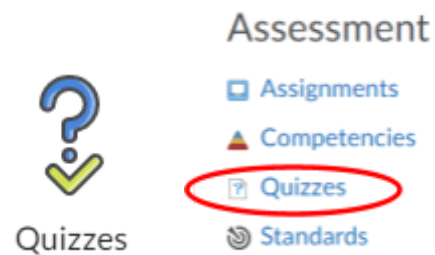


Brightspace - Question Library

A Brightspace Tip

 [Video Tutorial](#) |  [Question Library Benefits](#)

1. Select **Quizzes** from Course Tools in your NavBar or Course Admin



2. Select **Question Library**.

[Manage Quizzes](#) **Question Library** [Statistics](#)

3. Choose your creation method.

New: Create sections and items manually.
Create & Import: Use the **Quiz Question Convertor** to create and add items in bulk.

Question Library

New ▾

Import ▾

New Sections & Items

1. Select **New** and create a **Section** for your library.

Pro Tip: Sections allow you to organize questions by unit (for example) which can make them easier to find in the question library when adding to a quiz.

Questions built in the Question Library can be adjusted after being added to a quiz and will be available to all future quizzes.

Question Library

New ▾

Import ▾

Section

True or False Question (T/F)

Multiple Choice Question (MC)

Multi-Select Question (M-S)

2. Select your section and choose New and the first question type you want to create.

[Quiz Question Types](#)

Name

 Unit 1 question bank ▾

3. Type your question and answer choices (if applicable) and select the correct answer.

Question Text *

Apples are always red.

Answers *

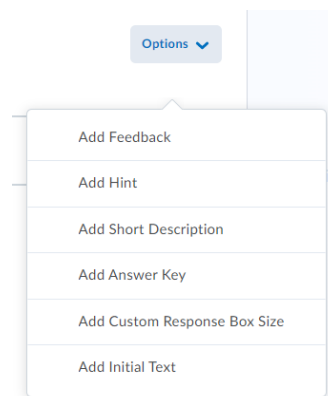
☐

True

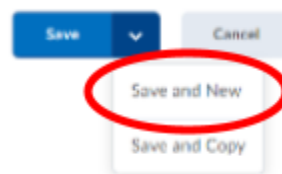
☒

False

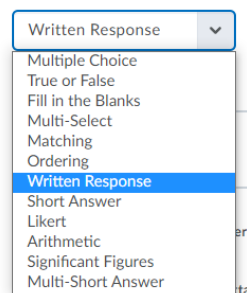
NOTE: Some question types may not immediately include the Answer Key option such as Written Response. To add the answer key, select Options in the upper right of the question editor's window. The choices under the Options menu depend on the question type selected.



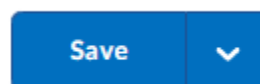
4. When ready to add another question, select the arrow to the right of Save and choose Save and New.



5. Choose the question type from the dropdown at the top and follow steps 6 and 7 to build your question library.



6. When finished with all questions select Save at the bottom.



Next Steps: [Add items to your quizzes.](#)

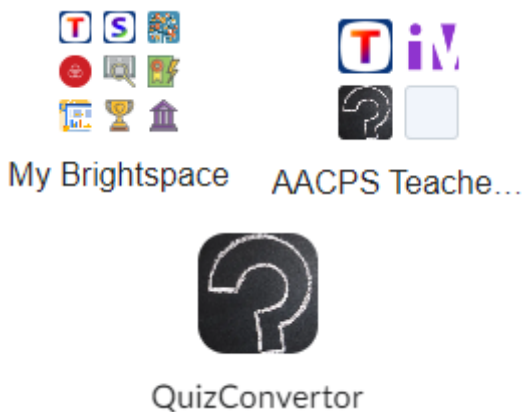
Option: To share a Question Library Section with others, select it and choose Publish to LOR to put it on a Learning Object Repository used by your school, grade level or content area.

Create & Import Items

1. Access the **QuizConverter** in your NavBar from **My Brightspace** or **AACPS Teacher Sites**.

To Import questions in bulk to your Quiz Question Library, you must use a specially formatted .CSV file.

The [QuizConverter](#) tool allows you to input your questions in a Word or Google doc, and/or paste the text into the Converter. The text is converted into a .CSV file of questions to bulk upload to your Question Library.



2. Follow the Formatting instructions to create your quiz items on a word or google doc.
3. Paste text for all items into the **QuizConverter**.

Note: [Item feedback can be added](#) during the creation process.

Quiz Question Converter

This tool allows you to create a CSV file for import into the Brightspace [Question Library](#).

- [View Question Formatting Instructions.](#)
- [Download Sample Question Text File](#)

Paste the text for your quiz in the box.

