

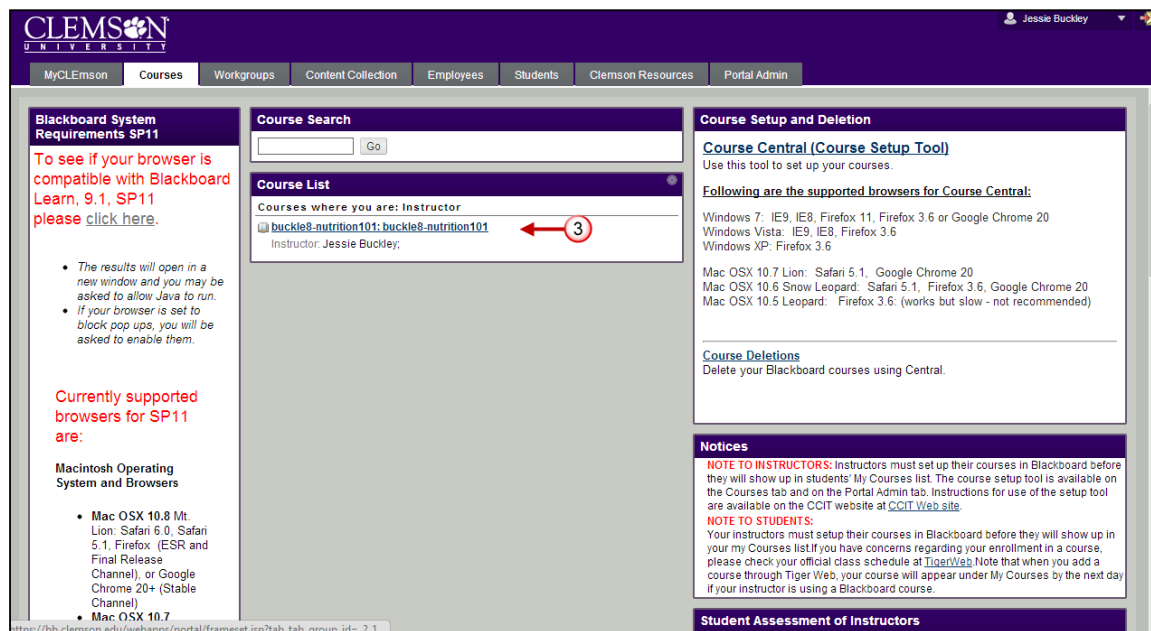
Creating Assessments

Blackboard Beginners

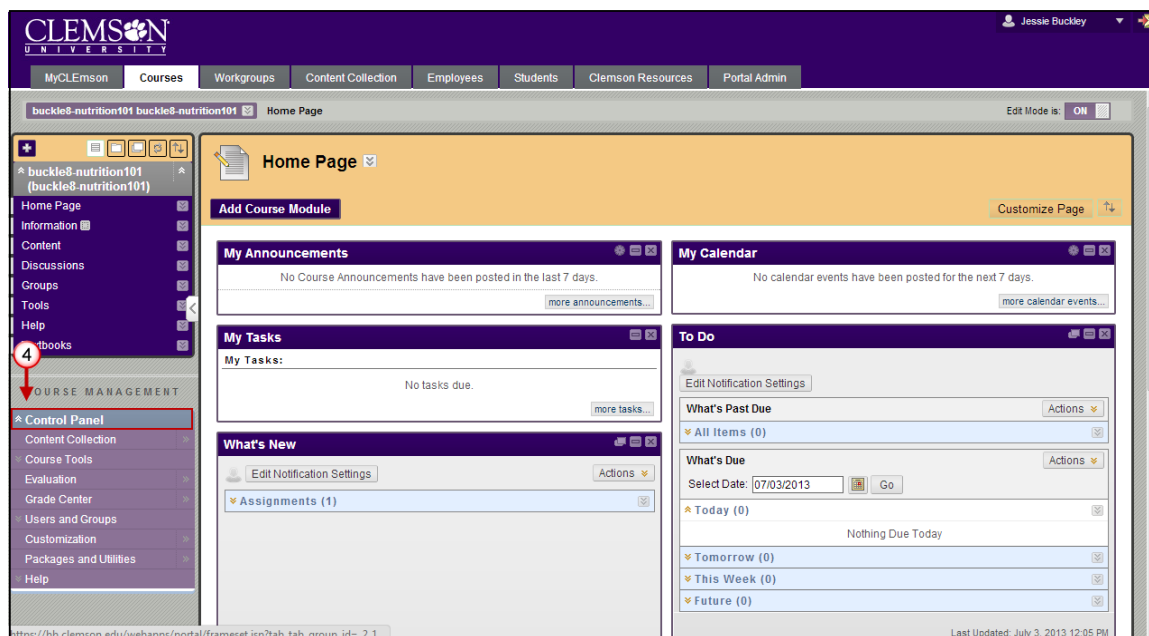
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Build a Test

