow each learner to submit random answers, select the **Randomize answers for each learner** check box.
5. Set the number of **Default Points** for the multiple-choice question.



6. Optional: From the **Options** drop-down list, specify the following:
  - a. To add feedback for each answer or overall feedback, select **Add Feedback**.
  - b. To add a hint to the question, select **Add Hint**.
  - c. To add a percentage weight for each answer, select **Add Custom Weights**. You can set different weights for each answer if some solutions are more correct than others.
  - d. To add a short description to the question, select **Add Short Description**.

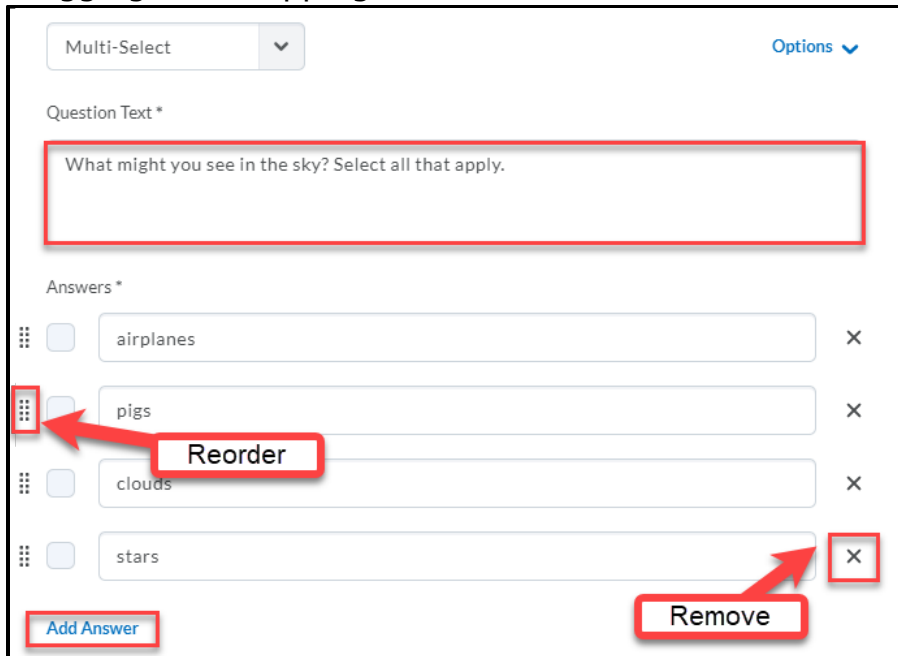
e. To select how you want your options to be enumerated, select an option from the **Add Enumeration>Enumeration** drop-down list.

7. Click **Save**.

## Multi-Select Questions

Multi-select (M-S) questions require learners to identify one or more correct answers in a list of possible answers. Unlike multiple-choice (MC) questions, multi-select questions enable you to choose a grading format and allow users to select more than one answer.

1. Enter the **Question Text** and the **Answers**.
2. **Add** additional answers or **remove** answer options as needed.
3. **Reorder** answers by clicking the eight-dot icon to the left of the answer and dragging and dropping the selection.



4. Check the boxes next to all **correct responses**.
5. Optional: Check the box to **Randomize answer order**.
6. Set the **Default Points** and determine **how points are assigned to blanks**.

There are four possible grading options for multi-select questions:

- a. **All or nothing** - Learners earn full points only when all correct answers are selected and all incorrect answers are left blank. Learners cannot earn partial points.
- b. **Correct Selections** (typically recommended) - Points are evenly distributed across all answers. Learners earn partial points for each answer correctly selected and left blank.
- c. **Correct Answers, Limited Selections** - Points are evenly distributed across correct answers only. The number of selections allowed is limited to

the number of correct answers. Learners earn partial points for each correct answer selected.

- d. **Right Minus Wrong Selections** - Points are evenly distributed across all answers. Learners earn partial points for each answer correctly selected and left blank. Learners lose points for answers incorrectly selected or left blank. Learners cannot receive less than 0 points.

7. If desired, the following setting can be adjusted from the **Options** drop-down menu:

- a. **Add Feedback** will allow you to add feedback to individual answers and/or overall question feedback.
- b. Choose to **Add Hint** or **Add Short Description** to provide comments and suggestions.
- c. Select **Add Enumeration** and choose an enumeration style from the drop-down list.

