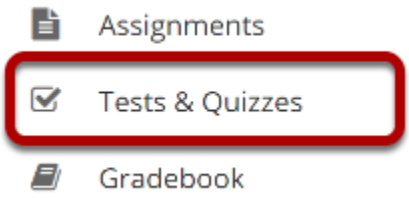
How do I copy questions from the question pool into an assessment?

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.



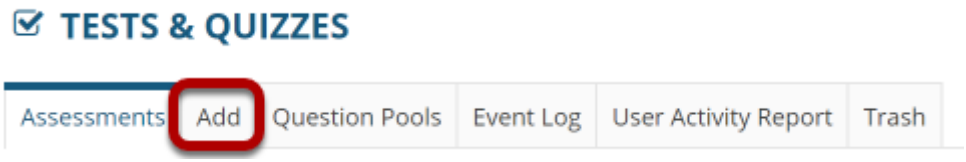
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

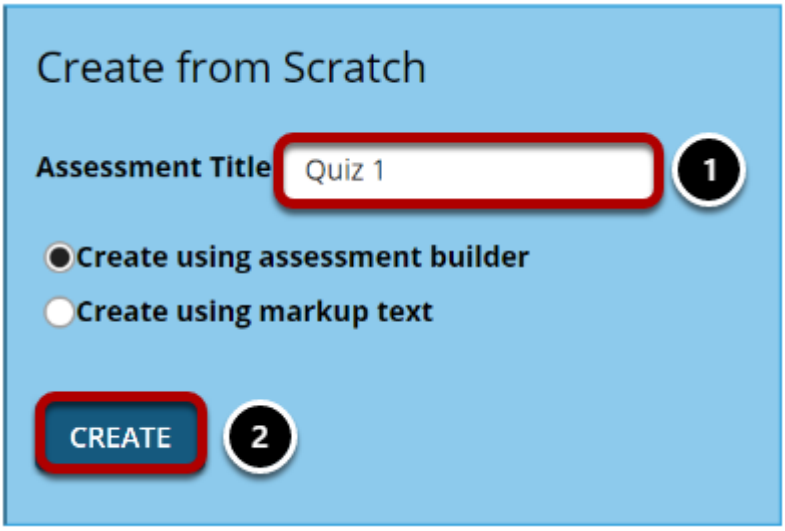
A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

Create a New Assessment.

Click Add.