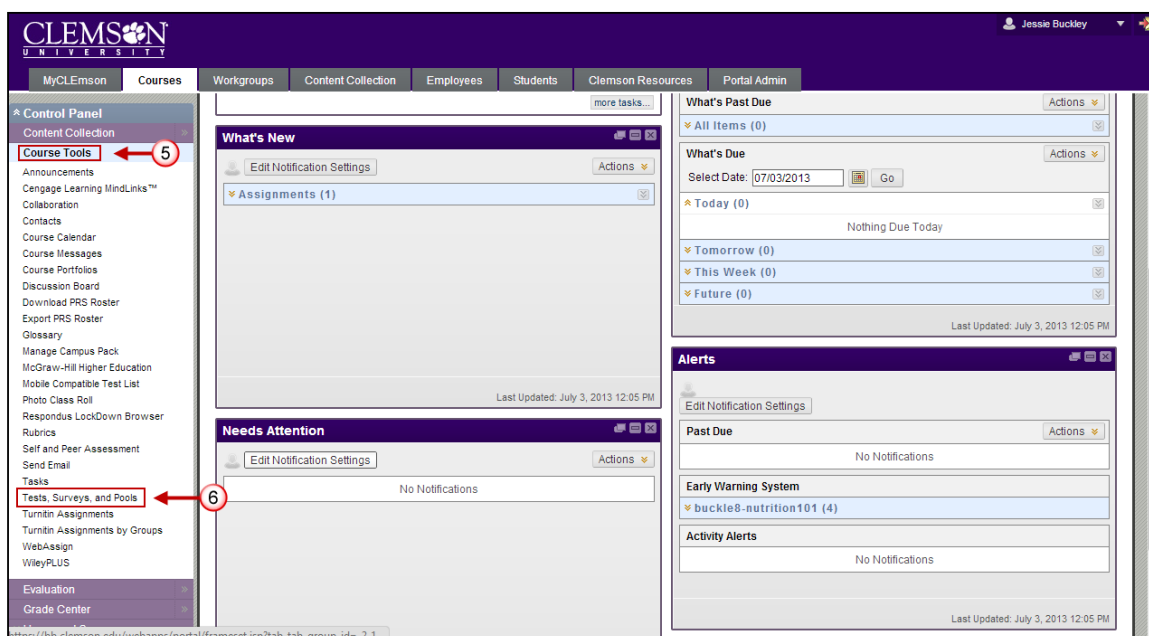
1. Login to Blackboard Learn.
2. Click the **Courses** tab.