8. Click **Save**.



## Written Response Questions

Written response (WR) questions require learners to write detailed answers in response to open-ended questions. You can enable users to respond in multiple sentences, paragraph answers, mathematical explanations and calculations, and attach files and images to support their answers. Written response questions are not auto graded.

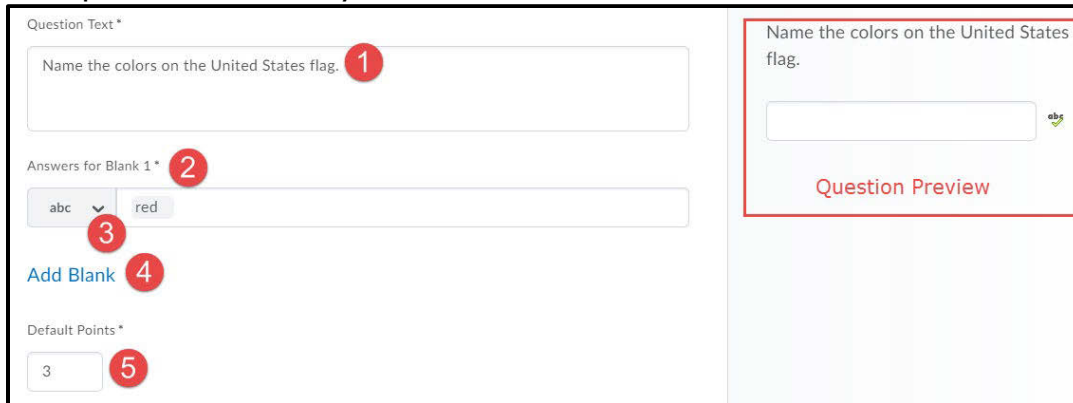
1. In the **Question Text** field, enter the question details. A preview of the question appears in the right-hand preview pane as you begin creating the question.
2. If you want learners to be able to format their answer, select the **Enable HTML Editor for student responses** check box.
3. To allow learners to attach files and images to support their answers, select the **Enable inserted images and attachments** check box.
  - a. This option allows learners to upload files in their answers, and also record audio or video responses when answering written response question types.
  - b. The max. file size for all files attached in a single question response is 100MB.
4. In the **Default Points** field, enter the points learners will receive for answering the whole question correctly.

5. Optional: From the **Options** drop-down list, specify the following:
  - a. Choose whether to **Add Feedback, Add Hint, or Add Short Description**.
  - b. To assist evaluators in their marking, select **Add Answer Key**.
  - c. To customize the response box size, select **Add Custom Response Box Size**.
  - d. To add initial text for student responses, select **Add Initial Text**.
6. Click **Save**.

## Short Answer Questions

Short answer (SA) questions require learners to create one word or brief sentence answers in response to open-ended questions.

1. In the **Question Text** field, enter your short answer question details. A preview of the question appears in the right-hand preview pane as you begin creating the question.
2. In the **Answers for Blank 1** field, enter your answer(s).
3. From the **abc** drop-down list for blank 1, select the comparison method, that is **Text**, **Case-Sensitive Text**, or **Regular Expression**.
4. If you want to add more blanks, click **Add Blank** and enter your answer(s).
5. In the **Default Points** field, enter the points learners will receive for answering the question correctly.



6. Optional: From the **Options** drop-down list, choose whether to **Add Feedback**, **Add Hint**, or **Add Short Description**.
7. Click **Save**.

### Grading Options for Short Answer, Multi-Short Answer, and Fill in the Blank Questions

There are three possible grading options for short answer, multi-short answer, and fill in the blanks questions:

