

## Creating a quiz with questions from the question library vs. creating a quiz using a question pool with questions from the question library

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When creating a new quiz, you have the option to create the questions from scratch or to select questions from your question library.

When working with questions from the question library, you can:

- a) [... set up a regular quiz which is populated by importing questions from the question library. When choosing this options, learners taking the quiz will have to answer all the questions provided.](#)
- b) [... set up a question pool for your quiz. Setting up a question pool means that there is a pool of questions from which a set number of randomised questions will be provided to learners taking the quiz. When setting up a quiz using a question pool, the instructor decides how many questions each learner will have to answer. The instructor also chooses which and how many questions from the question library will go into the pool. This means that there are usually more questions in the pool than learners will answer.](#)



## Creating a regular quiz with questions from the question library

To create a quiz with questions from the question library, go to the quiz tool and select 'New Quiz'. (Figure 1)

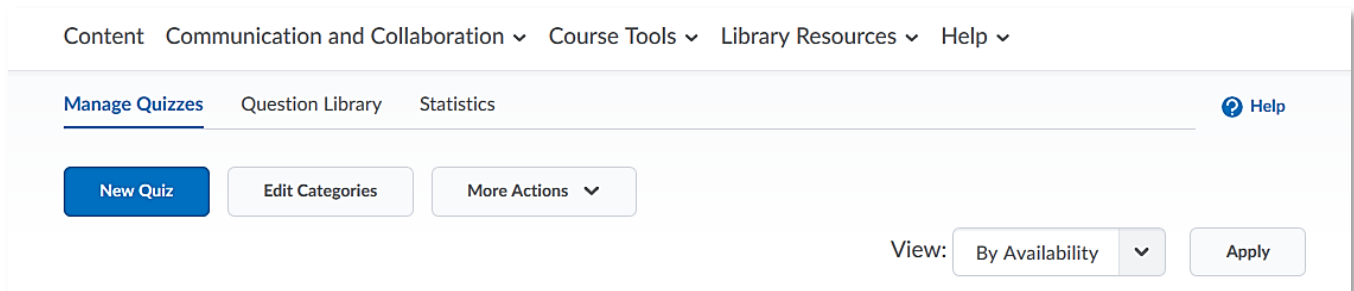


Figure 1: Manage quiz area in Brightspace with blue New Quiz button

This will take you to the quiz set-up where you can add or edit questions by clicking on 'Add/Edit Questions' (1). **Note:** You will first need to provide a quiz name at the top (2). (Figure 2)

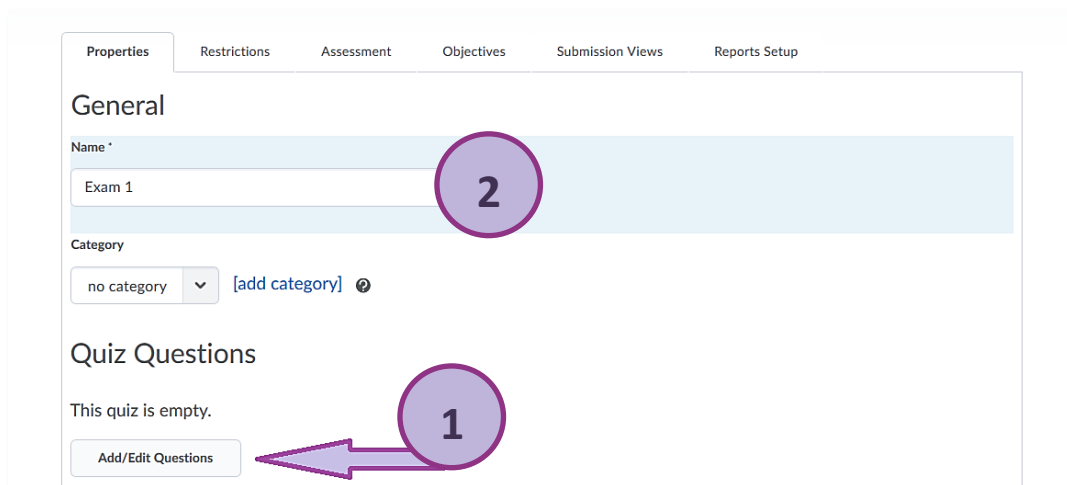


Figure 2: Quiz set-up; Properties tab with option to add and/or edit questions

Once you have clicked on 'Add/Edit Questions', you can either choose to create new questions, or you can choose to import questions. To import questions from the question library, click on 'Import' (1) and select 'Browse Question Library' (2). (Figure 3)