3. Click the course to open from the **Course List** module.

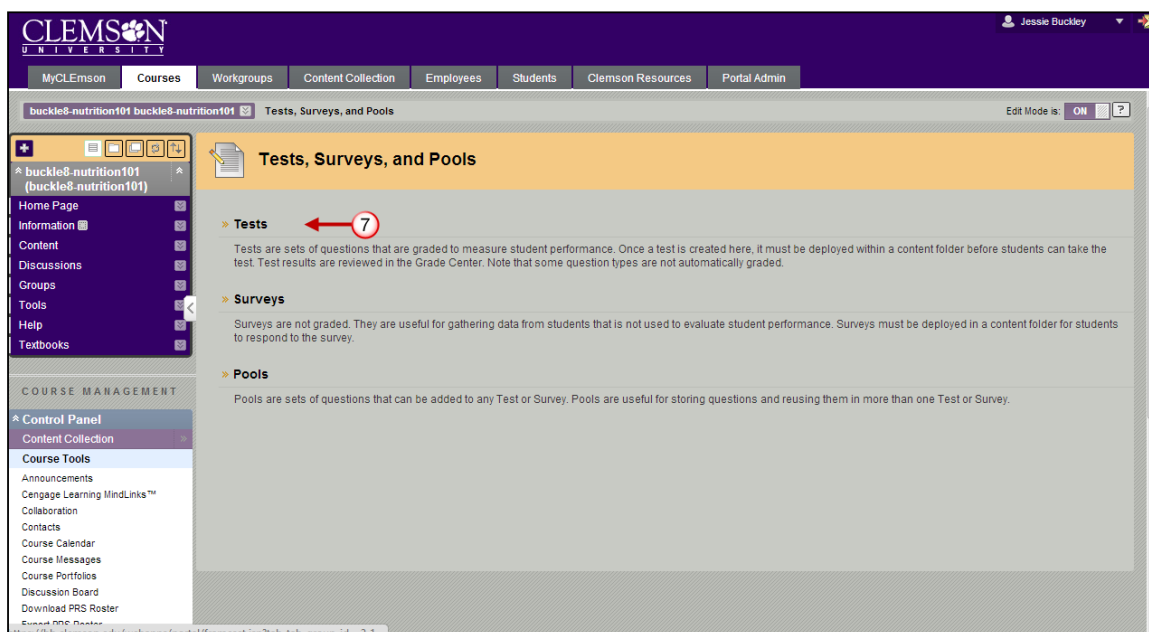


4. The course Home Page is displayed. Click the chevron to expand the **Control Panel**.

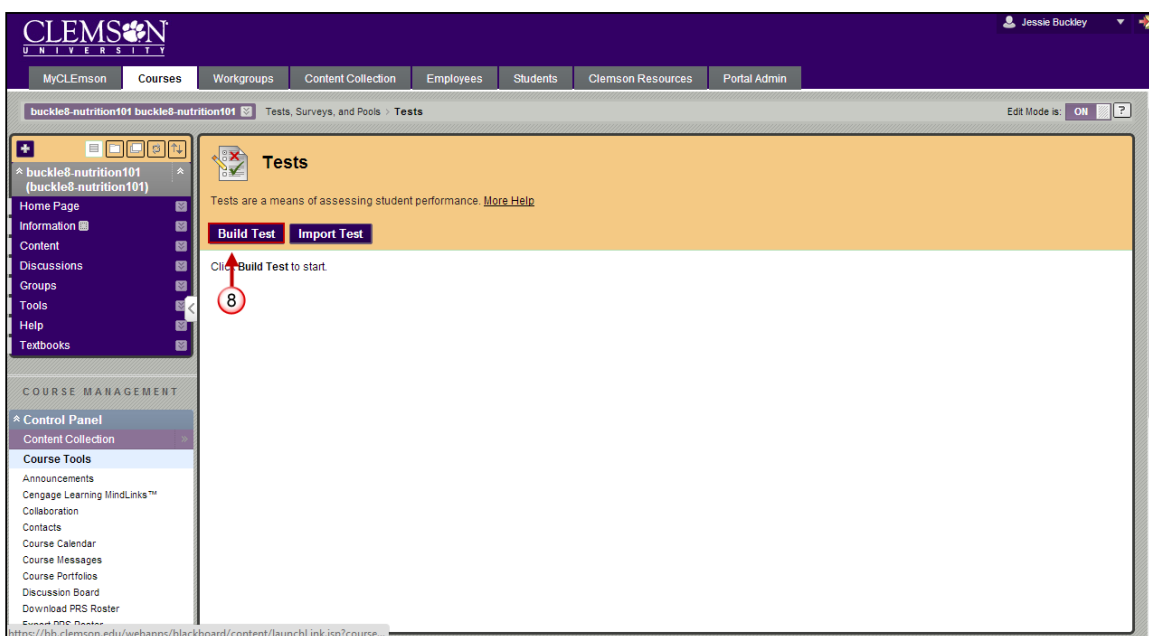


5. From the **Control Panel**, click the chevron to expand **Course Tools**.

6. Then click **Tests, Surveys and Pools**.



7. The Tests, Surveys, and Pools page is displayed. Click **Tests**.



8. The Tests page is displayed. Click **Build Test**.

Test Information

Enter a Name for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

★ Indicates a required field.