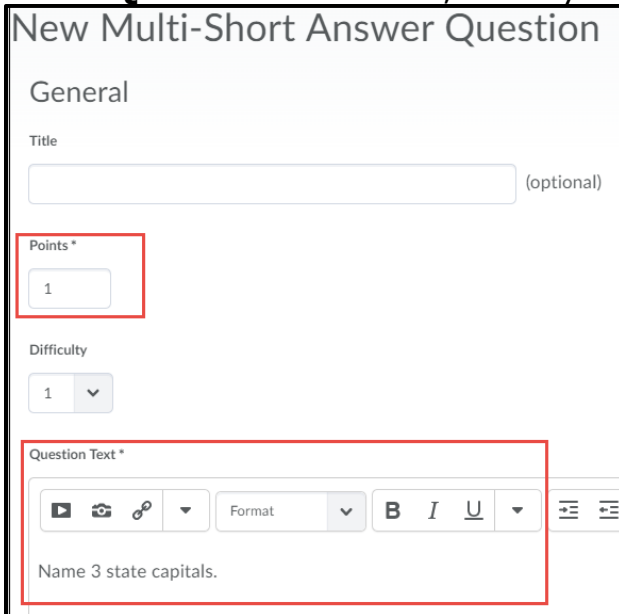
- **Text** - Auto-grading searches for a matching character pattern in the answer text with or without letter case correctness.
- **Case-Sensitive Text** - Auto-grading searches for a matching character pattern in the answer text that must have letter case correctness.
- **Regular Expression** - Auto-grading uses meta-characters to search for one or more matching strings in the answer text's character pattern. What you set as meta-character parameters helps determine letter case sensitivity.

## Multi-Short Answer Questions

Multi-short answer (MSA) questions require learners to answer a multi-solution question and input their answers into individual input boxes. Answers are checked against each possible answer stored in the answer fields.

Multi-short answer questions differ from short answer (SA) questions in that the multi-short answer question enables you to create multiple answer boxes, which all relate to one answer set; short answer questions also support multiple answer boxes, but each requires a distinct set of possible answers. The short answer question type is ideal if you need to create a multi-part question that cannot share the same answer pool.

1. In the **Points** field, enter the points learners will receive for answering the whole question correctly.
2. In the **Question Text** field, enter your question details.



New Multi-Short Answer Question

General

Title

(optional)

Points \*

Difficulty

▼

Question Text \*

3. In the **Input boxes** field, enter the number of required answer fields you want your question to have. You can assign the number of rows and columns for each answer field.
4. To assign more possible answers for the question, click **Add Answer**.

5. In the **Answer** fields, enter the correct answers for your question, the **Weight** for each answer (you can set different weights if some solutions are more correct than others), and the **Evaluation** criteria.

**Input Boxes**

3 Rows: 1 Columns: 40

**Answers**

+ Add Answer 1 Check Answers

#	Answer	Weight (%)	Evaluation
1	Denver	33.33	<input checked="" type="radio"/> Case Insensitive <input type="radio"/> Case Sensitive <input type="radio"/> Regular Expression
2	Little Rock	33.33	<input checked="" type="radio"/> Case Insensitive <input type="radio"/> Case Sensitive <input type="radio"/> Regular Expression
3	Austin	33.33	<input checked="" type="radio"/> Case Insensitive <input type="radio"/> Case Sensitive <input type="radio"/> Regular Expression

6. To verify your answer, click **Preview**. Click **Done** when you are finished previewing the question.

### Preview Question

When taking the question, it would appear as:

Name 3 state capitals.

✓  
 ✓  
 ✓

When grading the question, it would appear as:

Name 3 state capitals.

(Denver, Little Rock, Austin)

## Fill in the Blanks Questions

Fill in the blanks (FIB) questions require learners to fill in one or more missing words for an incomplete sentence, statement, phrase, list, or key terminology. As a best practice, D2L recommends that answers in blank fields be no more than one or two words to ensure auto-grading accuracy. If your FIB question has multiple blank fields and each blank field has several possible answers.

1. In the **General** area, enter your fill in the blanks question details.

### New Fill in the Blanks Question

**General**

Title

 (optional)

Points \*

2. In the **Question Text** area, do the following:
  - a. Enter your question text, in the **Text #1** area.
  - b. In the **Blank #1** area, enter your information, including the **Answer** to the text, the **Weight** you want to assign the answer (you can set different weights if some solutions are more correct than others), and the **Evaluation** criteria.
  - c. To assign more possible answers for the blank, click **Add Answer**.
  - d. To add more blanks to the question, click **Add Blank**.
  - e. To add more text to the question, click **Add Text**.