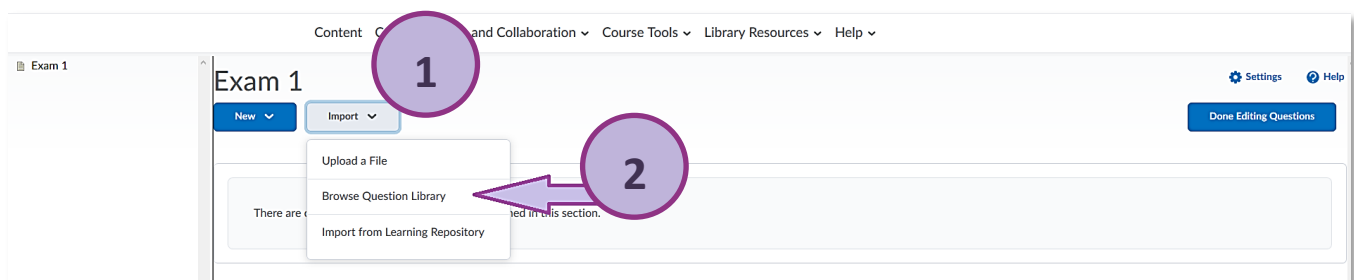


Figure 3: Question set-up area with option to import questions from the question library

Once you have clicked on 'Browse Question Library', the question library will open. You can now select all the questions you would like to use in your quiz (1). When you are done selecting questions, click on 'Add' to add the questions to your quiz (2). (Figure 4)

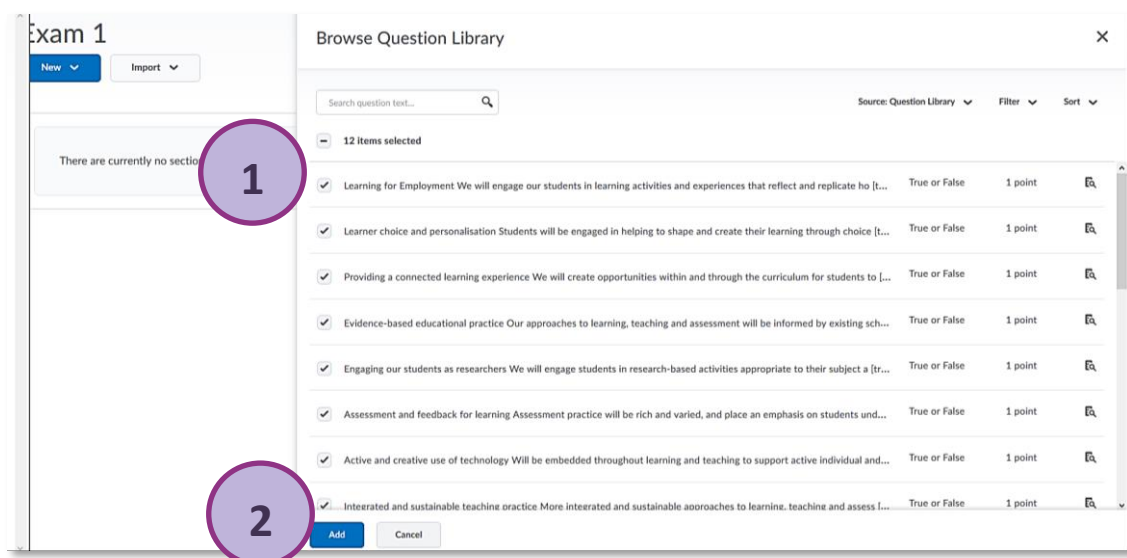


Figure 4: Question library with existing questions which can be added to a new quiz

