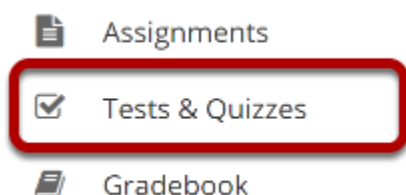


How do I copy questions from the question pool into an assessment?

This allows for individual questions from a particular Question Pool to be copied and added to a new or existing assessment.

Note: Questions copied from a pool are presented in the order listed in the assessment. To deliver questions randomly from a pool, see [How do I set up a random question set?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

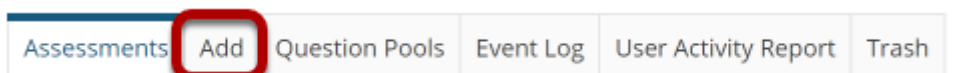
Select an assessment.

A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

Create a New Assessment.

Click Add.

✓ TESTS & QUIZZES



Create from Scratch

Assessment Title **1**

☒ Create using assessment builder
☐ Create using markup text

CREATE **2**

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

Display assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - New Quiz	Draft			Entire Site			Demo Instructor	Apr 13, 2020 11:18 PM	<input type="checkbox"/>
Quiz 1	Published - Active	0	0	Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>
Draft - Quiz 1	Draft			Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>

- Actions ▼
- Edit
 - Preview
 - Print
 - Settings
 - Publish
 - Duplicate
 - Export

Select Copy from Question Pool from the drop-down menu.

Questions: New Quiz

1 Existing Question - 10 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Add Question

select a question type

select a question type

Calculated Question

File Upload

Fill in the Blank

Hot Spot

Matching

Multiple Choice

Numeric Response

Short Answer/Essay

Student Audio Response

Survey

Survey - Matrix of Choices

True False

Copy from Question Pool

Select a question pool.

Question Pools

Select a question pool from which you would like to copy questions into the current assessment.

Pool Name	Owner	Last Modified	Questions	Subpools
▶ Semester 1	Demo Instructor	Apr 13, 2020 11:28 PM	0	2
▶ Semester 2	Demo Instructor	Apr 13, 2020 4:28 PM	2	2

Cancel

Select a question pool from the list.

Select the question/s.

Question Pool: Semester 2

Navigate to another subpool or use the checkboxes below to select questions you wish to copy into the current assessment and then click Copy.

Pool Name

Owner Demo Instructor



Department/Group

Description

Objectives

Keywords

2 Subpools

Pool Name	Owner	Last Modified	Questions	Subpools
 Chapter 1	Demo Instructor	Apr 13, 2020 11:22 PM	0	0
 Chapter 2	Demo Instructor	Apr 13, 2020 11:22 PM	0	0

2 Questions

Question Text	Question Type	Points	Last Modified	Copy? Select all <input type="checkbox"/>
Edit Question 1 : Question Text	Short Answer/Essay	10.0	Apr 13, 2020 9:58 PM	<input checked="" type="checkbox"/>
Edit Question 2 : Question	Multiple Choice	10.0	Apr 13, 2020 11:18 PM	<input type="checkbox"/>

Check the corresponding box for the question/s you would like to copy.

Click Copy.

Assign to Part ▼

Scroll down to the bottom of the question list and click the **Copy** button.

Note: Optionally, you may use the drop-down menu to assign the question to part of the assessment. Part 1 is the default portion.