



# Creating Questions in Quizzes

There are four ways to create questions in quizzes,

First, you can create questions in a word or text file and transfer it into the question section using Respondus

Second, if you have a textbook that provides questions for you, you can transfer the questions from the textbook publishing website into the quizzes section

Third, you can transfer questions from your previous courses or from your colleague's courses and

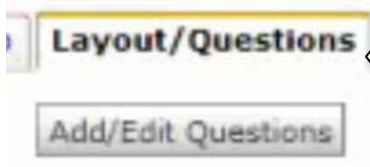
Fourth, you can create questions in the quizzes section

In this tutorial we will learn about the fourth way to create questions which is how to create questions in the quizzes section.

## Step 1. Accessing Question Libraries



1A. There are two question libraries in which we can manually create the questions, a main one

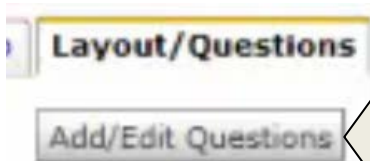


1B. and one for a specific quiz.

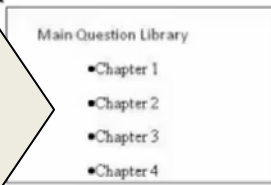
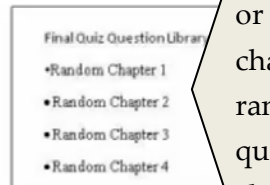
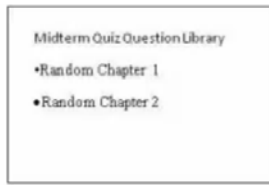
We recommend creating questions in the main question library and then pulling these questions from the main into the selected quiz.



1C. In order to access the main one you may click the question library button.



1D. To access the specific quiz library click add/edit questions.



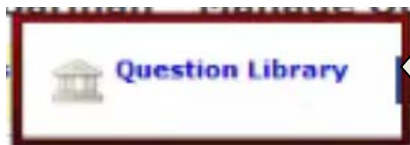
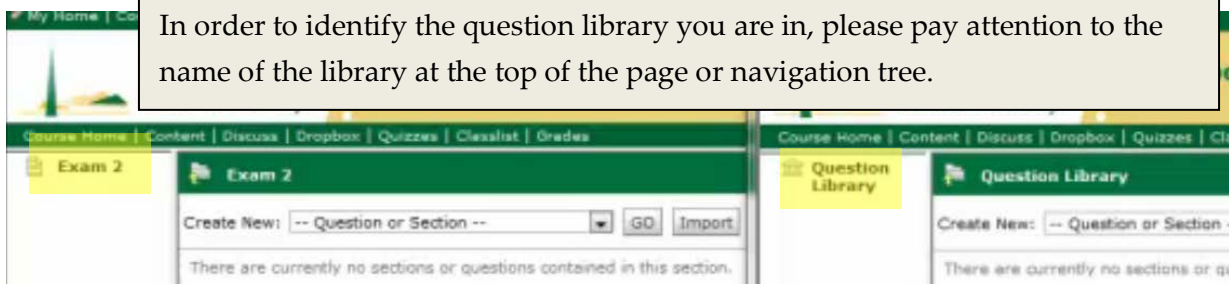
1F. Then when you create a midterm or final exam using questions from chapter quizzes, you can create a random section which will choose questions randomly from the chapters in the main library.

1E. When you want to create chapter quizzes you can create questions in the main question library and insert them into the chapter quizzes.



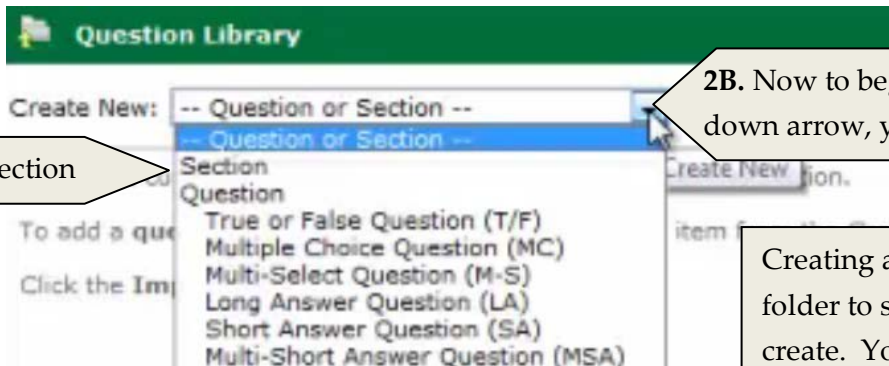
Note that the reason we recommend you to create the questions in the main library first is that you will have a backup of your questions even after you delete the quizzes.

