



Randomizing Order of Questions in Quizzes

Why randomize?

Randomization of questions is a good deterrent from dishonesty, but creating quizzes from a pool larger than the number of questions for the intended quiz or test greatly minimizes the temptation and probability of cheating.

Import or Create Questions into the Question Library

Quiz or Test questions should always be created in the Question Library first before creating the assessment in the Quiz tool. If these are assessments that will be used from one semester to the next, the link for the quiz will have a higher likelihood of not breaking if the questions are anchored to the Question Library.

Also, by having all questions in the Question Library, larger exams like Midterms and Finals can be assembled easily.

Importing Test Bank

- Obtain a D2L-compatible test bank from the publisher (ask your Department Chair)
- Sometimes a Blackboard or other Learning Management System zip file will work, but a D2L-zip file is best
- Download the zip file to your Desktop in a place easy to find
- Click on **Course Administration**
- **Import/Export/Copy**
- Click on Import and **from a course package**
- **Start**

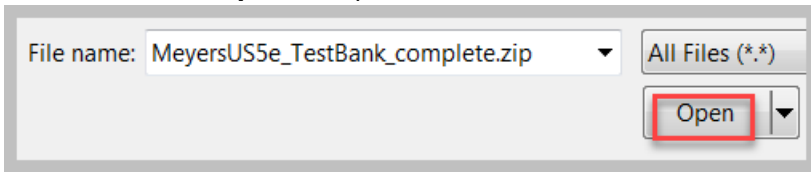
A screenshot of the 'Import Components' dialog box in Blackboard. The dialog has a title bar with a radio button selected for 'Import Components'. Below the title, it says 'Select a component source:'. There are two radio button options: 'from Learning Object Repository' and 'from a course package'. The 'from a course package' option is selected and highlighted with a red rectangular box. At the bottom left of the dialog, there is a blue 'Start' button, also highlighted with a red rectangular box.

- Click **Upload**
- Locate zip file on your Desktop
- Click on it

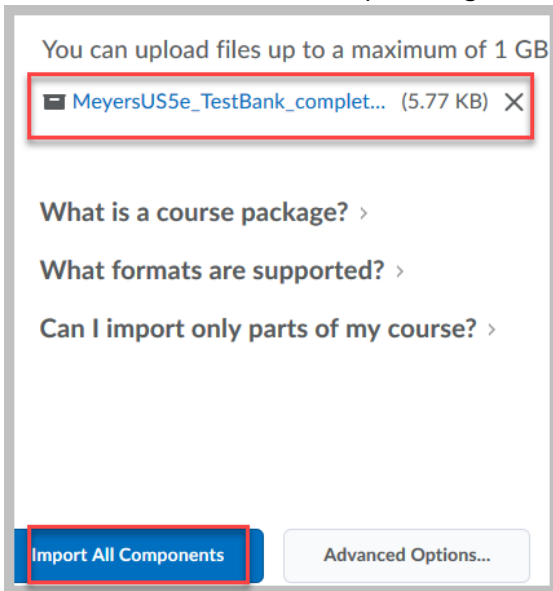
A screenshot of a file upload field in Blackboard. The field contains a small yellow folder icon followed by the text 'MeyersUS5e_TestBank_complete.zip'. The entire field is enclosed in a grey border.



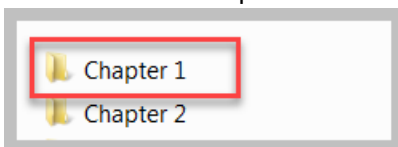
- Click on **Open** to upload it



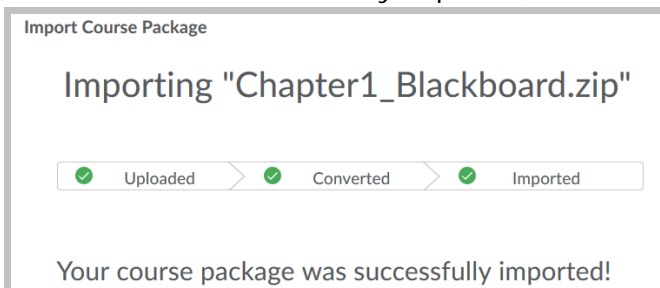
- If file is blue after uploading, it is the right size and you can click on **Import all Components**