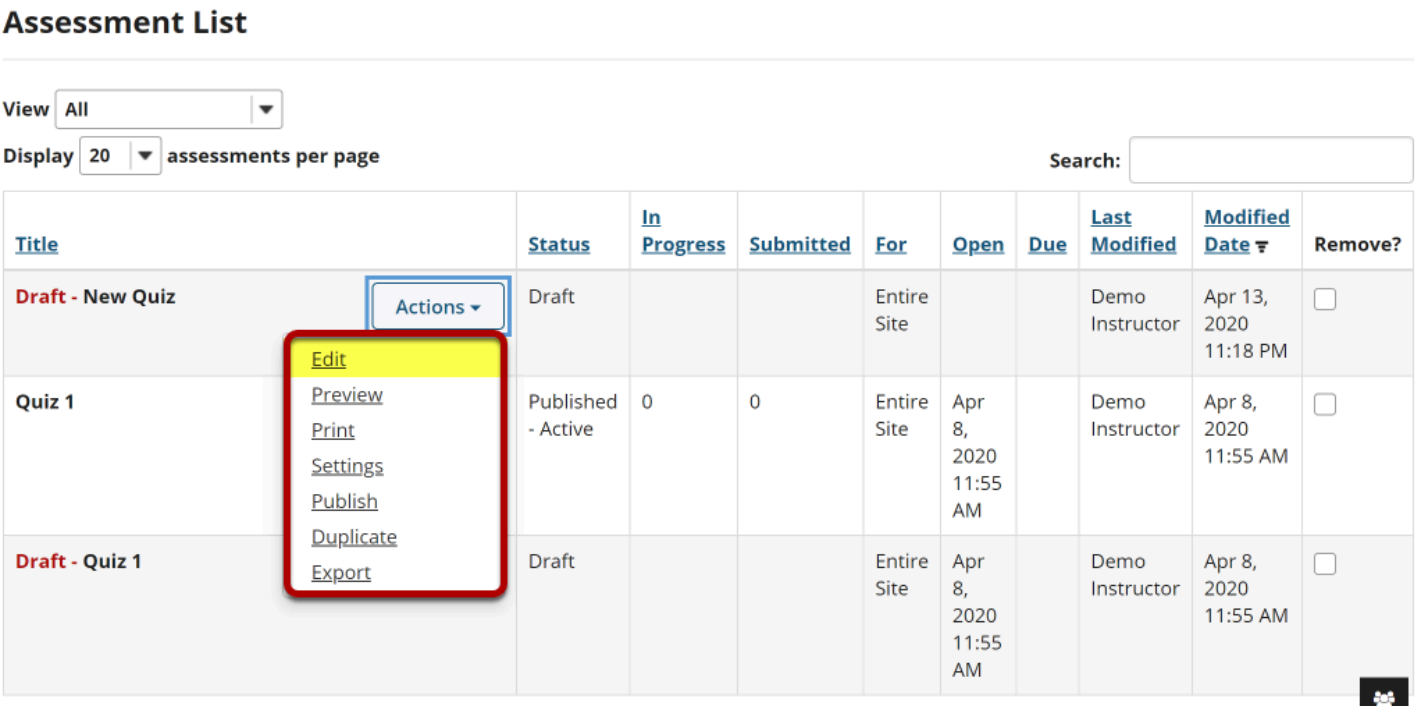


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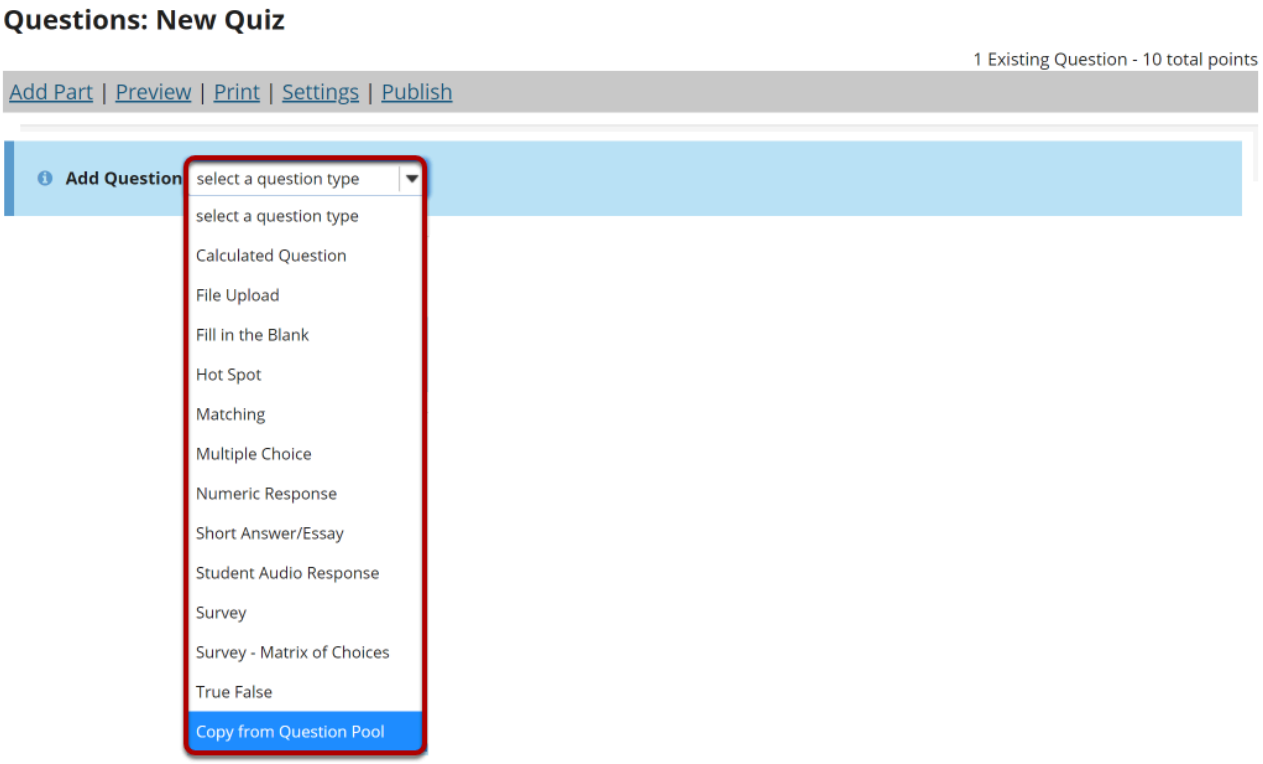
For more information on creating new assessments, see How do I create an assessment?

Or edit an existing assessment.

