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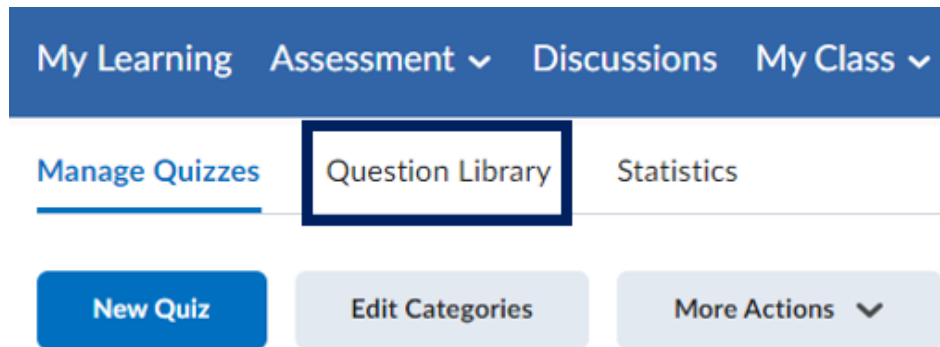
Introduction

The **Question Library** enables you to sort and group questions into folders, called **Sections**, and then import them to a quiz for use.

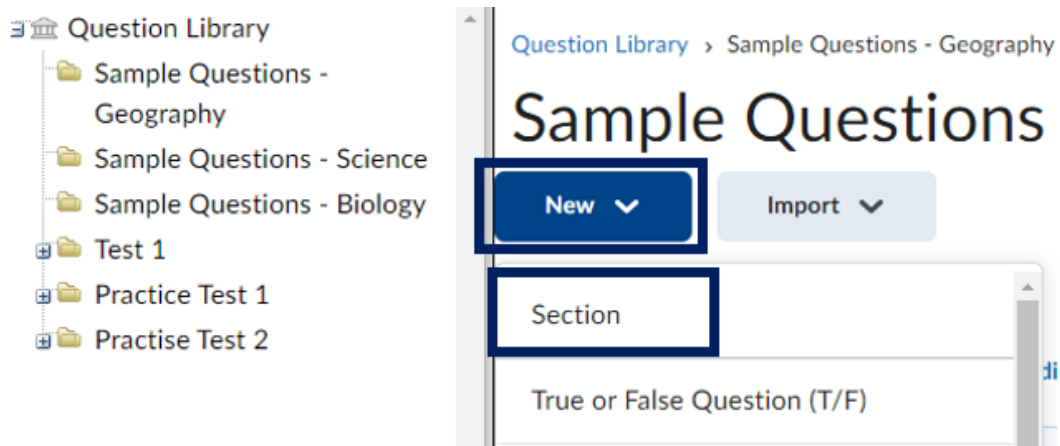
These **Sections** from the Question Library can then be imported into a quiz, as a **Question Pool**, which will present a random selection of questions from the Section to each student taking the quiz, to ensure no students take an identical quiz. The following document outlines how to add quiz questions 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.

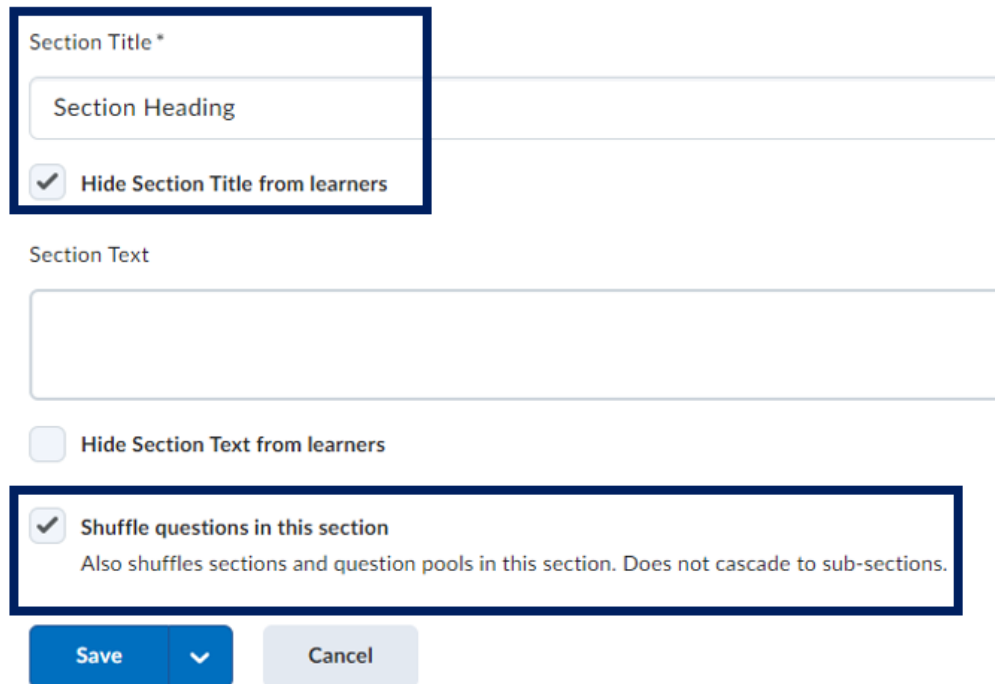


3) This opens the Question Library, with the file directory displayed in the left-hand panel. You can create a new folder by selecting the **New** dropdown, and then **Section** from the list that appears.



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).