**Question Text**

+ Add Blank  + Add Text

---

Text # 1:

The C in CMU stands for

Blank # 1:

Size:  + Add Answer  Check Answers

Answer	Weight (%)	Evaluation
<input style="width: 100%;" type="text" value="Colorado"/>	<input style="width: 50px;" type="text" value="100"/>	<input checked="" type="radio"/> Case Insensitive <input type="radio"/> Case Sensitive <input type="radio"/> Regular Expression

3. To verify your question, click **Preview**.

### Preview Question

When taking the question, it would appear as:

The C in CMU stands for  ✓

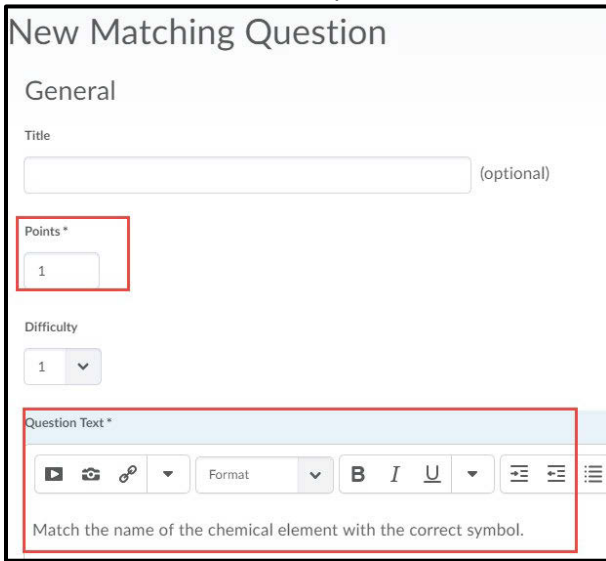
When grading the question, it would appear as:

The C in CMU stands for \_\_\_\_\_ (Colorado)

## Matching Questions

Matching (MAT) questions require learners to choose from a set of possible match choices from drop-down lists and correctly pair them with related items.

1. In the **General** area, enter the **Points** and **Question Text**.



**New Matching Question**

General

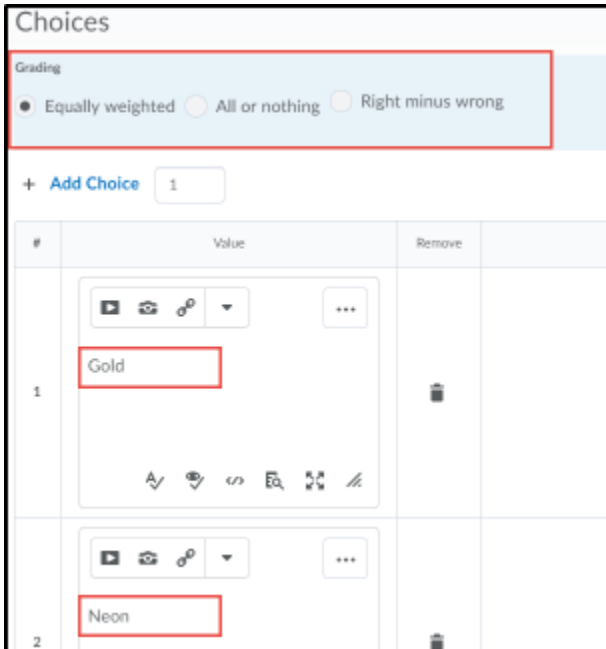
Title  
 (optional)

Points \*

Difficulty  
 ▾

Question Text \*

2. In the **Choices** area, select the **Grading** method for the question.
3. In each **Value** field, enter a choice. To add additional values for the question, click **Add Choice**.



**Choices**

Grading  
 Equally weighted  All or nothing  Right minus wrong

+ Add Choice

#	Value	Remove
1	<input type="text" value="Gold"/>	
2	<input type="text" value="Neon"/>	

4. In the **Matches** area, enter a choice in each **Value** field. Note: Matches are randomized when taking the question.
5. To add additional matches for the question, click **Add Match**.

6. From the drop-down list for each matching value, select the corresponding **Correct Choice**.

Matches

Matches are randomized when taking the question.

+ Add Match

#	Value	Correct Choice
1	<div style="border: 1px solid red; padding: 2px;">Au</div>	<div style="border: 1px solid red; padding: 2px;">1</div>
2	<div style="border: 1px solid red; padding: 2px;">Ne</div>	<div style="border: 1px solid red; padding: 2px;">2</div>

7. To verify your question, click **Preview**.

Preview Question

When taking the question, it would appear as:

Match the name of the chemical element with the correct symbol.