- Most test banks are large and it may take a few minutes to import
- If the zip file is too large, the tests will need to be loaded one chapter at a time
- This might not be obvious until there is an error message
- The zip file will need to be opened to reveal the chapters and then you can select them one at a time to import



- Once it is successfully imported, it looks like this:



- Click on **Quizzes**, then **Question Library** to see the questions

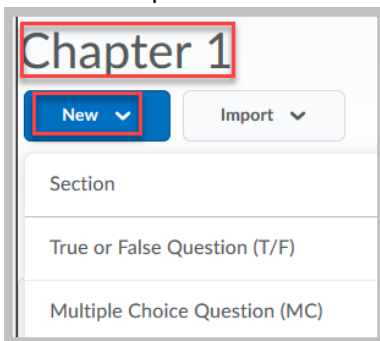


- They will likely be loaded into sections named after the chapters or units

Creating Questions in Question Library

If you are building the quiz without a test bank from a publisher, the instructions below explain how to do that.

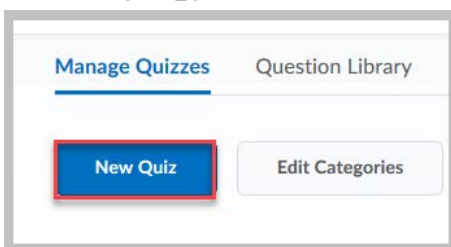
- Click on **Quizzes**
- **Question Library**
- Click on **New** and then **Section** to create a folder for a specific chapter or unit
- Once the **Section** is created and named, click on it to begin creating questions
- Chapter 1 is the name of the section created in the example below



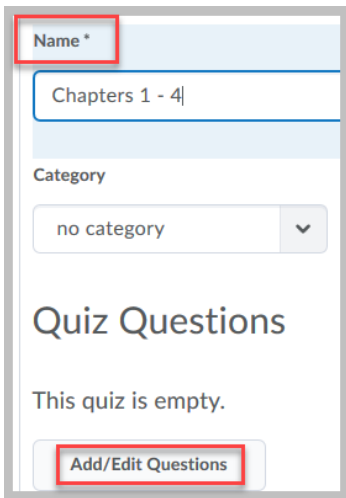
- Choose a question type e.g. True or False, Multiple Choice, etc.
- Follow prompts once you are inside of a particular question type
 - Remember that the sum of a correct answer needs to be 100%
 - For True/False, one of these is 100% and the other is 0%
- Contact TLC at tlc@ccd.edu if you need assistance with creating questions

Extracting Questions for Randomized Quizzes or Tests

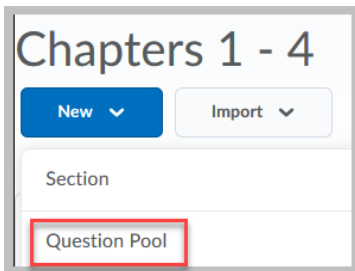
- Click on **Quizzes**
- New Quiz



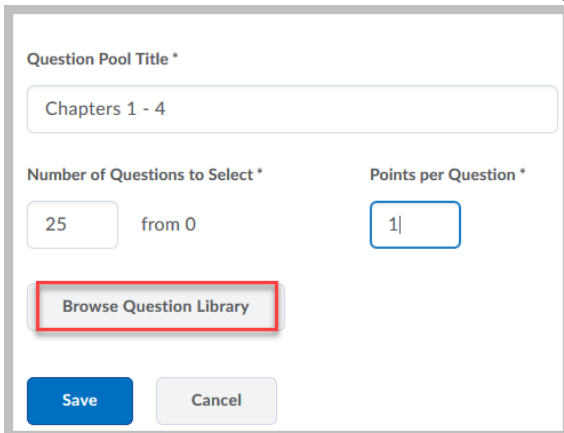
- Name the quiz
- Click on Add/Edit Questions

A screenshot of a web interface for creating a quiz. At the top, there is a text input field labeled 'Name *' containing the text 'Chapters 1 - 4'. Below this is a dropdown menu labeled 'Category' with the option 'no category' selected. The main heading is 'Quiz Questions', and below it, the text 'This quiz is empty.' is displayed. At the bottom, there is a button labeled 'Add/Edit Questions'.