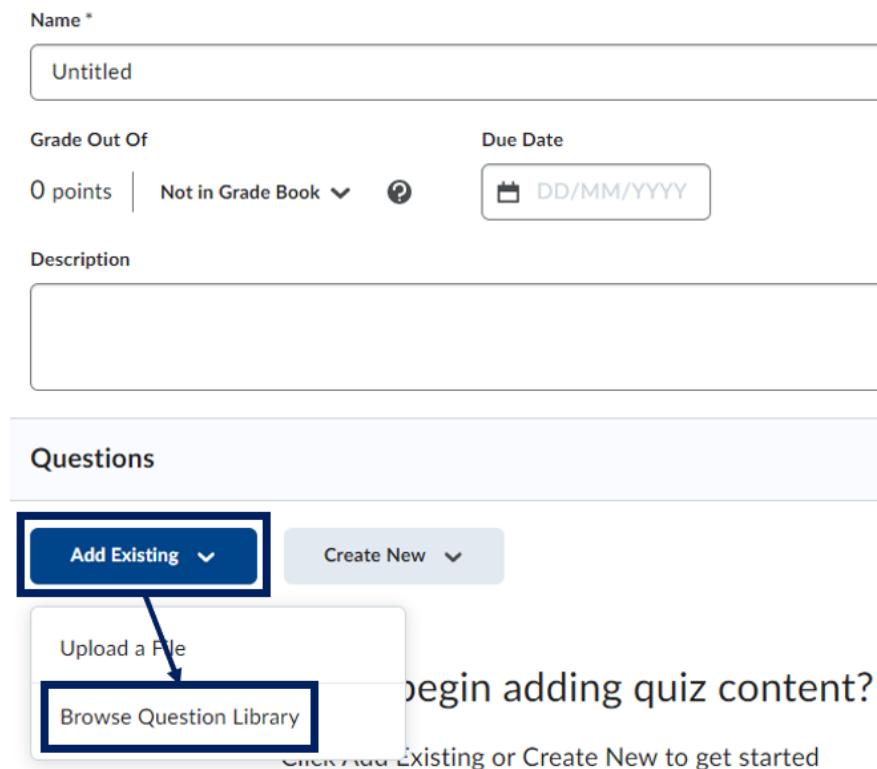
The screenshot shows a form for configuring a quiz section. It includes a 'Section Title*' field with a sub-field for 'Section Heading'. Below this is a checkbox labeled 'Hide Section Title from learners' which is checked. There is a 'Section Text' field which is currently empty. Below the text field is a checkbox labeled 'Hide Section Text from learners' which is unchecked. A second checkbox, 'Shuffle questions in this section', is checked and highlighted with a blue box; its description reads 'Also shuffles sections and question pools in this section. Does not cascade to sub-sections.' At the bottom of the form are two buttons: a blue 'Save' button with a dropdown arrow, and a grey 'Cancel' button.

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.

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.

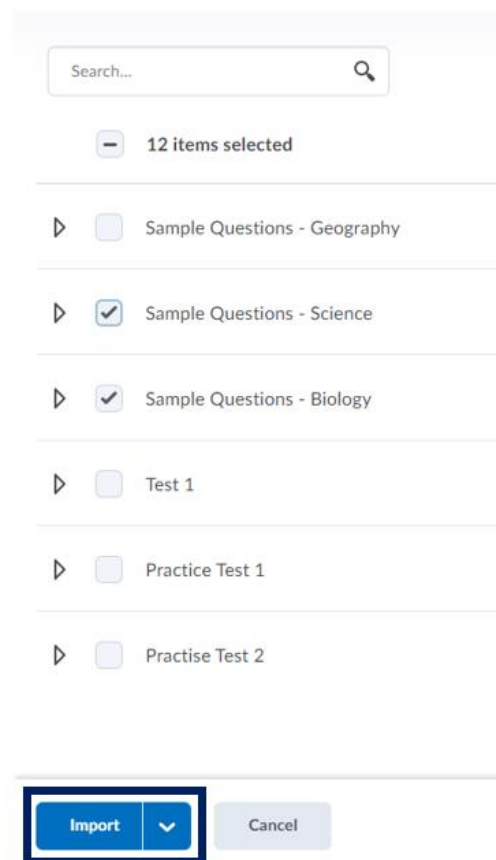


The screenshot shows the quiz creation interface. At the top, there is a 'Name' field with the text 'Untitled'. Below this, there are two sections: 'Grade Out Of' and 'Due Date'. The 'Grade Out Of' section shows '0 points' and a dropdown menu set to 'Not in Grade Book'. The 'Due Date' section shows a calendar icon and the text 'DD/MM/YYYY'. Below these is a 'Description' field. The main section is titled 'Questions' and contains two buttons: 'Add Existing' and 'Create New'. The 'Add Existing' button is highlighted with a blue box, and a dropdown menu is open below it, showing two options: 'Upload a File' and 'Browse Question Library'. The 'Browse Question Library' option is also highlighted with a blue box. Below the dropdown menu, there is a question: 'begin adding quiz content?' and a link: 'Click Add Existing or Create New to get started'.

- 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**.

Browse Question Library



The screenshot shows a web interface for browsing a question library. At the top, there is a search bar with the placeholder text "Search...". Below the search bar, a status indicator shows "12 items selected". A list of question pools follows, each with a right-pointing triangle icon and a checkbox:

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

At the bottom of the interface, there are two buttons: "Import" (highlighted with a blue box) and "Cancel".

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