<input type="text" value="Ne"/>	Ne	1. Gold
<input type="text" value="Au"/>	Au	2. Neon

When grading the question, it would appear as:

Match the name of the chemical element with the correct symbol.

<input type="text" value="2"/>	Ne	1. Gold
<input type="text" value="1"/>	Au	2. Neon

### Grading Options for Matching and Ordering Questions

There are three possible grading options for matching and ordering questions:

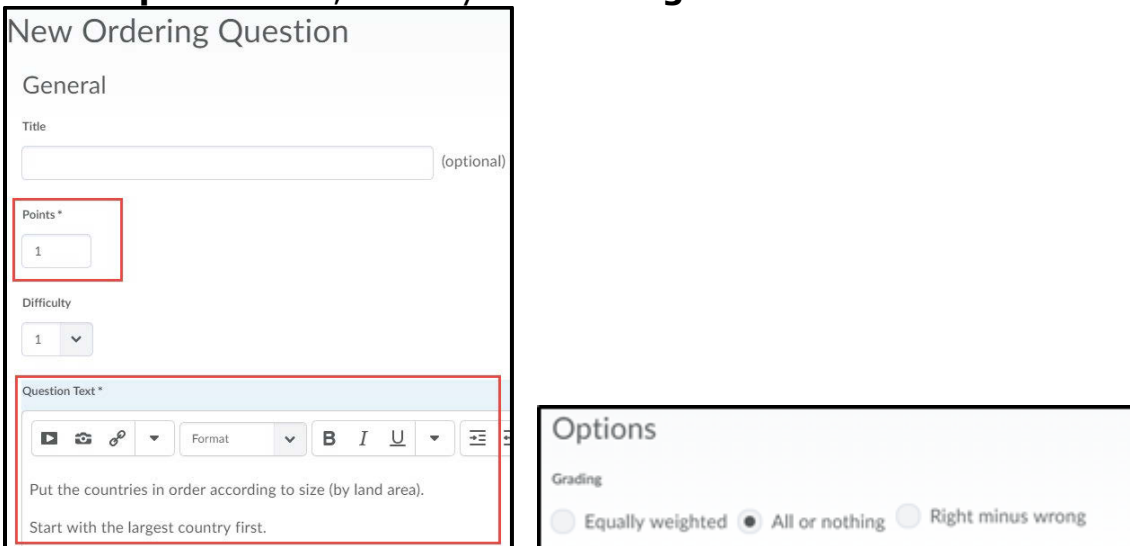
- **Equally weighted** - The total point value is divided equally among all possible correct matches. Users receive equally weighted points for each correct answer.
- **All or nothing** - Users receive full points for the question if they select all of the correct answers and none of the incorrect answers. Users receive zero points if they miss any correct answers or select any incorrect answers.

- **Right minus wrong** - Users receive points equal to the number of right answers they choose minus the number of incorrect answers they choose. To determine how much each answer is worth, the system takes the total number of points assigned to the question and divides it by the total number of answer choices. For example, if a question is worth 10 points and has 5 answer choices, each correct answer is worth 2 points, and each incorrect answer is worth - 2 points ( $10/5 = 2$ ). If a user gives 3 correct answers and 2 incorrect answers, 2 is the total number of points received for the question  $[(3*2) + (2*-2)]$ . Users can receive a minimum of zero on a question; they cannot receive a negative mark.

## Ordering Questions

Ordering (ORD) questions require respondents to arrange a series of items into a correct sequence or order.

1. In the **General** area, enter the **Points** and **Question Text**.
2. In the **Options** area, select your **Grading** method.



**New Ordering Question**

General

Title  (optional)

Points \*

Difficulty  ▼

Question Text \*

Put the countries in order according to size (by land area).  
Start with the largest country first.

