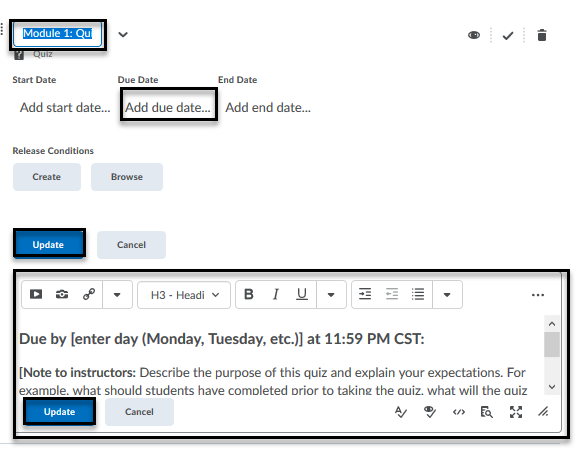
**Editing D2L Quizzes**

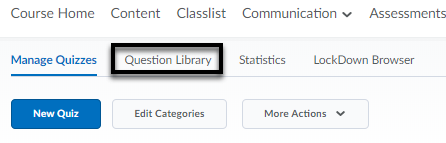
## Editing via Content Tool:

1. Click on **Content** on the Main Navigation Bar.
2. Click on a module to find the quiz activity requiring editing.
3. Click on the drop-down menu next to the name of the Quiz to select **Edit Properties In-place**.
4. Click on the name of the quiz to edit the title.
5. Click on **Add dates and restrictions** to add a due date.
6. Click **Update**.
7. Click in the description box to edit the text.
8. Click **Update**.



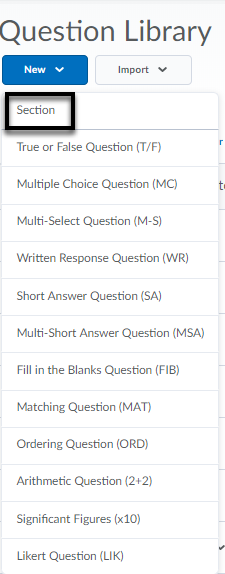
## Quizzes Tool – Add Questions in Question Library:

1. Click on Assessments > Quizzes on the Main Navigation Bar.
2. Click on **Question Library** on the top menu of the Quizzes Page.

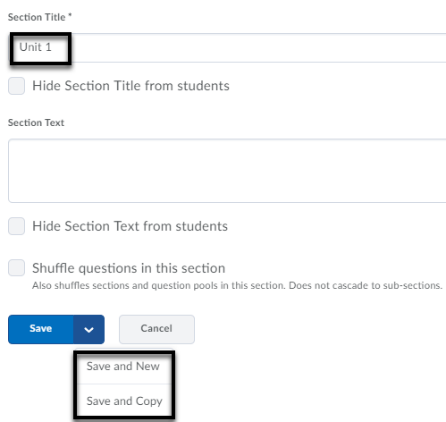


### Organizing Questions: Creating Sections (Folders)

1. In the Question Library, click on **New** and choose **Section** from the drop-down menu.

****

1. Enter a name for the section.

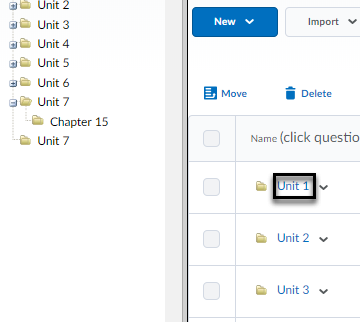
****

1. Click **Save** (if you want to add other types of questions) or the option to **Save and New** (create a new question of the same type) / **Save and Copy** (create a new question with the current question as a template) by clicking the drop-down menu.
2. The section will show up in the Question Library and in the menu to the left.

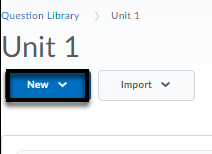
### Creating Questions

1. In the Question Library, click on the **Section** where you want to add questions.

**Note:** The sections can be accessed by clicking on the folders in the “tree” on the left side of the library.



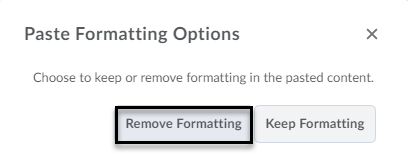
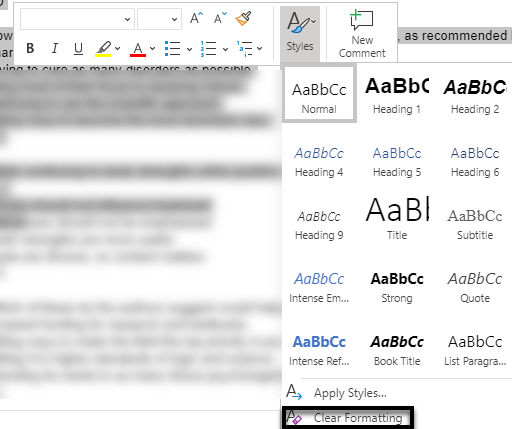
1. Click **New** and choose the type of question that you want. There are 12 question types, and the process for creating each question is slightly different. You can also add text or image information.

****

**Note:** Import button can only accept CSV formatted text files. D2L provides a download template of question type structures for a CSV file. IMPS QTI compliant course package (ZIP) file is acceptable. It is also possible to import existing questions from other course quiz folders.

1. In the **Question Text** field enter the question.

**Note:** If you copy and paste text into the question text box, clear formatting. For example, if clearing formatting on a Word document, highlight the text and under Styles, click Clear Formatting.

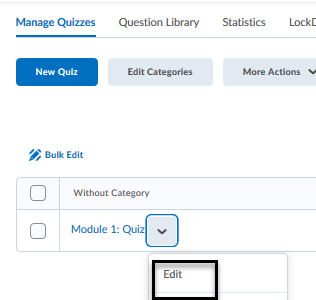


If clear formatting of text is not completed, then select **Remove Formatting** when text is pasted in a text box in D2L.

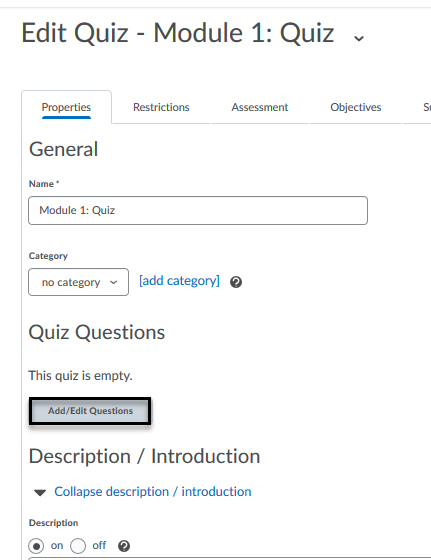
Enter the points and click **Save** (if you want to add other types of questions) or **Save and New** (to create another question of the same type) or **Save and Copy** (create a new question with the current question as a template).

## Importing Questions from Question Library to Quiz:

1. Click Assessments (main navbar) > Quizzes > Manage Quizzes and select the drop-down menu for the quiz name to select **Edit**.



1. Click **Add/Edit Questions**.



1. Select Import > Browse Question Library to select the folder of questions or select questions to import into the quiz.

