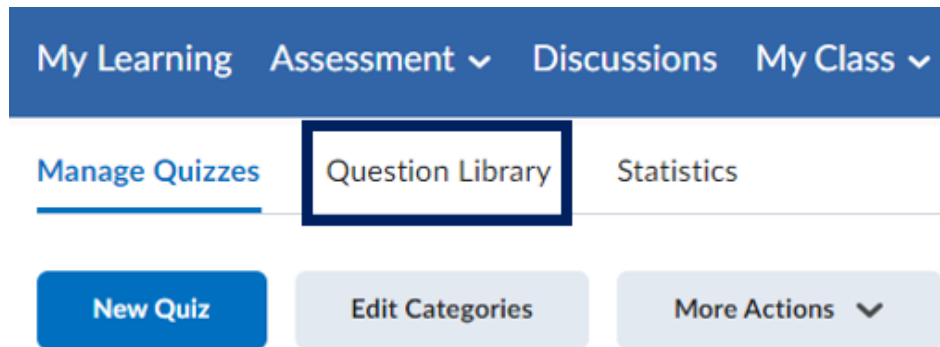## Contents

Introduction

The **Question Library** enables you to sort and group questions into folders, called **Sections**, and then import them to a quiz for use.
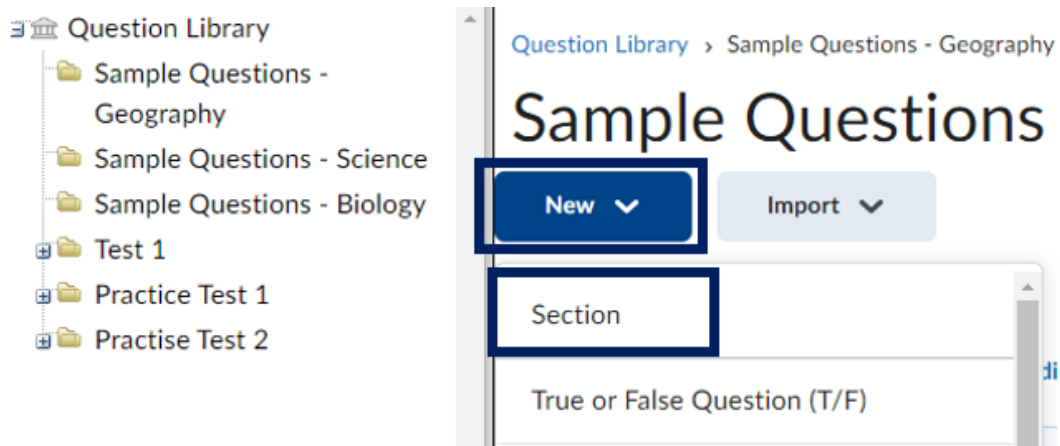
These **Sections** from the Question Library can then be imported into a quiz, as a **Question Pool**, which will present a random selection of questions from the Section to each student taking the quiz, to ensure no students take an identical quiz.

The following document outlines how to add quiz questions to a Question Library, and then how to add those questions as a Question Pool to a quiz.

Use the Question Library to manage and store quiz questions

1) Navigate to **Assessment** on the module toolbar, and then **Quizzes**.

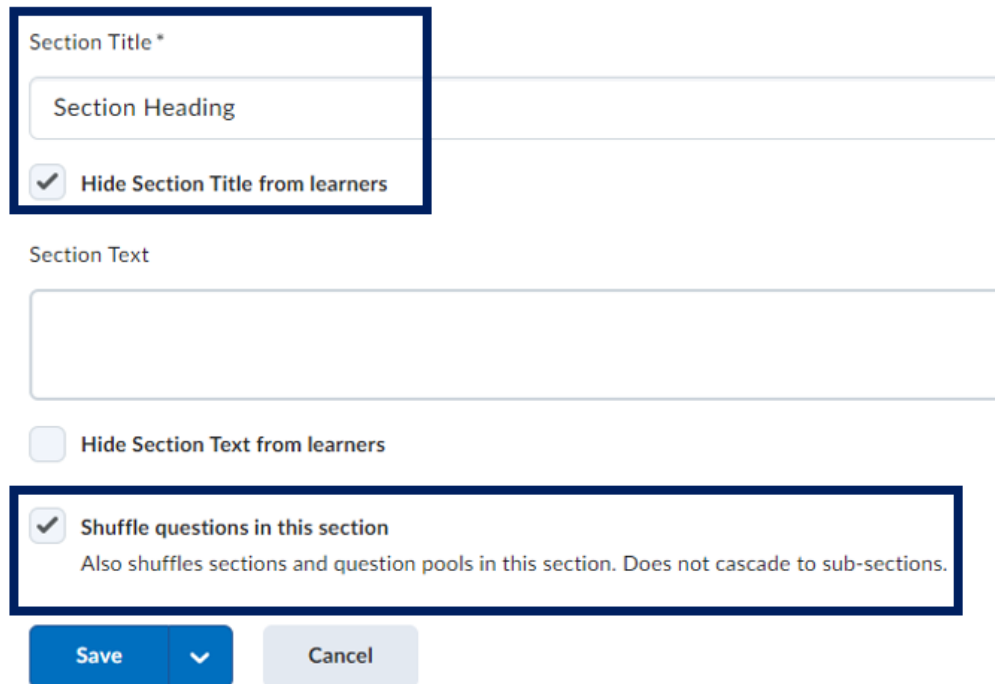*2)* Select the **Question Library** tab.

