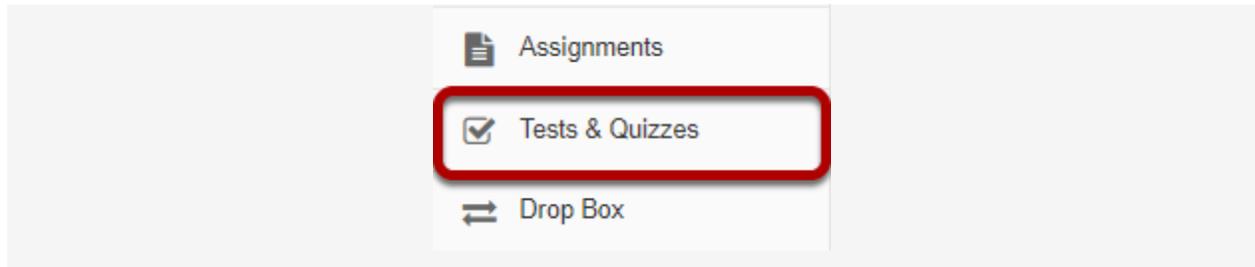


# How do I copy questions from the question pool into an assessment?

This allows for individual questions from a particular Question Pool to be copied and added to a new or existing assessment.

## Go to Tests & Quizzes.

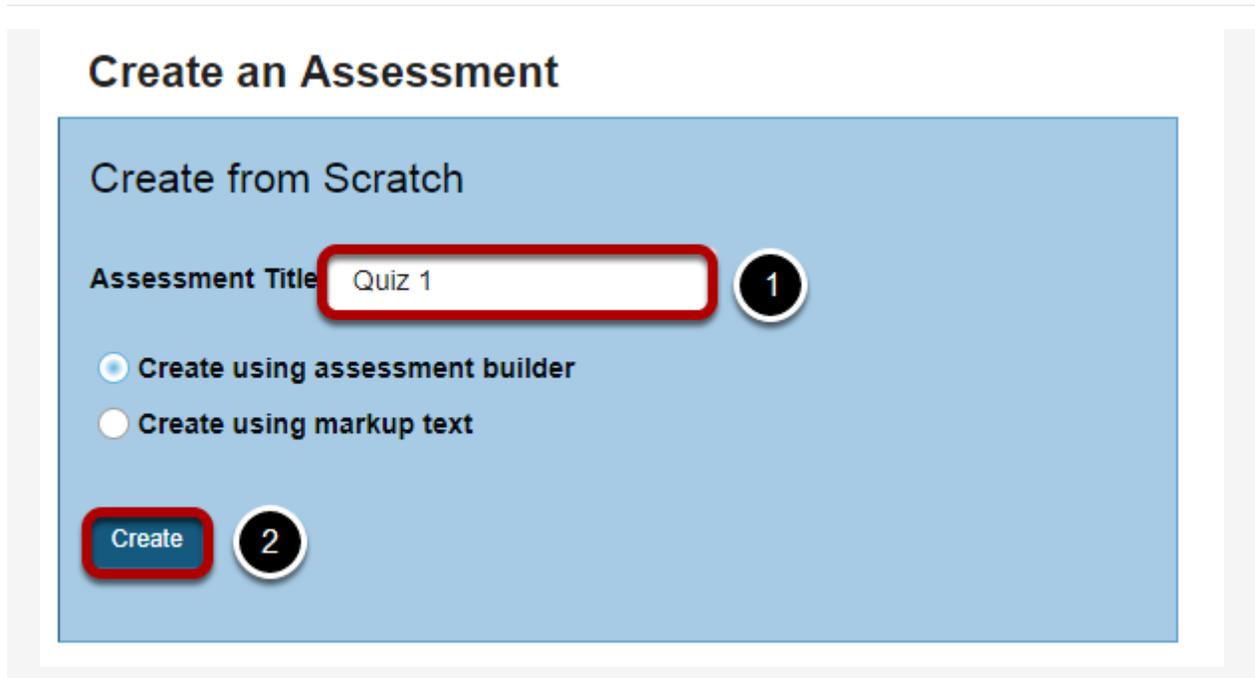


Select the **Tests & Quizzes** tool from the Tool Menu in your site.

