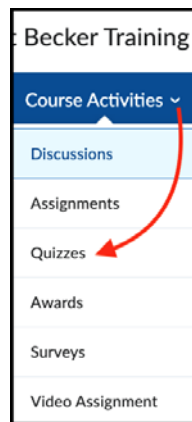


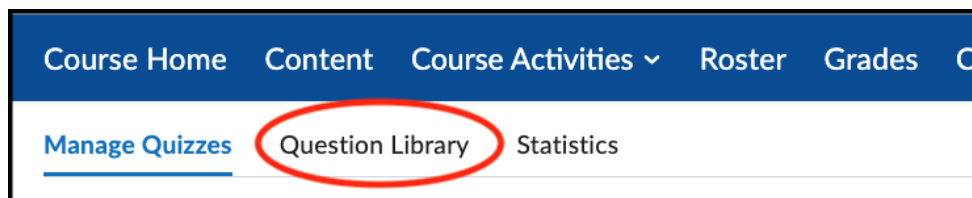
Creating a Brightspace Question Library Section

Question sections in your Question Library can help you organize your questions into folders (e.g., Chapter 1 Section, Chapter 2 Section) etc.

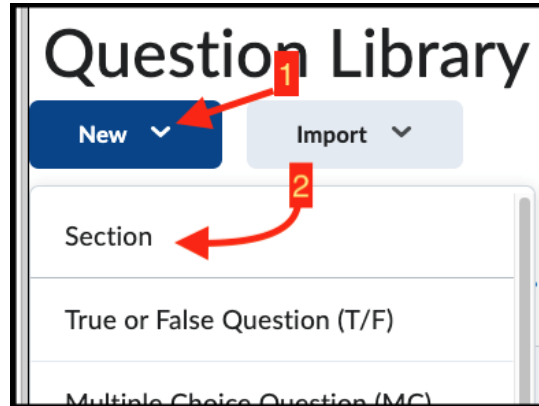
1. From within your course, access the **Quizzes tool** via the navbar. If you do not see it, remember it may be housed under **Course Admin**, **Course Tools**, **Course Activities**, or even “**More**”



2. From the manage quizzes page, click on the tab for the **question library**



3. Once inside the question library, click on New to reveal a contextual menu with question types. From there choose the question type you would like to create. **Remember: You can scroll down through the question list for more options.**



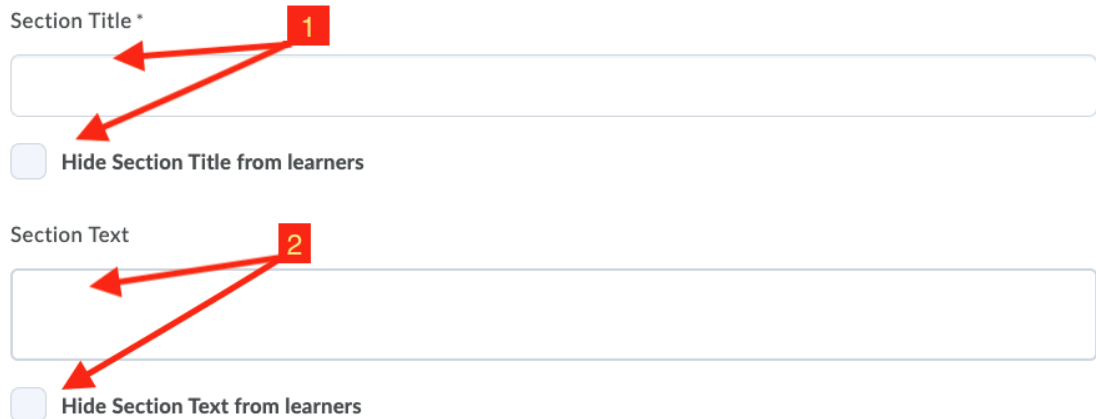
4. On the new page, enter a title (required) and then click the checkbox that if you would like to hide the title from your learners.

Section Title *

Hide Section Title from learners

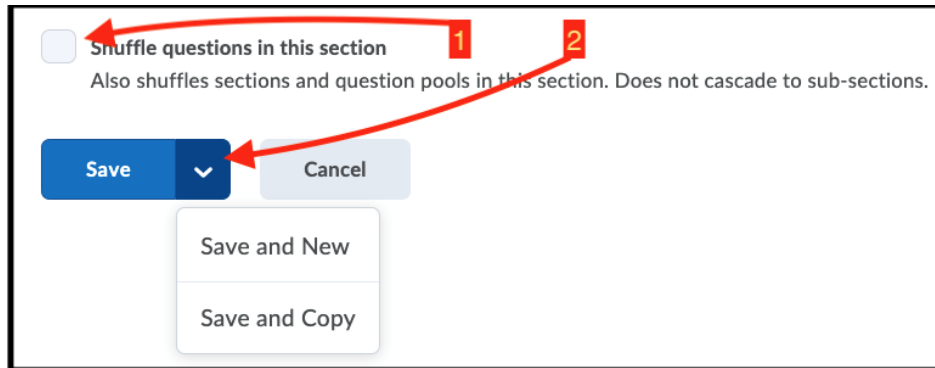
Section Text

Hide Section Text from learners

A screenshot of a form for creating a new section. It has two main sections. The first is 'Section Title *' with a text input field. Below it is a checkbox labeled 'Hide Section Title from learners'. The second section is 'Section Text' with a larger text input field. Below it is a checkbox labeled 'Hide Section Text from learners'. Red arrows and numbers 1 and 2 indicate the steps: arrow 1 points to the 'Section Title' input field, and arrow 2 points to the 'Hide Section Title from learners' checkbox.

5. Next, add any desired descriptive text (optional) for your new section and then click the checkbox that if you would like to hide the text from your learners.
6. If desired, click the checkbox to shuffle the questions you will place within the section.

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7. When you are done you can click save, or by utilizing the chevron next to the save button you can Save and make a new section, or save and make a copy of the section.