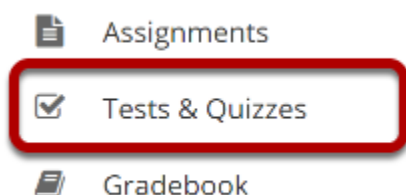# How do I copy questions from the question pool into an assessment?

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.

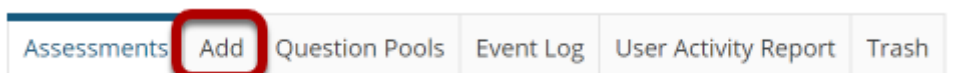Select the **Tests & Quizzes** tool from the Tool Menu in your site.
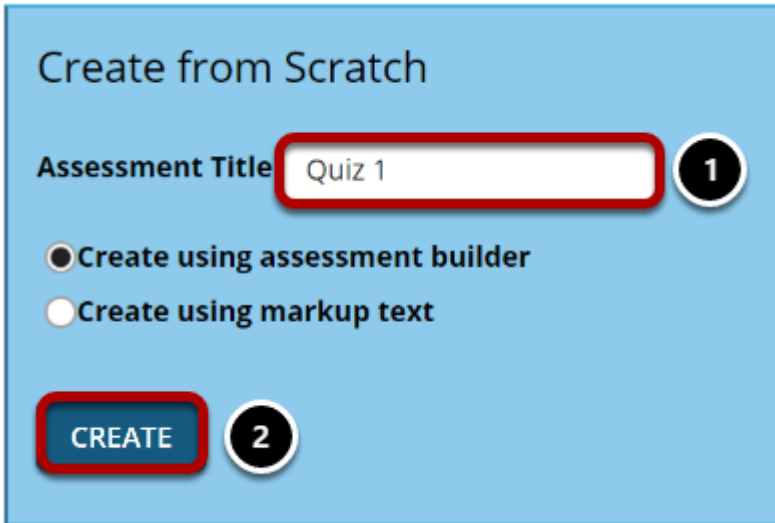
Select an assessment.

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.

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

Or edit an existing assessment.

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

Questions: New Quiz

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.

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.