- Click on **New** and select **Question Pool**

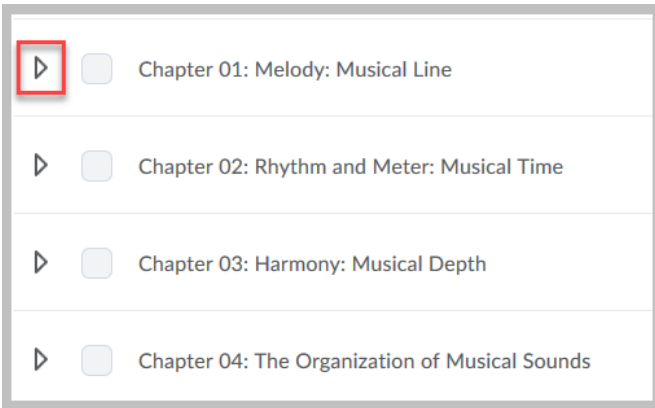
A screenshot of a web interface showing a section titled 'Chapters 1 - 4'. There are two buttons: 'New' and 'Import'. Below these is a dropdown menu labeled 'Section' with 'Question Pool' selected.

- Name the question pool
- Identify the total number of questions that will be on the quiz, points per question, and then click on **Browse Question Library** to select from your pool of questions

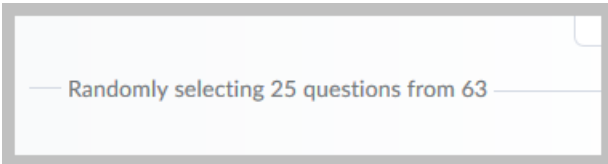
A screenshot of a web interface for configuring a question pool. It has a text input field for 'Question Pool Title *' containing 'Chapters 1 - 4'. Below this are two input fields: 'Number of Questions to Select *' with the value '25' and 'from 0', and 'Points per Question *' with the value '1'. At the bottom, there is a button labeled 'Browse Question Library', and at the very bottom, there are 'Save' and 'Cancel' buttons.



- An arrow next to a chapter means that there are questions inside of this
- Select the arrow to choose questions from inside a specific chapter



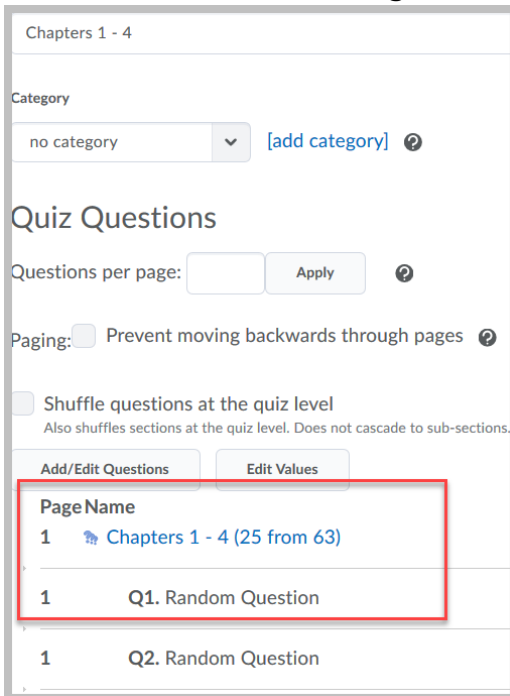
- As you select questions from the chapters, D2L will keep track of how many you have so far:



- **Save** when you are finished adding all of the questions



- Click on **Done Editing** and return to **Quiz**

A screenshot of a quiz editing interface. At the top, it says 'Chapters 1 - 4'. Below that is a 'Category' dropdown menu set to 'no category' with an '[add category]' link and a help icon. The main section is titled 'Quiz Questions'. There are three settings: 'Questions per page:' with an input field and an 'Apply' button; 'Paging:' with a checkbox for 'Prevent moving backwards through pages'; and 'Shuffle questions at the quiz level' with a checkbox and a note: 'Also shuffles sections at the quiz level. Does not cascade to sub-sections.'. Below these are two buttons: 'Add/Edit Questions' and 'Edit Values'. A table is shown with a red border around the first two rows. The table has a 'PageName' header and three rows: '1 Chapters 1 - 4 (25 from 63)', '1 Q1. Random Question', and '1 Q2. Random Question'.

- Questions appear as Random Question on this screen
- Each student quiz will appear with a different set of 25 questions

If you need assistance, please contact TLC at tlc@ccd.edu or 303-352-3201.