Options

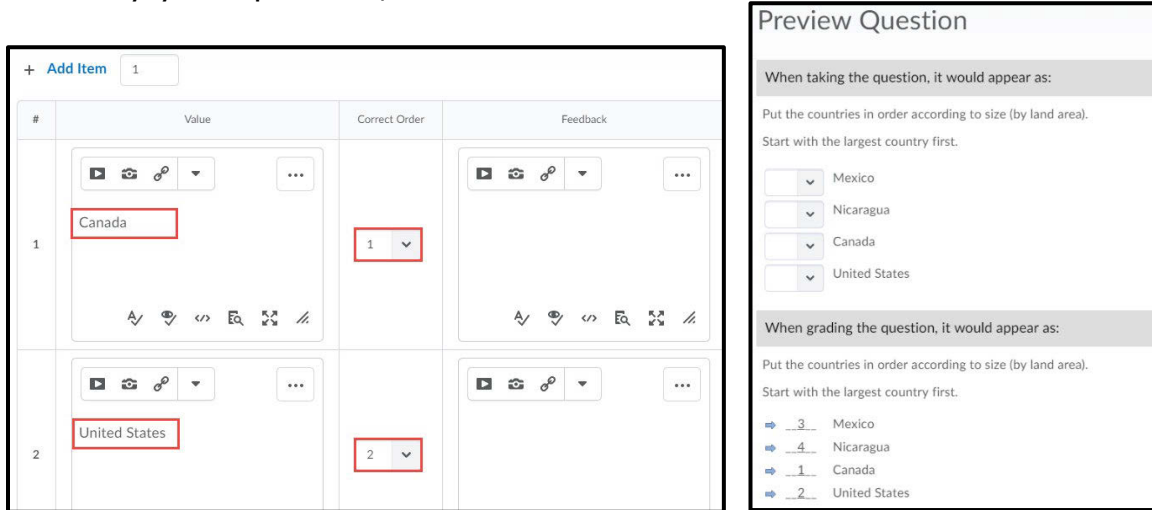
Grading

Equally weighted  All or nothing  Right minus wrong

3. In each **Value** field, enter a choice. To add more values, click **Add Item**. From the **Correct Order** drop-down list for each value, set the order of the values. The first value in the correct order should be "1".



4. To verify your question, click **Preview**.



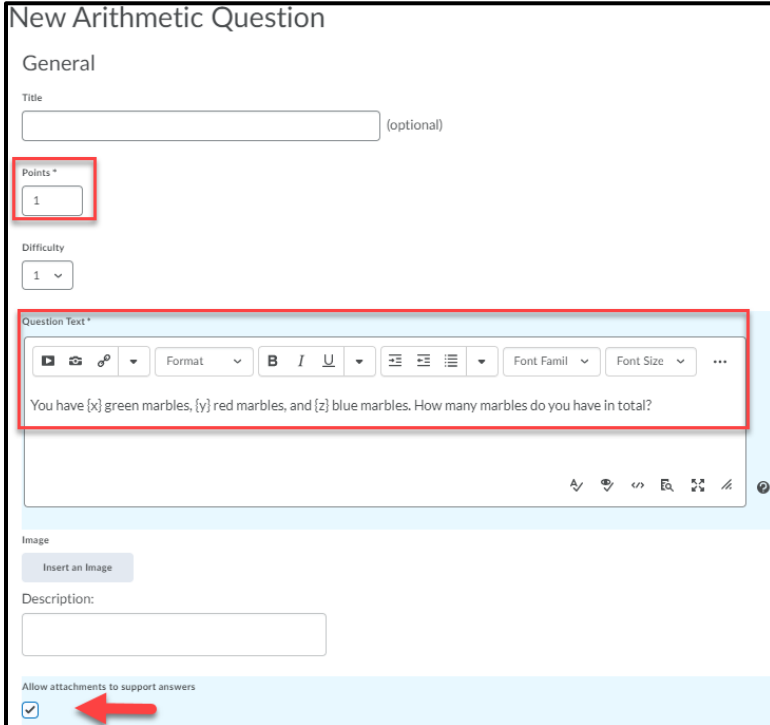
The image shows a question editor interface on the left and a 'Preview Question' window on the right. The editor has a table with columns for item number, value, correct order, and feedback. Item 1 has the value 'Canada' and order '1'. Item 2 has the value 'United States' and order '2'. The preview window shows the question text: 'Put the countries in order according to size (by land area). Start with the largest country first.' It displays a list of countries: Mexico, Nicaragua, Canada, and United States. Below the preview, the grading view shows the same question text and a list of countries with their correct order: Mexico (3), Nicaragua (4), Canada (1), and United States (2).

## Arithmetic Questions

Arithmetic questions enable you to assess users' knowledge and comprehension of mathematics and number theory. It is recommended that you create written response (WR) question types for arithmetic problems that require users to demonstrate their calculations and show their work.

