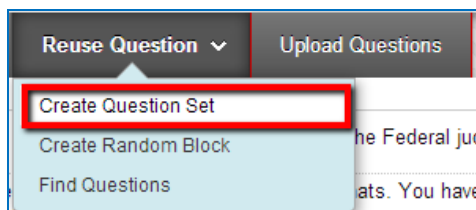


Reusing Test Questions: Creating Question Sets

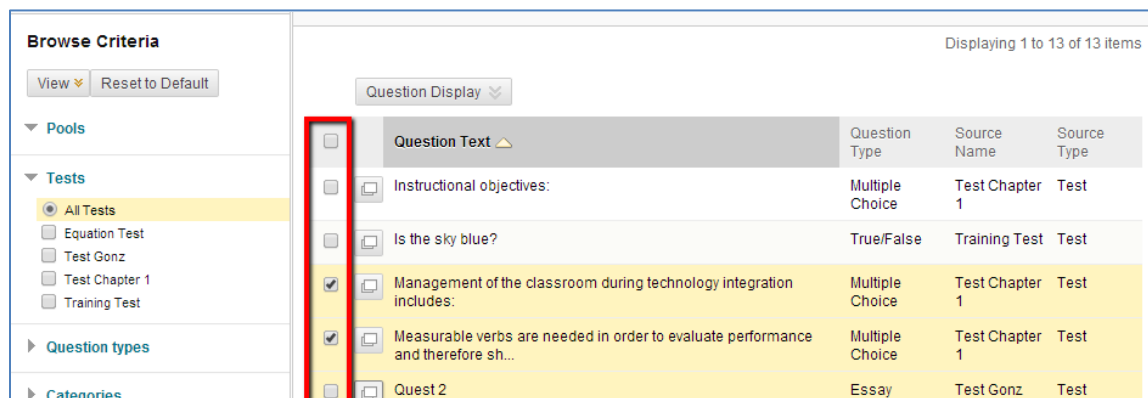
To reuse questions for later assessments, you can create Question Sets. These are different from Pools or Random Blocks (see the tutorials on using Pool Manager) in that you can more easily import them as a set into any new or existing test, rather than as individual questions. Sets also allow you to have different subsets of each set allocated to different students.

In order to create a new Question Set, some questions must already be available to the course from existing tests or pools. Adding search data for all questions, such as Categories, Topics, and Keywords, may make it easier to find the questions you want to include.

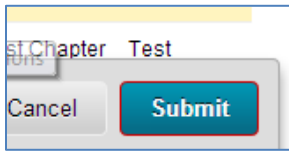
1. In the Test Canvas screen, point to the **Reuse Question** button on the action bar, and select **Create Question Set**. You can use the currently assigned point values, or you can assign new point values for the questions.



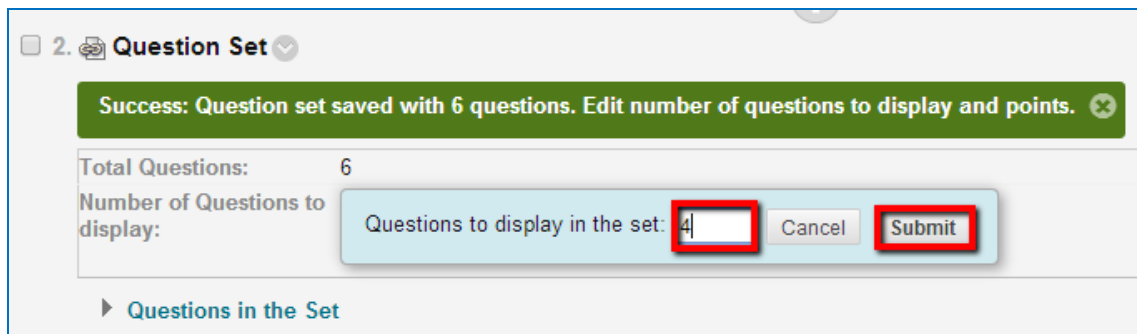
2. Use the links on the left pane to find questions from existing tests or pools. You can also filter questions by types, topics, categories, and keywords. Once you have found the appropriate questions, select the ones that you would like to use.



3. Click **Submit**.



4. A Question Set Saved message appears at the top of the page. Specify how many of the questions in the set to display for each user; they will not necessarily have all the same questions.



5. Click **OK** when you have finished adding questions to your set.