## Select an assessment.

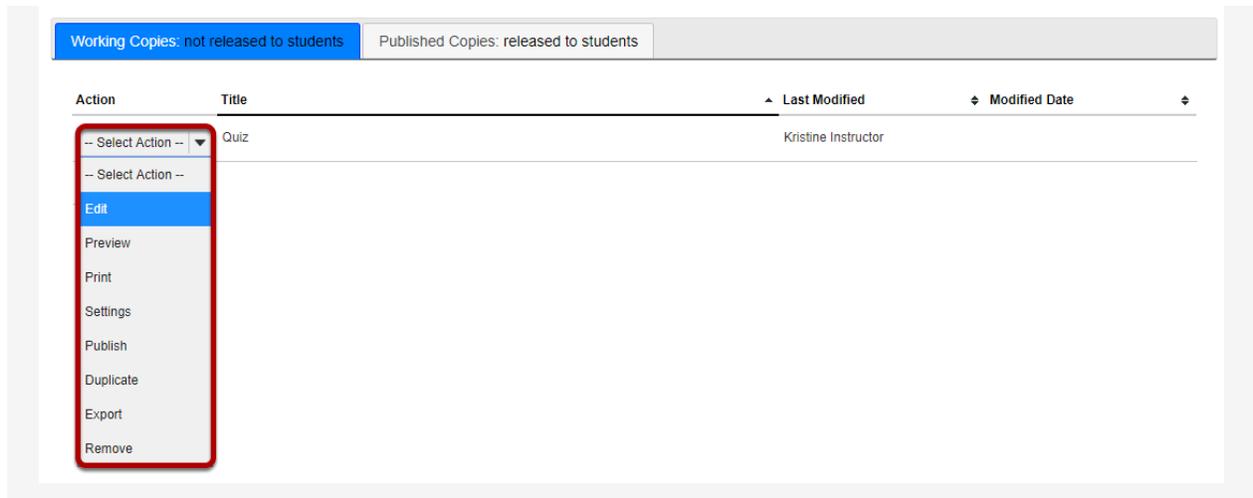
A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

## Create a New Assessment.



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

## Or edit an existing assessment.



The screenshot shows a user interface for managing assessments. At the top, there are two tabs: "Working Copies: not released to students" (active) and "Published Copies: released to students". Below the tabs is a table with the following columns: "Action", "Title", "Last Modified", and "Modified Date". The table contains one row with the title "Quiz" and the author "Kristine Instructor". A dropdown menu is open for the "Action" column, listing the following options: "-- Select Action --", "-- Select Action --", "Edit", "Preview", "Print", "Settings", "Publish", "Duplicate", "Export", and "Remove". The "Edit" option is highlighted in blue. A red box highlights the dropdown menu.

Action	Title	Last Modified	Modified Date
-- Select Action -- -- Select Action -- Edit Preview Print Settings Publish Duplicate Export Remove	Quiz	Kristine Instructor	

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

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part  ▼ Default - 0 questions

**Insert New Question**

select a question type ▼

**Update Points**

**Up**

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.

<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>
▼  <a href="#">OCE 101</a>	Kristine Instructor	02/20/2018	3	4
 <a href="#">Bonus Questions</a>	Kristine Instructor	02/20/2018	2	0
▶  <a href="#">Chapter 1</a>	Kristine Instructor	02/20/2018	3	2
 <a href="#">Chapter 2</a>	Kristine Instructor	02/20/2018	6	0
 <a href="#">Chapter 3</a>	Kristine Instructor	02/20/2018	1	0
 <a href="#">OCE 201</a>	Kristine Instructor	02/20/2018	0	0

Select a question pool from the list.

**Select the question/s.**

## Question Pool: Chapter 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** Kristine Instructor

**Department/Group**

**Description**

**Objectives**

**Keywords**

0 Subpools

6 Questions

Question Text	Question Type	Points	Last Modified	Copy? Select all
<a href="#">Edit Question 1 : Which of the following statements accurately describes turbidity current?</a>	Multiple Choice	1.0	2018-02-20 14:19:02	<input checked="" type="checkbox"/>
<a href="#">Edit Question 2 : The deep-ocean basin includes all of the following features EXCEPT:</a>	Multiple Choice	1.0	2018-02-20 14:19:18	<input checked="" type="checkbox"/>
<a href="#">Edit Question 3 : The continental shelf:</a>	Multiple Choice	1.0	2018-02-20 14:19:31	<input checked="" type="checkbox"/>
<a href="#">Edit Question 4 : Which of the flowing statements accurately describes ALL continental margins?</a>	Multiple Choice	1.0	2018-02-20 14:19:44	<input type="checkbox"/>
<a href="#">Edit Question 5 : The great heaps of unconsolidated sediment at the base of the continental slope are known as:</a>	Multiple Choice	1.0	2018-02-20 14:19:56	<input type="checkbox"/>
<a href="#">Edit Question 6 : The trailing edge of moving continental crustal plate is most likely to exhibit features associated with:</a>	Multiple Choice	1.0	2018-02-20 14:20:10	<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.