Use the Question Library to manage and store quiz questions and add Question Pools to a quiz
Version number 1.1 | Update June 2024

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My Learning   Assessment ⌄   Discussions   My Class ⌄

Manage Quizzes   **Question Library**   Statistics

New Quiz   Edit Categories   More Actions ⌄

3) This opens the Question Library, with the file directory displayed in the left-hand panel. You can create a new folder by selecting the **New** dropdown, and then **Section** from the list that appears.

Question Library
- Sample Questions - Geography
- Sample Questions - Science
- Sample Questions - Biology
- Test 1
- Practice Test 1
- Practise Test 2

Question Library › Sample Questions - Geography

Sample Questions

New ⌄   Import ⌄

Section

True or False Question (T/F)

4) This will open a new page; enter the Section/folder name and a description if you wish. You can also check the boxes to hide these from the learners. Finally, you can check the box to shuffle the questions you add to this

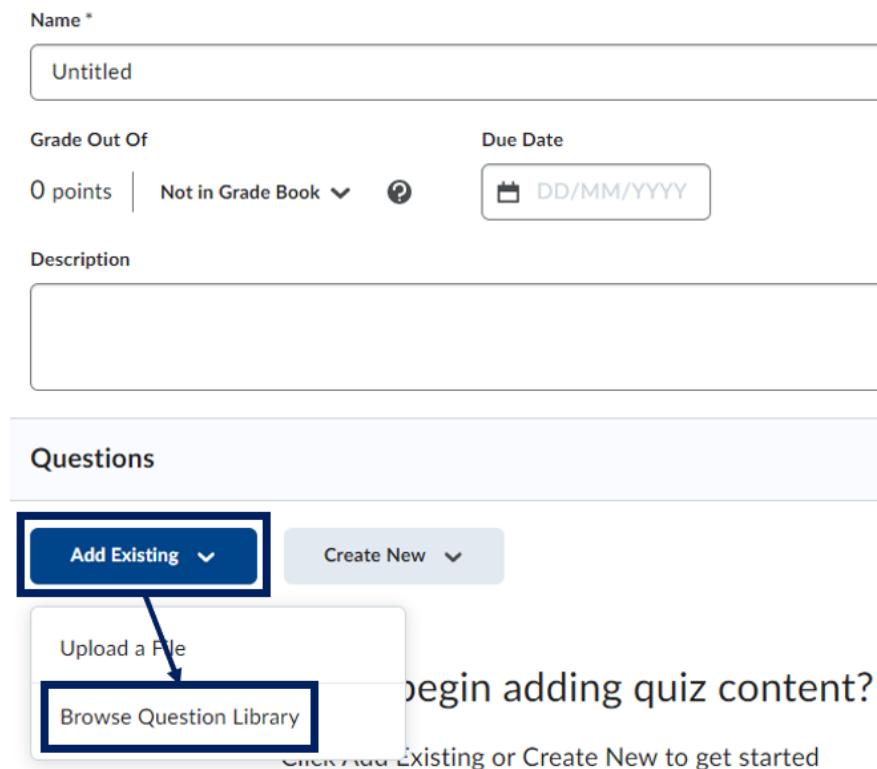section (this can help to minimise the potential for cheating).

5) Once you have created a new **Section**, you can access it by clicking on the folder in the file directory, and then populate it with questions, by selecting **New** and then one of the question types from the dropdown that appears.

6) When you have created all your questions, and they are arranged into Sections, select the **Done Editing Questions** button as you can now create your quiz.

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Add Question Pools to a quiz

1) Navigate to the **Quizzes** section within the module and select **New Quiz** to create a new quiz.

2) Once you have added the quiz settings, you can then insert the questions by selecting **Add Existing** and then **Browse Question Library** from the dropdown that appears.
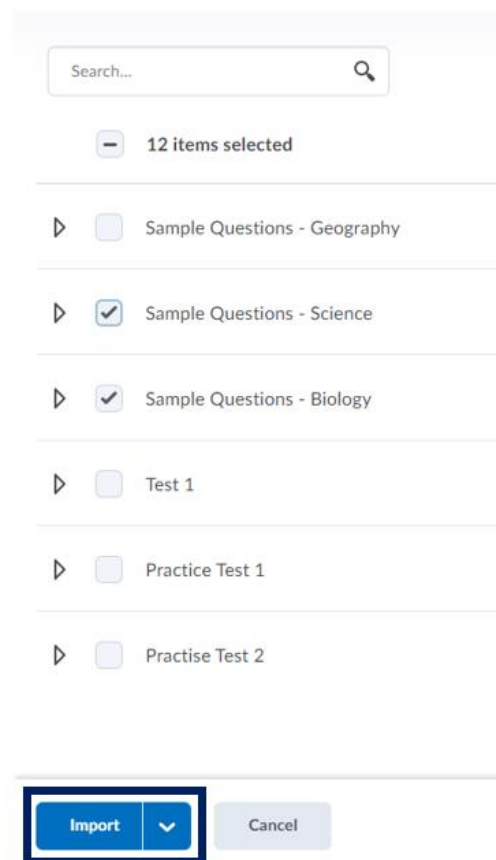

3) This will open a new window; select the sections you wish to add to your quiz (or you can click on the triangle icon

to select individual questions from within a section) and then click **Import**.

4) These will then be loaded into your quiz, and if you had selected **Shuffling** of questions, it will state this - you can edit these settings by clicking on the section heading.

Sample Questions - Science

Section • Shuffling is on