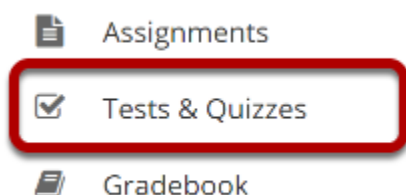


# How do I copy questions from the question pool into an assessment?

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.

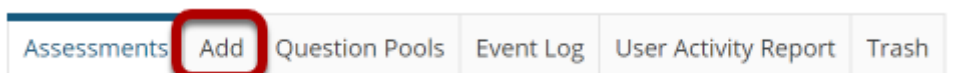
## Select an assessment.

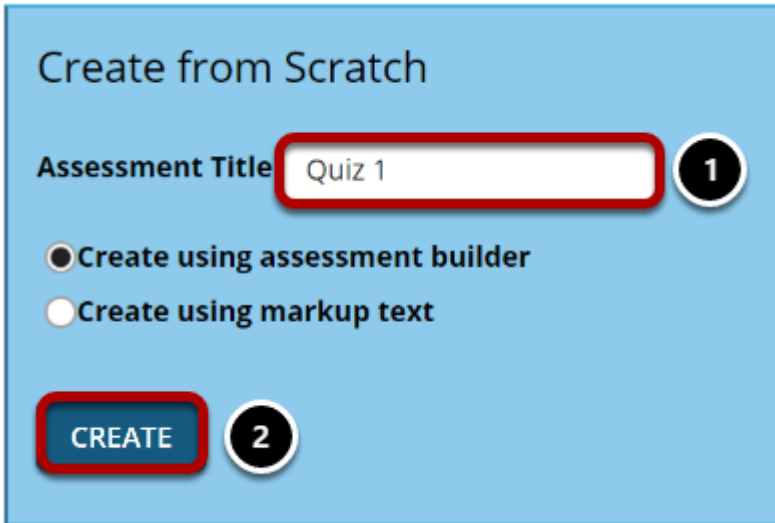
A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

## Create a New Assessment.

### Click Add.

#### TESTS & QUIZZES





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
 <a href="#">Chapter 1</a>	Demo Instructor	Apr 13, 2020 11:22 PM	0	0
 <a href="#">Chapter 2</a>	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"/>
<a href="#">Edit Question 1 : Question Text</a>	Short Answer/Essay	10.0	Apr 13, 2020 9:58 PM	<input checked="" type="checkbox"/>
<a href="#">Edit Question 2 : Question</a>	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.*