# **Create Sections to Organize Questions**

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Show Video Walkthrough

#### In this article:

- Create a Section in the Question Library
- Create a Section in a Quiz

Instructors have the option to create sections to help organize questions. Sections are folders that contain questions, and can be created in the question library or while creating a quiz. Both pathways are similar in functionality: one creates folders within the **Question Library**, while the other creates folders within a quiz. Questions within sections may also be randomized at the folder level.

**NOTE:** Although you can create subsections within sections, we recommend you keep your question organization simple and intuitive.

## **Create a Section in the Question Library**

1. Go to [Course Activities] on the Navbar and click [Quizzes].

Course Manager	ment 🗸 Content	Grades	Course Activities 🗸	Collaboration $\sim$	VTAC Support	Ally Course Report
Manage Quizzes	Question Library	Statisti	Assignments			
	Edite Cata and a		Attendance			
New Quiz	Edit Categories	Мо	Class Progress			
			Quizzes 🔶		View: By Availability	ew: By Availability 🗸
🌮 Bulk Edit			Qwickly Attendance	m		
Current	Quizzes		YuJa Video Platform			
Unit 1 (	Quiz 🗸					

2. From Manage Quizzes, select [Question Library].



3. In the Question Library, click [New] and select [Section].

Quest	Question Library					
New 🗸	Import 🗸					
Section 🔶	Section					
True or False Question (T/F)						

\*Proceed to **Step 5** under **Create a Section in a Quiz** for the final steps in creating sections.

# Create a Section in a Quiz

1. Go to [Course Activities] from the Navbar and select [Quizzes].

Course Management 🗸 Content Grade	S Course Activities 🗸	Collaboration 🗸	VTAC Support	Ally Course Report
Library	Assignments			
port v	Attendance			
	Class Progress			
🖞 Order 🕜 Edit Values 🏛 Publish to LOR	Quizzes			
	Qwickly Attendance			
	YuJa Video Platform			

2. From the **Manage Quizzes** page, click the **[dropdown arrow]** next to the quiz you'd like to edit and select **[Edit]** or create a new quiz by selecting **[New Quiz]**.

New	Quiz	Edit Ca	ategories	More Actions
í Bul	k Edit			
	Current	Quizzes		
	Unit 1 C	Quiz 🗸		

3. Click [Create New] under the questions area.

K Back to Manage Quizzes	Quiz 1						
Name *							
Quiz 1							
Grade Out Of							
100 points <b>?</b>	In Grade Book 💙 🛛 🚱						
Description							
Questions							
Add Existing 🗸	Create New 🗸						

4. Select **[Section]** from the dropdown menu.

Questions		
Add Existing 🗸	Create New 🗸	
	New Question	>
Rea	Section	ui
	Question Pool	to

5. In the **New Section** window:

A) Enter a **Section Title** for the section.

B) Click **[Hide Section Title from students]** if you don't want students to see the section title.

C) Enter **Section Text** to describe or explain the section (optional).

D) Click **[Hide Section Text from learners]** if you don't want students to see the section text.

E) Click **[Shuffle questions in this section]** to ensure the questions in the section are randomized on each quiz attempt.

New Section
A Section Title *
B Hide Section Title from learners
C Section Text
D Hide Section Text from learners
<b>E</b> Shuffle questions in this section Also shuffles sections and question pools in this section. Does not cascade to sub-sections.

### 6. Click [Save]



### NOTE:

Click the **[down arrow]** next to **[Save]** to find two additional save options. Click **[Save and New]** to save the current section and begin creating a new section. Click **[Save and Copy]** to save and duplicate the current section.



You can also import existing sections from the **Question Library** directly into a quiz or survey. Importing sections from the Question Library into an assessment will transfer section folders and all of their associated properties (section names, section text, and settings) into the assessment.