After clicking on 'Add', you will see your selected questions (1). If you are happy with the questions, click 'Done Editing Questions' (2). This will take you back to the quiz set-up where you can customise your quiz further. (Figure 5)

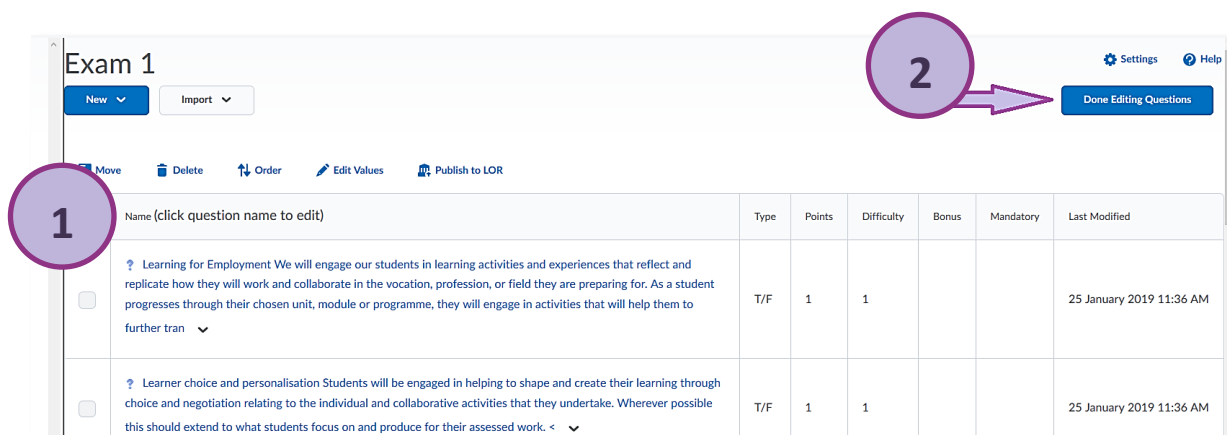


Figure 5: Questions added from the question library in the question set-up area

Once you are back in the quiz set-up area, you will see your list of questions (1). As mentioned before, you can now customise your quiz further. For instance, you could shuffle the existing quiz questions, so when participants take the quiz, they will see the questions in a randomised order (2). For other customisation options, please refer to the [our guidance on the quiz tool](#), or have a look at the [Brightspace quiz tool playlist](#) on YouTube. Once you are done editing your quiz, click 'Save and Close' (3). (Figure 6)

Properties Restrictions Assessment Objectives Submission Views Reports Setup

### General

Name \*

Exam 1

Category

no category [add category]

### Quiz Questions

Questions per page: [ ] Apply

Paging: ☐ Prevent moving backwards through pages

☐ Shuffle questions at the quiz level  
Also shuffles sections at the quiz level. Does not cascade to sub-sections.

Add/Edit Questions Edit Values

Page	Name	Type	Points	Diff	Bonus	Mandatory
1	Q1. Learning for Employment We will engage our stude...	T/F	1			1
1	Q2. Learner choice and personalisation Students will...	T/F	1			1
1	Q3. Providing connected learning experience We wil...	T/F	1			1

Save and Close Cancel

Figure 6: Questions in the quiz set-up and further customisation options

For more information on how to create a quiz using questions from the question library, check out the Brightspace YouTube video [Populate a quiz with questions from the question library](#).