Water consists of hydrogen and oxygen.
True

1. Which of the following is a planet?
Sun
*Earth
Proxima Centauri

4. Review your point and enumeration options.

Options

Default point value for each question:

Default difficulty value for each question:

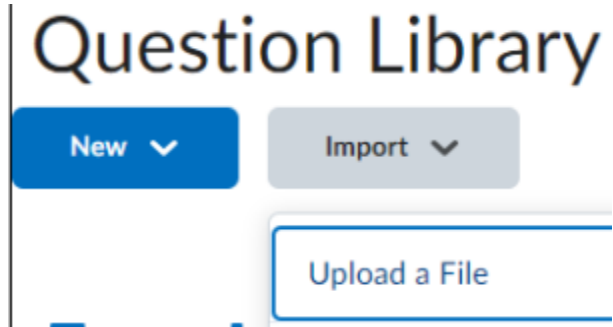
☐ Remove enumeration from answers

5. Select **Convert**.
The .csv file will be downloaded to your device.

6. Navigate to a course and the Question Library.

7. Select **Import** and **Upload a File**.

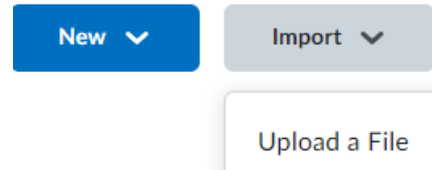
Option: The file can also be uploaded directly to the Quiz tool when creating a New Quiz.



Note: If you use Sections to organize your items, navigate to the Section first. Then select **Import > Upload a File**.

Question Library > TEST Section

TEST Section



8. Select the .csv file to upload to the Question Library.

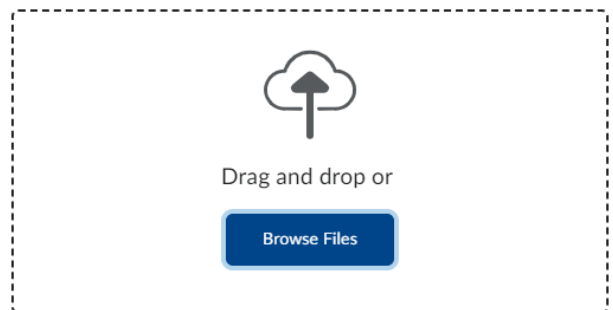
9. Select **Import All**.

Found 2 questions [Review](#)



Next Steps: [Add items to your quizzes.](#)

Upload a File



Supported Formats

Formatted text file (CSV) [Download template CSV](#)
IMS QTI compliant course package (ZIP)

QuizConverter Formatting

True or False

- Enter your question on a single line.
- Enter the answer on the next line using either: True or False
- Do not use an identifier or enumerator in the answer line.

True or False Example

3. Water consists of hydrogen and oxygen.

True

Written Response

- Enter your question on a single line.
- Do not provide an answer.
- Leave a blank line between this question and the next question.

Written Response Example

5. Tell me about yourself.



Multi-Select

- Enter your question on a single line.
- Answers immediately follow the question, each on a new line.
- Place an asterisk (*) in front of all the correct answer choices.

Multi-Select Example

Which of the following is a planet?

Sun

*Earth

*Mars

Proxima Centauri

Multiple Choice

- Enter your question on a single line.
- Answers immediately follow the question, each on a new line.
- Place an asterisk (*) in front of the correct answer choice.

Multiple Choice Example

Which of the following is a planet?

Sun

*Earth

Proxima Centauri

Short Answer

- Type **SA** directly before your question text, followed by a space.
- Enter your question on a single line.
- Do not provide an answer.
- Leave a blank line between this question and the next question.

Short Answer Example

SA What's your favorite food?

Ordering Question

- Type **order** directly before your question text, followed by a space.
- Following the question, list the answers in the correct order, each answer on a separate line.
- Each answer line may begin with an identifier/enumerator.
- The order of the answer list choices will be randomized when this question is presented in a D2L quiz.

Ordering Question Example

order Order the following planets according to distance from the sun, shortest to longest.

Mercury

Earth

Mars

Jupiter

Neptune

Matching Question

- Type **match** directly before your question text, followed by a space.
- In each answer line, separate the choice and its correct match with a slash (/) and one space on each side of the slash. Do not include more than one slash character in each answer line.
- You can include extra choices that have no corresponding match. Simply place no text to the left of the slash—see the last choice/match entry in the example at the right (“/fore”).
- Any identifiers or enumerators included at the beginning of choice/match text lines will be automatically removed, regardless of the selection made in the “Remove enumeration from answers” box.
- The answer match entries will be automatically randomized when this question is presented in a D2L quiz.

Matching Question Example

match 1. Match the number with its spelling.

3 / three

1 / one

12 / twelve

/ fore