## Step 2. Question Library



2A. First, click question library in the top row of tabs.

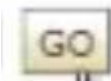
You will be taken to a new screen with a drop down arrow which will allow you to begin adding questions or sections.



2C. Select section

2B. Now to begin creating questions click on the drop down arrow, you can begin by creating a section.

Creating a section will create a separate folder to store all the questions you will create. You can use this to organize these questions for different quizzes you make.



2D. and click go.

General

Section Name: Exam 2

Parent Section: Question Library

Message:

Basic Advanced

This is for chapters 10-14

Private Comments:

Basic Advanced

Insert questions for chapter 12

Image: Add a File

Description:

2E. Then name the section

2F. you can add a message

The message box can be used to describe what the section is about.

2G. and private comments,

The private comments box is only seen by the creator and can be used for warnings or reminders.

2H. an image,

2I. and description.

The image and description can be added and displayed to the students, this way you can segment your exam.

For instance, if you are teaching a history course and if you are covering different leaders you can put the image of the leader at the beginning of the particular section and the person's name as the description. You can also choose different options to display the section information to the students.

show section name **2J.** You can show the section name,

insert a line break after section name **2K.** insert a line break,

display message and image **2L.** and display the message and image.

display section message and image once

repeat section message and image before each question

display message and image

display section message and image once

repeat section message and image before each question

**2M.** When you choose to display the message and image you can either display them at once or repeat the section message and image before each question.

[Collapse section feedback](#)

Section Feedback

**2N.** You can also add feedback to the section by expanding the feedback section, this is seen after the quiz has been submitted.

Section Feedback:  **Basic** **Advanced**

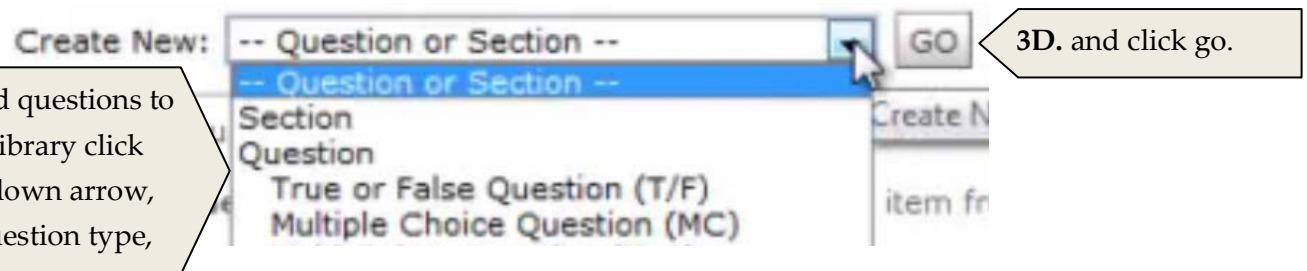
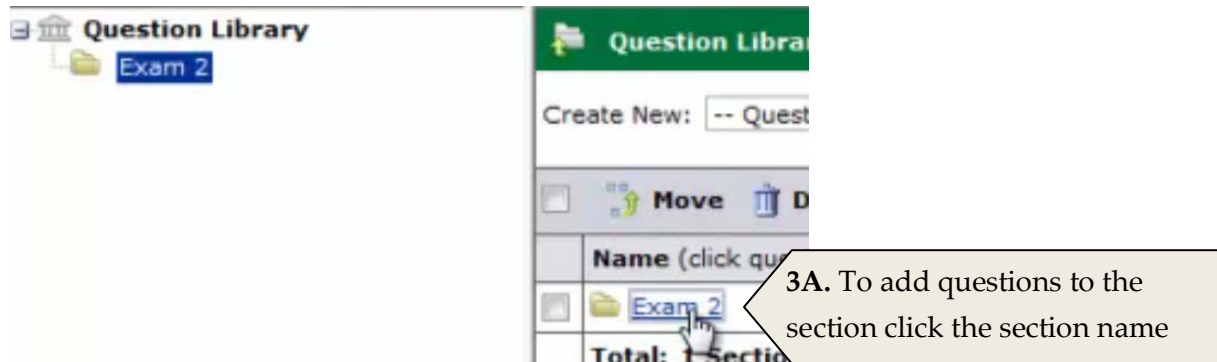
 **B** / U |   

Good! Now read chapter 15

**2O.** When you have finished click save, you will be taken back to the main screen.

# Step 3. Adding Questions to a Specific Section

Now you can add questions to the specific section or the question library as a whole. The procedure used to add questions to a section or the main library is the same.



In this tutorial we learned how to create questions in the quizzes. In the next tutorials we will discuss creating each question type in detail.