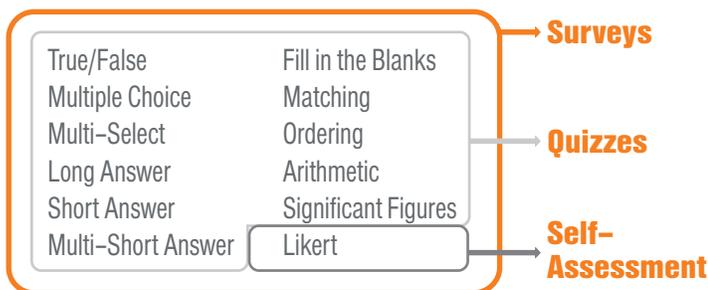


# Question Library Guide

## What is the Question Library?

A repository of questions that can be accessed by the Quiz, Survey or Self-Assessment tools. These libraries can be stored at any org level and can be imported and exported between courses.

## Question type availability by Tool



## Creating Questions & Question Conventions

Questions can be created using the End tool (i.e. Quizzes/Surveys/Self-Assessment) or by accessing the Question Library within these tools.

Creating a question within a quiz, survey or self-assessment means that question will only be available to that particular item; creating questions within the Question Library means that any tool utilizing questions within that org unit has access to them.

1. Choose the tool you wish to create a question for (Quizzes, Self-Assessment, Surveys).
2. Click the **Question Library** tab.
3. Click **New** and select the type of question you'd like to create.
4. Input a Question Title if you wish, and input the text of the question. Question Title is an organizational name and will not display to the student. Question Text is the actual question that will display to the student.
5. Choose a points value that the question will be worth.
6. Feedback is text that appears once the quiz has been submitted. Depending on the question, the feedback can be specific to the student's answer.
7. Question Hint will appear as a dropdown for the user to use prior to answering if they wish.

## Feedback

- Feedback allows instructors to set feedback for specific user responses that will automatically appear after the attempt is finished.
- Feedback could include encouragement, a clarifying detail, or even the correct answer.
- If including the correct answer in feedback on a quiz, ensure that the user only gets one attempt. Otherwise, you'll have given them the correct answer for their next attempt!
- Feedback is available for True/False, Multiple choice, Multi-Select, Long Answer, Short Answer, Multi Short Answer and Fill in the Blank questions.

## Hints

Question hints are not mandatory, but can be helpful in certain use cases. For example, instructors could use this part of the question to point learners towards a particular resource.

While hints are added to each individual question, the creator of an assessment (i.e. quiz, survey, self-assessment) has the option to enable or disable hints during creation of the assessment.

## Weighting

- Weighting affects True/False, Multiple Choice and Multi-Select questions.
- Responses can be weighted on a percentile basis. For example, response A could be worth 100% of the possible points, B could be worth 50%, C could be worth 0%.
- Ensure you enter the weighting percentile in the Weight box. For example, if a question is worth 2 points and you want a response to be worth 1 point, enter "50" (the percentage) in the Weight box.

## Arithmetic Questions

- Allow Instructors to ask formula based questions with variable thresholds to ensure unique numbers are generated for each user
- Answer Precision defines the number of acceptable decimal places. Check **Enforce Precision** if correct answers must contain a certain number of spaces.
- Tolerance determines how close the answer provided must be to the actual correct answer. Tolerance is determined either by percentage or by unit.

## Likert Questions

- Likert questions are queries based on personal opinion, as opposed to a metric to test knowledge.
- Likert questions are not available for quizzes. They cannot be graded.
- Multiple queries can be included in question provided they are all on the same scale.