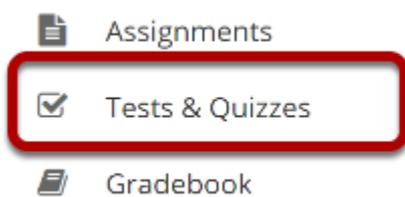# How do I add multiple parts to an assessment?

This explains how to create additional parts to assessment. Parts are often used to set up [random question sets](#) that pull questions from [question pools](#).
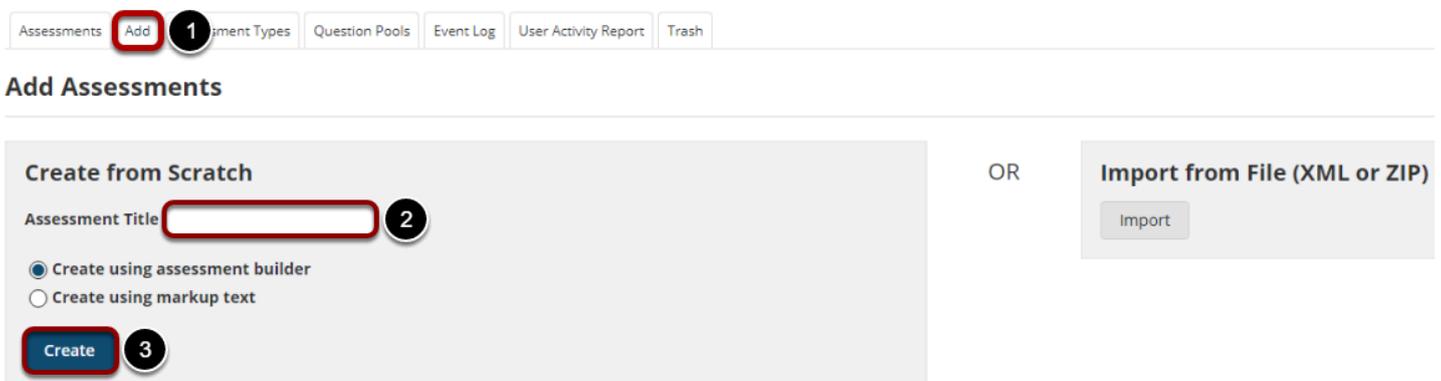
Go to Tests & Quizzes.

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

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

Click Add.

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

Or edit an existing assessment.

Assessment List

View All ▼

Display 20 ▼ assessments per page   Search: [   ]

Title		Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - New Quiz	[Actions ▼]	Draft			Entire Site			Demo Instructor	Apr 10, 2020 6:17 PM	☐
	Edit									
	Preview									
Quiz 1	Print	Published - Active	0	0	Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	☐
	Settings									
	Duplicate									
	Export									
Draft - Quiz 1	[Actions ▼]	Draft			Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	☐

Click Add Part.

Questions: New Quiz

0 Existing Questions - 0 total points

Add Part | Preview | Print | Settings

Part 1 ▼ Default - 0 questions   Copy to Pool | Edit

Add a Title.

* Title

Part 2 - Geography

NOTE: Part titles of "Default" will not be visible to assessment takers.

Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Add Information. (Optional)

Information

Show Rich-Text Editor (and character count)

This part includes American and European geography.

Use the text box provided to type **Information** about the created part.

Note: To edit with the Rich Text Editor, click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Select Part Type.

Type

◉ **Questions authored one-by-one**
◯ **Random draw from question pool**

Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "Questions authored one-by-one" is selected, the following options will display.

Options

Question Ordering

◉ **As listed on Assessment Questions page**

○ **Random within Part**

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "Random draw from question pool" is selected, the following options will display.

Options

Randomization

* Draw [2] question(s) from [Chapter 1 (2 questions) ▼]

◉ **A student's questions are randomized each time an assessment is submitted**

○ **A student's questions are randomized once for all submissions**

Scoring

* Correct answers are worth [1] point(s).

* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct [0] point(s) for incorrect answers. This overrides the original pool setting.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.

3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False, Multiple Choice, and Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)

Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.

Click **Save** to save the question (or **Cancel** to exit).