What is a Question Library?

A question library is a set of questions, usually organized by topic, chapter or assessment that instructors can pull from to build quizzes with. Question libraries can be created several ways:

1. Using Respondus 4.0 to generate question libraries

2. Provided by a publisher or created using a standard import format and imported in CourseLink

3. By the instructor directly in CourseLink

Using a question library allows instructors to create a large number of assessment questions quickly with a consistent layout which helps provide better learning experience for students.

Respondus 4.0 Quiz Tool

CourseLink Technical Support uses Respondus 4.0 to generate question libraries. This tool requires questions written in a standard format. Respondus 4.0 requires a software license for use. CourseLink Technical Support will process question sets on behalf of instructors. We cannot provide licenses of Respondus 4.0 to instructors.

To create a question library:

1. Review the Standard Question Format Instructions document.

2. Create a set of quiz questions (see the Sample Question Set for an example).

3. Email CourseLink Technical Support your question files and include the name and code for the course you want them to be added to.

4. Access and review those questions by accessing the Question Library within the Quizzes tool.
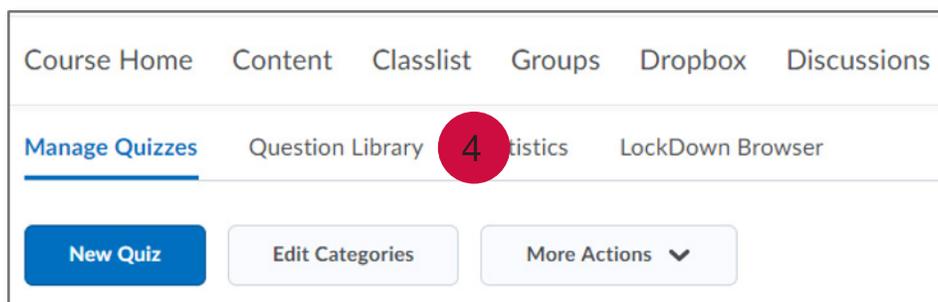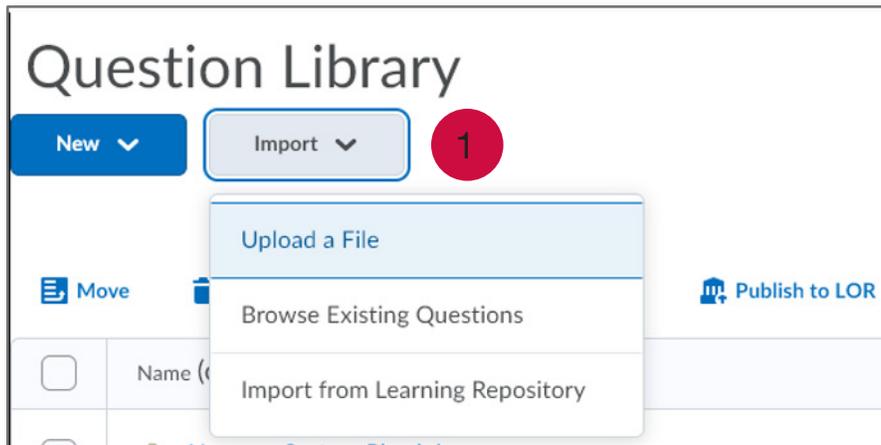
Importing Questions into CourseLink

Questions from a compliant course package or CSV file can be imported into the Question Library within the Quizzes tool.

To create a question library:

1. From within the Question Library, click **Import** and select **Upload a File**.

2. Download the available CSV template.

Note: This template provides formatting for multiple choice, true/false, multiselect, ordering, matching, short answer, and written response type questions.

Create a set of quiz questions using the CSV template.

3. To upload your file, select the source where the existing questions are located by clicking **Browse** and selecting the file, or by dragging and dropping the file into the window.
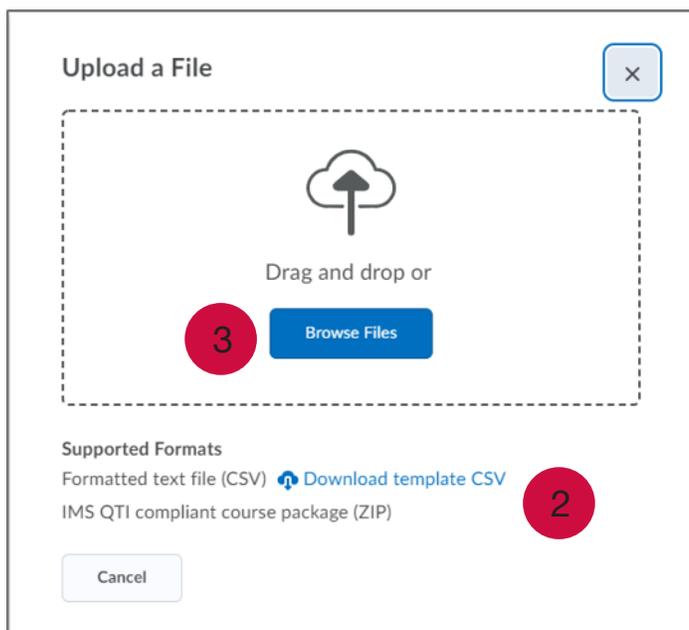
CourseLink Technical Support

If you have any questions or would like more information about remote delivery, please contact CourseLink Support. We are here to help you.

Phone: 519-824-4120 ext. 56939
Toll Free: 1-866-275-1478 (Canada and USA)
Email: courselink@uoguelph.ca

Hours of Operation
Monday - Friday: 8:30 a.m. - 8:30 p.m.
Saturday: 10 a.m. - 4 p.m.
Sunday: noon - 6 p.m.
Holidays: 10 a.m. - 4 p.m.

All times listed above are Eastern Time.