1. Optional: Add a question **Title**.
2. Enter the **Points** and **Question Text**. Note: You can ensure each learner receives a unique question by including variables enclosed with curly braces that randomly generate numbers within the problem.
3. Optional: Choose to **Insert an Image** into the question text or add a **Description**.
4. To allow learners to attach external files with their responses and record audio or video responses when answering these question types, check **Allow attachments to support answers**.

5. The maximum file size for all files attached or embedded in a single quiz question response is 102400 KB (100MB).



**New Arithmetic Question**

General

Title  (optional)

Points \*

Difficulty


Question Text \*

...

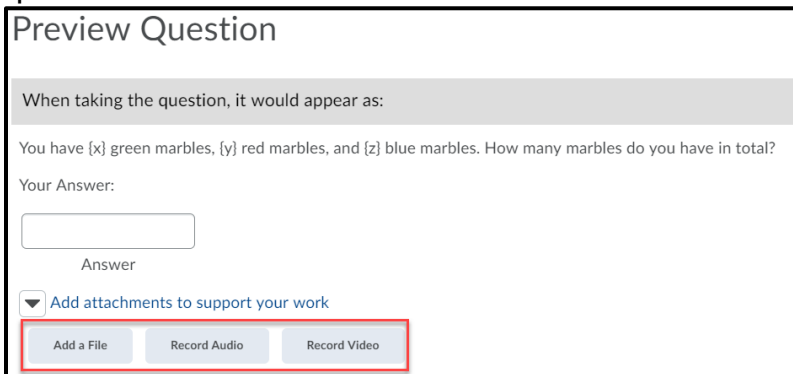
You have {x} green marbles, {y} red marbles, and {z} blue marbles. How many marbles do you have in total?

Image

Description:

Allow attachments to support answers  

6. If Allow attachments to support answers is checked, students will have the option to **Add a File**, **Record Audio**, or **Record Video** when responding to the question.



**Preview Question**

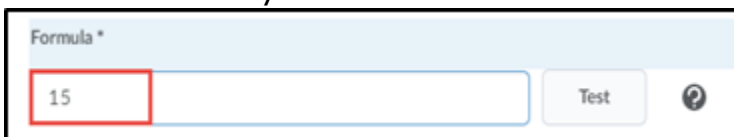
When taking the question, it would appear as:

You have {x} green marbles, {y} red marbles, and {z} blue marbles. How many marbles do you have in total?

Your Answer:

Answer

7. Enter the solution to your problem in the **Formula** field. Be sure to enclose all variables in curly braces.



**Formula \***

8. In the **Variables** area, you may do the following:
- Create any variables you want to use with your question by giving the variable a **Name**, a minimum value in **Min**, and a maximum value in **Max**.

- b. Set the number of decimals to provide in the **Decimal Places** drop-down list.
- c. To set the system's incrementing steps as it generates numbers from the range set by the **Min** and **Max** fields, enter a number in the **Step** field.
- d. For example, if you set variables  $x$ ,  $y$ , and  $z$  with a Min 1 to Max 5 number range in 1-step increments, the question "You have  $\{x\}$  green marbles,  $\{y\}$  red marbles, and  $\{z\}$  blue marbles. How many marbles do you have in total?" will randomly generate a rational number (1, 2, 3, 4, 5) for  $\{x\}$ ,  $\{y\}$ , and  $\{z\}$ .

Variables					
+ Add Variable <input type="text" value="1"/>					
#	Name	Min	Max	Decimal Places	Step
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0 <input type="text"/>	<input type="text"/>

9. To verify your question, click **Preview**.

## Significant Figures Questions

Significant figures questions require learners to answer in scientific notation and provide solutions that contain a specified number of significant figures. Math and science courses commonly use this question type. You can ensure each learner receives a unique question by including variables enclosed with curly braces that randomly generate scientific notations within the problem.

1. Optional: Add a question **Title**.
2. Enter the **Points** and **Question Text**. Enclose variables with curly braces to generate random numbers.
3. Optional: Choose to **Insert an Image** into the question text or add a **Description**.
4. To allow learners to attach external files with their responses and record audio or video responses when answering these question types, check **Allow attachments to support answers**.

- a. The maximum file size for all files attached or embedded in a single quiz question response is 102400 KB (100MB).

### New Significant Figures


**General**

Title  (optional)

Points \*


Difficulty

Question Text \*

 Round 3.1415926535897932384 to 4 significant digits.