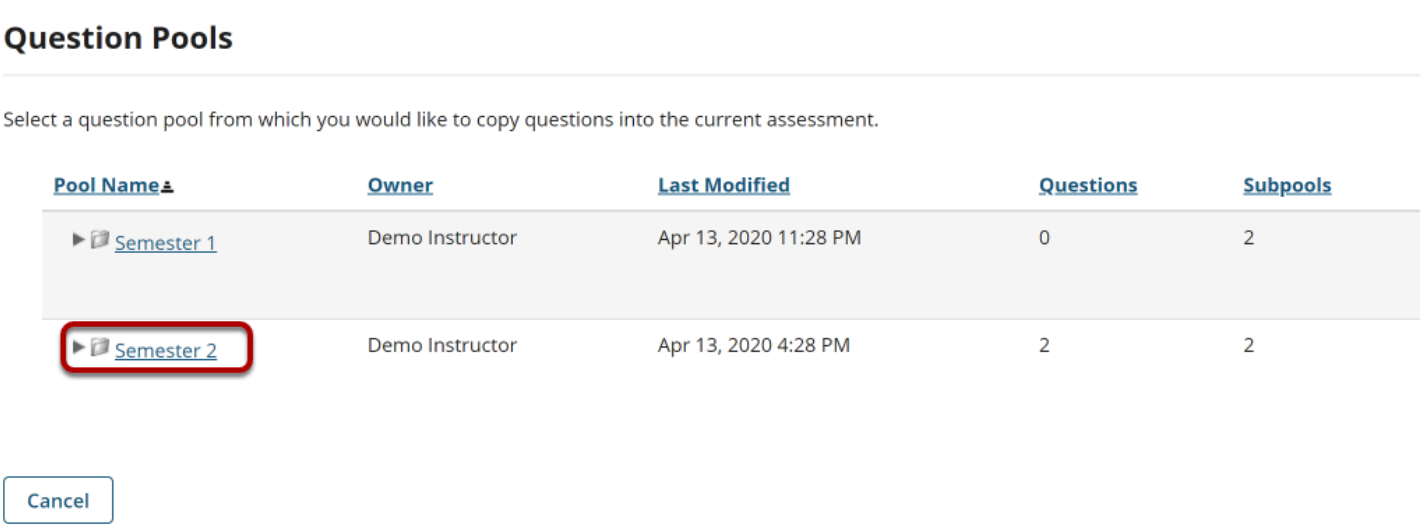


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Select Copy from Question Pool from the drop-down menu.



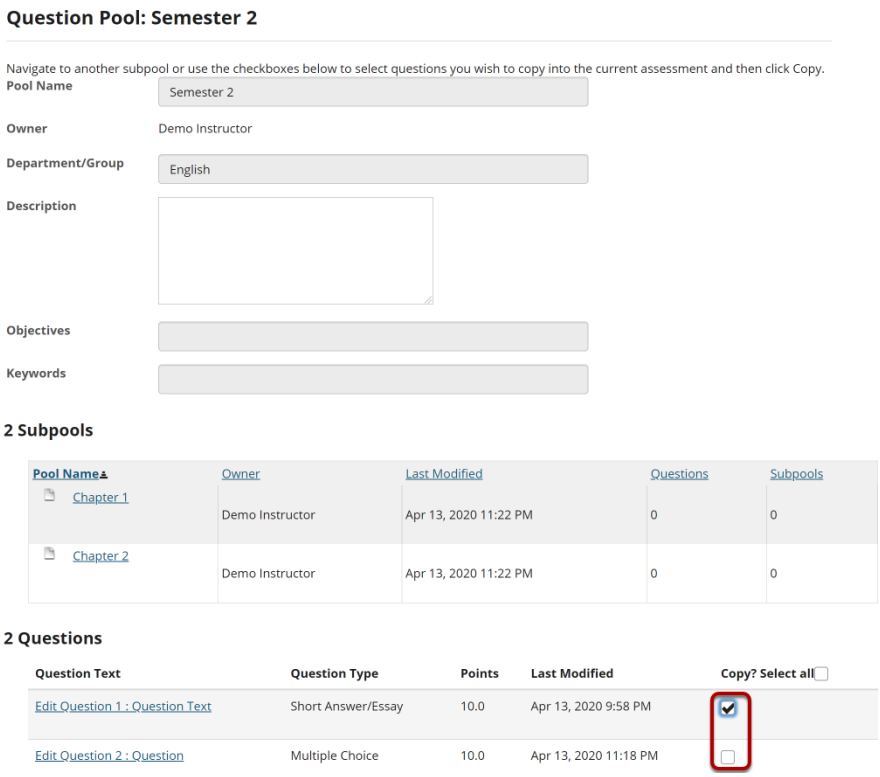
Select a question pool.



Select a question pool from the list.

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Select the question/s.



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

Click Copy.



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.

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