Question Library

Question library is a place where you can create and store all of the questions you want to use for quizzes, self-assessments, and surveys in your current and future courses. 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 Videos

- Overview of Question Types
- Create a Question in Question Library
- Create a New Section
- Create Complex Fill in the Blank Questions
- Create Multi-Select Questions
- Create Matching Questions
- Create an Arithmetic Question
- Import Questions into Question Library

Types of Questions

You can create the following question types in Question Library:

- 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)
Creating New Questions for the Question Library

1. On the navbar, click **Quizzes**.

2. Select **Question Library**.

3. Select **New**.
4. Select the desired question type. Detailed instructions for each type of question can be found below.
True or False Questions

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

1. 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.
2. In the **Answers** area, select **True** or **False** as the correct answer.
3. Set the number of **Default Points** for the true or false question.

4. Optional: From the **Options** drop-down list, specify the following:
   a. To add feedback for each answer, select **Add Feedback**.
   b. To add a hint to the question, select **Add Hint**.
   c. 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, 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. In the **General** area, enter the **Points** and **Question Text**.

2. Optional: From the **Options** section, specify the following:
   a. From the **Enumeration** drop-down list, select how you want your options to be enumerated.
   b. Select the **Style** of how you want your question to display (vertical or horizontal).
   c. Select your **Grading** method.
   d. Choose to **Randomize options**.
3. Enter a choice in each **Value** field. Select the **Correct** check box for every right answer.

<table>
<thead>
<tr>
<th>#</th>
<th>Value</th>
<th>Correct</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Airplanes</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pigs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Clouds</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

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

**Preview Question**

When taking the question, it would appear as:

What might you see in the sky? Select all that apply.

- [ ] A) Airplanes
- [ ] B) Pigs
- [ ] C) Clouds

When grading the question, it would appear as:

What might you see in the sky? Select all that apply.

- ✓ A) Airplanes
- [ ] B) Pigs
- ✓ C) Clouds
Understanding Grading Options for Multi-Select

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

- **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. Users can receive a minimum of zero on a question; they cannot receive a negative mark.
- **Correct answers** - Users receive points for each correct answer they select and for each incorrect answer they leave blank. Incorrect answers selected and correct answers left blank are ignored. Written Response Questions
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, or mathematical explanations and calculations. Written response questions are not auto-graded.

1. In the Question Text field, enter your written response 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. Optional: Leave Overall Feedback for the question.
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. To add feedback for the answer, select Add Feedback.
   b. To add a hint to the question, select Add Hint.
   c. To add a short description to the question, select Add Short Description.
   d. To add an answer key to assist evaluators in their marking, select Add Answer Key.
   e. To add a custom size to the response box, select Add Custom Response Box Size.
   f. 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, specify the following:
   a. To add overall feedback for the answer, select **Add Feedback**.
   b. To add a hint to the question, select **Add Hint**.
   c. To add a short description to the question, select **Add Short Description**.
7. Click **Save**.

Understanding Grading Options for Short Answer, Multi-Short Answer, and Fill in the Blanks Questions

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

- **Case Insensitive** - Auto-grading searches for a matching character pattern in the answer text with or without letter case correctness.
- **Case Sensitive** - 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 **Points** field, enter the points learners will receive for answering the whole question correctly.
2. In the **Question Text** field, enter your question details.

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.

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>Weight (%)</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Denver</td>
<td>33.33</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Little Rock</td>
<td>33.33</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Austin</td>
<td>33.33</td>
<td></td>
</tr>
</tbody>
</table>

5. 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.

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

**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**.
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**.

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**.
Understanding 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.
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**.
Arithmetic Questions

Arithmetic questions enable you to assess users' knowledge and comprehension of mathematics and number theory. As a best practice, D2L recommends that you create written response (WR) question types for arithmetic problems that require users to demonstrate their calculations and show their work.

1. In the **General** area, 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. 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\}.

![General area screenshot](image)

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

![Formula field screenshot](image)
3. In the **Variables** area, you may do the following:
   a. 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.

![Variables Table]

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

![Preview Question]

When taking the question, it would appear as:

You have 3 green marbles, 10 red marbles, and 2 blue marbles. How many marbles do you have in total?

Your Answer:

Answer

When grading the question, it would appear as:

You have 3 green marbles, 10 red marbles, and 2 blue marbles. How many marbles do you have in total?

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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. In the **General** area, enter the **Points** and **Question Text**. Enclose variables with curly braces to generate random numbers.

2. 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**.
3. In the Significant Figures area, you may do the following:
   a. 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.
   b. Select a Tolerance option to accept near-accurate, estimated, and rounded answers.
   c. 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.

4. In the Variables area, you may do the following:
   a. 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.
   b. 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.
5. 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.

⇒ 3.141x10^4
```

**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.

```
New Likert Question

General

Title

(optional)

Introductory Text *

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.

![Scale selection](image)

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

![Value fields](image)

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

![Preview question](image)
Managing Questions in Question Library

Create Sections

You can create sections to organize your questions into folders while inside Question Library. You can also import sections from Question Library directly into a quiz, survey, or self-assessment.

1. In Question Library, from the New button, click Section.

2. 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.

3. Click Save.

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