# KODIAK QUICK GUIDE – The Question Library

## Overview

The Question Library is a central place to create, store, and edit questions that can be used in Quizzes, Surveys, and Self Assessments. It is helpful for keeping large numbers of questions organized. For example, you might create a "Multiple Choice" section in which you would put all your multiple choice questions or a section containing all questions related to a specific topic, such as "Chapter 1 Questions."

## How to Access the Question Library

The Question Library is accessed by clicking on Quizzes, Self-Assessments, or Surveys on the course Navbar. Then click **Question Library** at the top of the page.

## In This Guide


Creating Questions in the Question Library

Organizing Questions in the Question Library


### *Creating Questions in the Question Library*

Figure 1

1. On the "Manage Quizzes" page, click **Question Library** (Figure 1).
2. Click **New**, and select the question type you want to add from the dropdown menu (Figure 2).

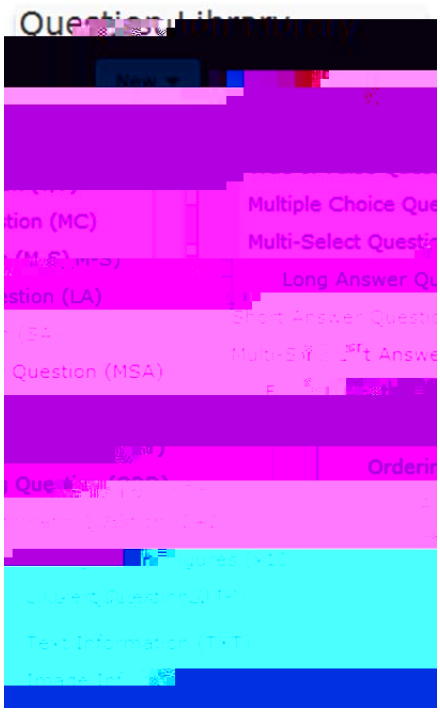

Figure 2

**Note:** There are 12 question types in Desire2Learn (multiple-choice, long-answer, etc.), and the process for building each question type is slightly different. This section provides an overview of the process, but not detailed, step-by-step instructions for each question type.

3. Fill out all required fields for the question type you selected.

   You must always fill out the "Question Text" field. This is what is displayed to students.

   All question types have an optional "Title" field. If you do not enter a title, the system will use the full question text as the title. The title is never displayed to students.

   "Weight" refers to what percent credit the student receives for an answer. For multiple choice, true/false, and related questions, enter "100" in the "Weight" column to indicate the correct answer (Figure 3). You can also use "Weight" to give partial credit to other answers.

   You can add feedback that will be displayed to students based on what answer they selected. This is important in Self Assessment questions.


This guide is a derivative of DePaul University's "Quickguide – Question Library", downloaded June 2014 from http://teachingcommons.depaul.edu/technology/D2L/ and is released under the Creative Commons BY-NC-SA 3.0 License, which can be viewed at http://creativecommons.org/licenses/by-nc-sa/3.0/

This guide is a derivative of DePaul University's "Quickguide – Question Library", downloaded June 2014 from http://teachingcommons.depaul.edu/technology/D2L/ and is released under the Creative Commons BY-NC-SA 3.0 License, which can be viewed at http://creativecommons.org/licenses/by-nc-sa/3.0/