## Creating a quiz using a question pool with questions from the question library

To create a quiz using a question pool with questions from the question library, go to the quiz tool and select 'New Quiz'. (Figure 7)

Content Communication and Collaboration Course Tools Library Resources Help

Manage Quizzes Question Library Statistics Help

New Quiz Edit Categories More Actions

View: By Availability Apply

Figure 7: Manage quiz area in Brightspace with blue New Quiz button

This will take you to the quiz set-up where you can add or edit questions by clicking on 'Add/Edit Questions' (1). **Note:** You will first need to provide a quiz name at the top (2). (Figure 8)

Figure 8: Quiz set-up; Properties tab with option to add and/or edit questions

Once you have clicked on 'Add/Edit Questions', you can either choose to create new questions, or you can choose to import questions. To add a question pool with questions from the question library, click on 'New' (1) and select 'Question Pool' (2). (Figure 9)

Figure 9: Question set-up area with New drop-down menu and the option to create a question pool

Once you have clicked on 'Question Pool', you will be taken to the question pool set-up page. You should enter a question pool title (1), the number of questions learners are supposed to answer (2), and the points learners will receive per question (3). **Note: All question pool questions will be worth the same amount of points.**

When you are done, click on 'Browse Question Library' (4) to select the questions for your question pool. (Figure 10)

Figure 10: Question pool set-up

Once you have clicked on 'Browse Question Library', the question library opens. You will now be able to select questions from the question library (1). Once you have selected all the questions you would like to add from the question library, click 'Add' to add the selected questions to the quiz (2). (Figure 11)

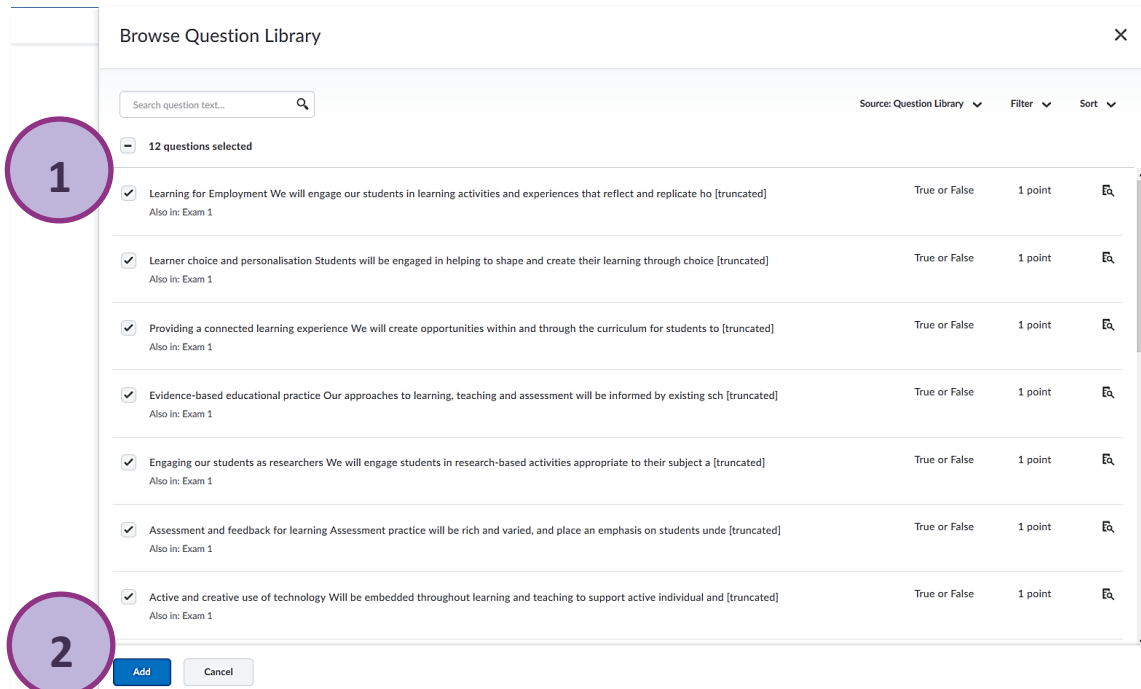


Figure 11: Question library with existing questions which can be added to a new question pool