Image

Description:

Allow attachments to support answers  

5. If Allow attachments to support answers is checked, students will have the option to **Add a File**, **Record Audio**, or **Record Video** when responding to the question.

### Preview Question

When taking the question, it would appear as:

Round 3.1415926535897932384 to 4 significant digits.

**Note:** Your answer is assumed to be reduced to the highest power possible.

Your Answer:


x10

Answer

▼ Add attachments to support your work

6. Enter the solution's formula in the **Formula** field and enclose variables in curly braces. To verify your formula before sharing it with learners, click **Test**.

Formula \*



7. In the Significant Figures area, you may do the following:
- Select how many **Significant Figures** answers must contain. Select a percentage from the **Deduct % of points for incorrect significant figures** drop-down list to assign a weighted points value to the correct number of significant figures.
  - Select a **Tolerance** option to accept near-accurate, estimated, and rounded answers.
  - Enter a unit type (mm, cm, grams, inches, etc.) in the **Units** field to assess if answers include correct units of measurement. Select a percentage from the **Worth % of Points** drop-down list to assign a weighted points value to the measurement unit.

**Significant Figures**

4 ▼ Deduct: 0 ▼ % of points for incorrect significant figures

**Tolerance**

+/- 0.5 from the least significant figure

units +/-  x10

percent +/-

**Units**

Worth: 0 ▼ % of Points

8. In the **Variables** area, you may do the following:
- Create any variables you want to use with your question by giving the variable a **Name**, a minimum value in the **Min** field, and a maximum value in the **Max** field.
  - To set the system's incrementing steps as it generates numbers from the range set by the **Min** and **Max** fields, enter a number in the **Step** field.

**Variables**

Note: The system assumes that the values entered are reduced to the highest power possible. ⓘ

+ Add Variable

#	Name	Min		Max		Step	
1	x <input type="text"/>	3.141	x10 <input type="text"/>	0	<input type="text"/>	3.141	x10 <input type="text"/>

9. To verify your question, click **Preview**.

### Preview Question

When taking the question, it would appear as:

Round 3.14159265359 to 4 significant digits.

Note: Your answer is assumed to be reduced to the highest power possible.

Your Answer:

x10

Answer

When grading the question, it would appear as:

Round 3.14159265359 to 4 significant digits.

⇒ 3.141x10^0

## Likert Question

Create Likert (LIK) questions to measure subjective information such as personal opinions, knowledge, abilities, and attitudes. Likert questions enable you to create surveys that evaluate the intensity of learners' feelings towards statements presented to them. You can only access Likert questions through the Surveys tool and Question Library.

1. In the **General** area, enter your Likert question details.

Title

(optional)

Introductory Text \*

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Format ▼

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Font Family ▼

Size ▼

■ ▼

📄

Respond to the following three statements using a scale of Disagree to Agree. Select "N/A" if the statement is not applicable to you.

2. In the **Questions** area, select the **Scale** you want the question to use.

30 | Page

3. In each **Value** field, enter a statement. To include additional statements, click **Add Option**.

**Questions**

Scale

- One to Five (1 - 5)
- One to Eight (1 - 8)
- One to Ten (1 - 10)
- Agreement Scale (Disagree - Agree)
- Satisfaction Scale (Dissatisfied - Satisfied)
- Frequency Scale (Never - Always)
- Importance Scale (Unimportant - Important)
- Opposition Scale (Oppose - Support)

Include an N/A option ?

+ Add Option
1

#	Value
1	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>📺 📷 🔗 ▼</span> <span>⋮</span> </div> <div style="border: 2px solid red; padding: 2px;">I prefer online courses.</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <span>✓ 👁 &lt;/&gt; 🔍 ↺ ↻</span> </div> </div>
2	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>📺 📷 🔗 ▼</span> <span>⋮</span> </div> <div style="border: 2px solid red; padding: 2px;">CMU offers enough online courses.</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <span>✓ 👁 &lt;/&gt; 🔍 ↺ ↻</span> </div> </div>

4. To verify your question, click **Preview**.

**When taking the question, it would appear as:**

Respond to the following three statements using a scale of Disagree to Agree.  
Select "N/A" if the statement is not applicable to you.

#	Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
1	I prefer online courses.	●	●	●	●	●	●