Contents
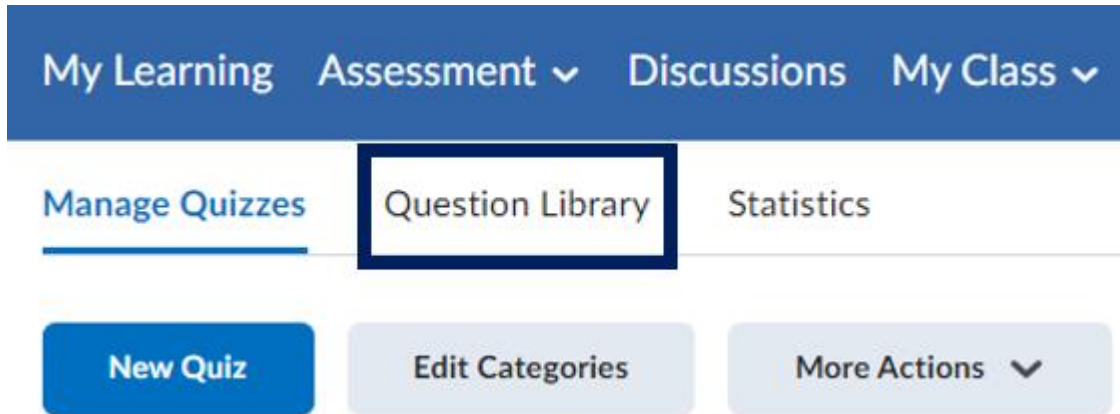
Introduction

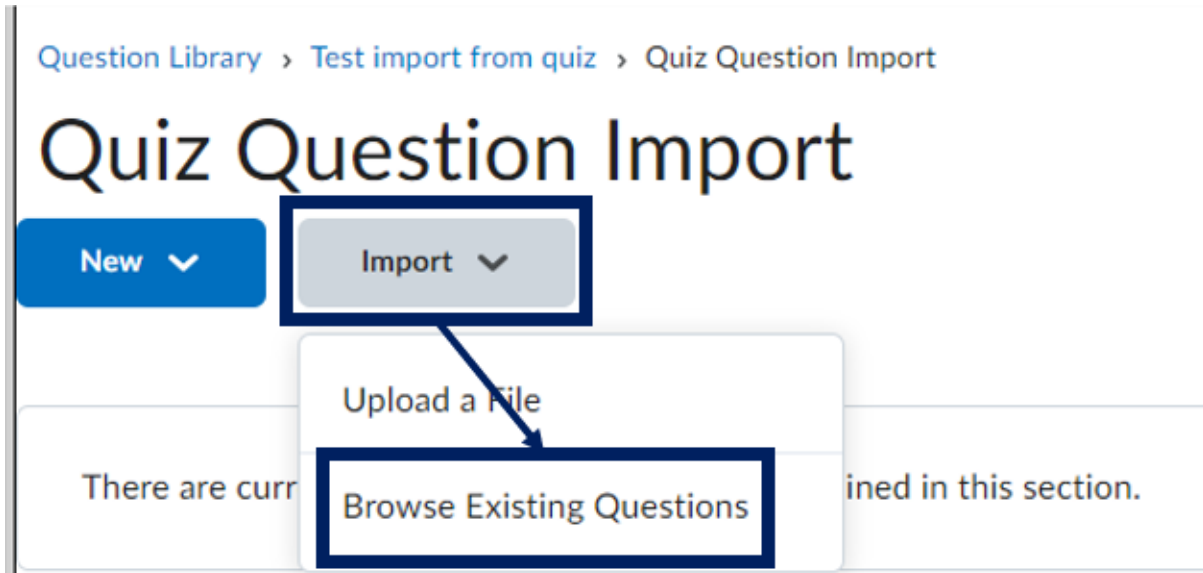It is recommended that you create all quiz questions initially within the Question Library, and then import these questions into your quiz. However, it is also possible to do this in reverse - once you have created a quiz and populated it with questions, you can then copy those questions over to the Question Library. You might want to do this in order to manage all the module's questions within one location if you are using multiple quizzes and/or surveys, or to make it easier to copy quiz questions over to another module (import/export/copy course components).

Method

1) Navigate to **Assessments** and then **Quizzes** within your Brightspace module.
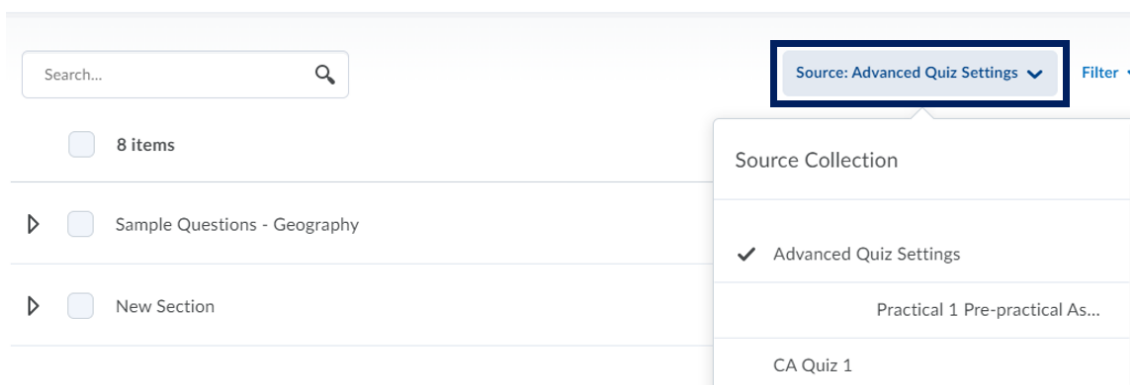
2) Select the **Question Library** tab.

3) This brings you to the **Question Library**; you can create a new folder (or **Section**) to hold all the quiz questions you are importing. This helps with organisation if you are going to store a large number of questions within the Quiz Library. Select **New** and then **Section** from the dropdown.

4) Type in a **Section Title** and then **Save**.

5) This will create a new folder that will display in the directory in the panel on the left. Click on the Section name to open it.

6) Within the Section, select **Import**, and then **Browse Existing Questions** from the dropdown.

7) This will open a new panel on the right, displaying some questions. If they are not the questions you wish to import to the Question Library, then you will need to change the **Source** that is displaying; this is the dropdown on the top-right. Select this to open a dropdown of other quizzes/surveys that you can copy questions from.

8) Select the quiz you wish to import the questions from, select all questions and then click **Import**. The questions will then appear within the Question Library.