After clicking on 'Add', you will see your selected questions in a list that can still be edited (1) and as a preview on the right-hand side (2). You will also see that the information under 'Number of Questions to Select' changed (3). Instead of displaying a 0 (see Step 4), you can now see how many questions are in the pool (12 questions in this sample quiz). When you are done adding and editing questions, simply click 'Save' (4). (Figure 12)

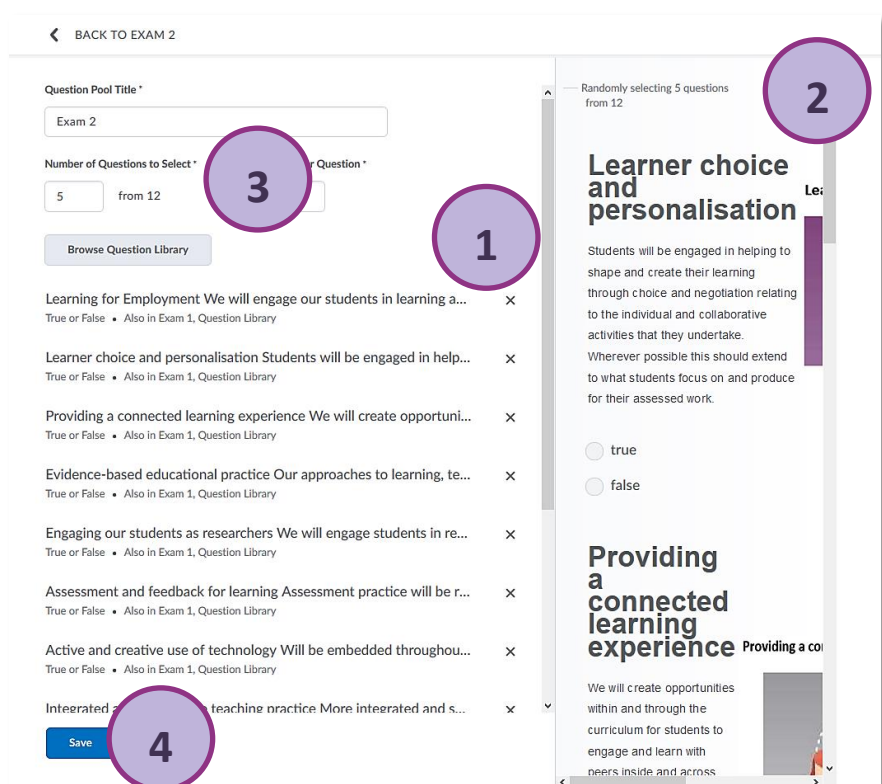


Figure 12: Question pool set-up area with questions added from question library, including preview on the right

After clicking 'Save', you are taken back to the 'Add/Edit Questions' area of the quiz tool where you will be able to see your question pool (1). Click 'Done Editing Questions' to go back to the quiz set-up area where you can customise your quiz further (2). (Figure 13)

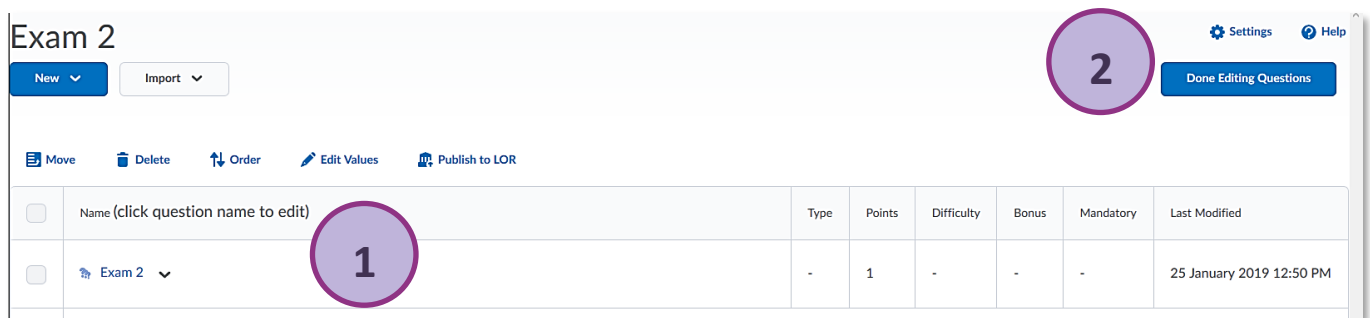


Figure 13: Question pool in the question set-up area

Once you are back in the quiz set-up area, you will see your question pool and list of questions which are random in this case (1). You can now customise your quiz further. For customisation options, please refer to the [our guidance on the quiz tool](#), or have a look at the [Brightspace quiz tool playlist](#) on YouTube. Once you are done editing your quiz, click 'Save and Close' (2). (Figure 14)

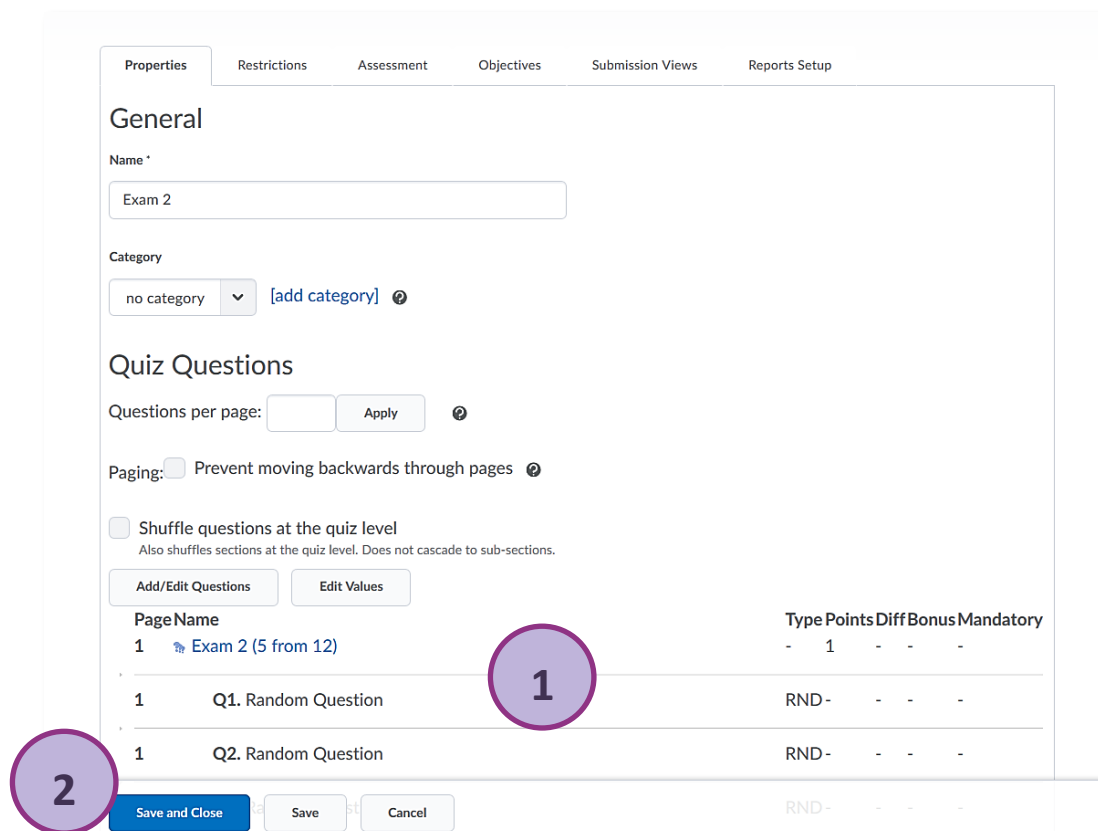


Figure 14: Question pool in the quiz set-up

For more information on how to create a quiz using a question pool with questions from the question library, check out the Brightspace YouTube video [Create a quiz with a randomized set of questions](#).