1. **Test Information**

★ Name

Description

This quiz will cover the information in Chapters 2 & 3 of your textbook.

Path: p Words: 11

Instructions

9. The Test Information page is displayed.

10. Enter a **Name** and **Description** for the test or quiz.

Test Information

Enter a Name for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

★ Indicates a required field.

1. **Test Information**

★ Name

Description

This quiz will cover the information in Chapters 2 & 3 of your textbook.

Path: p Words: 11

Instructions

Testing best practices for students

1. Disable all pop-up blockers
2. Use Internet Explorer rather than another browser. Blackboard has some compatibility issues with other browsers at this time.
3. Use a hardwired connection rather than your wireless connection to the internet to take an online test. Make sure that when you connect your network cable to your computer you also disable the wireless receiver so that it does not override the wired connection.
4. Make sure you are conscious of your time. If taking a timed test, you will get a 1 minute warning in BB.

Path: ol > li Words: 92

2. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

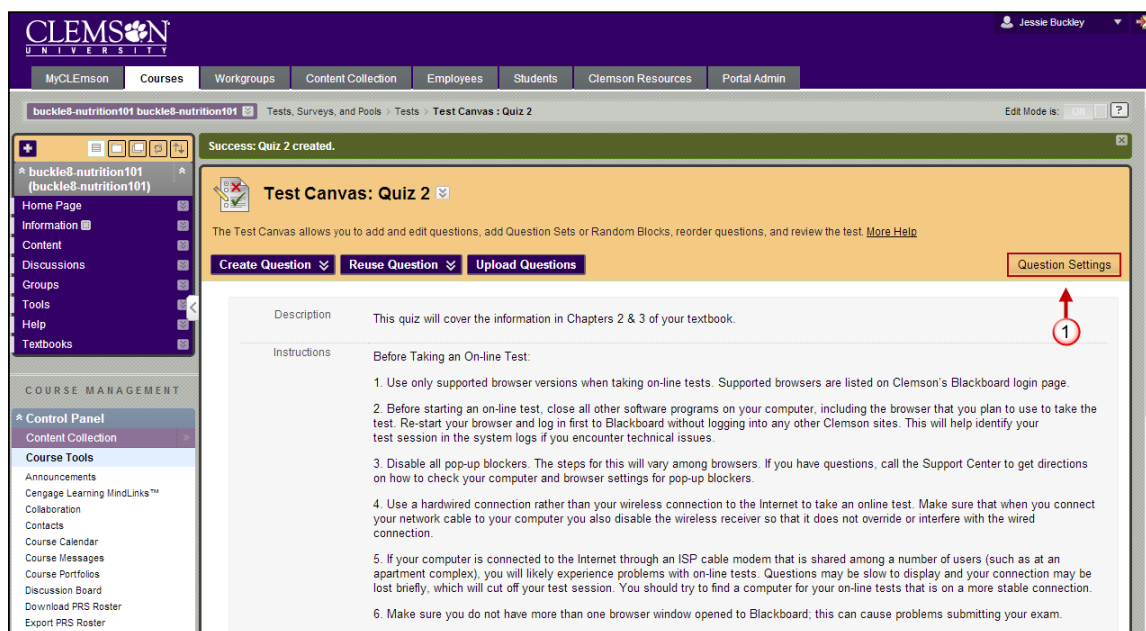
11. Enter **Instructions** for the students. These instructions should include some of the Testing Best Practices for Students that are included in the Testing Best Practices document on the [Blackboard Learn](#) page. Recommended browsers can be found in the Testing Best Practices document as well as the [Blackboard Learn](#) login page. In the case that you require students to use the Respondus Lock Down Browser, you should provide students with the URL to the [Respondus Lock Down Browser](#) page.

12. Then click **Submit**.

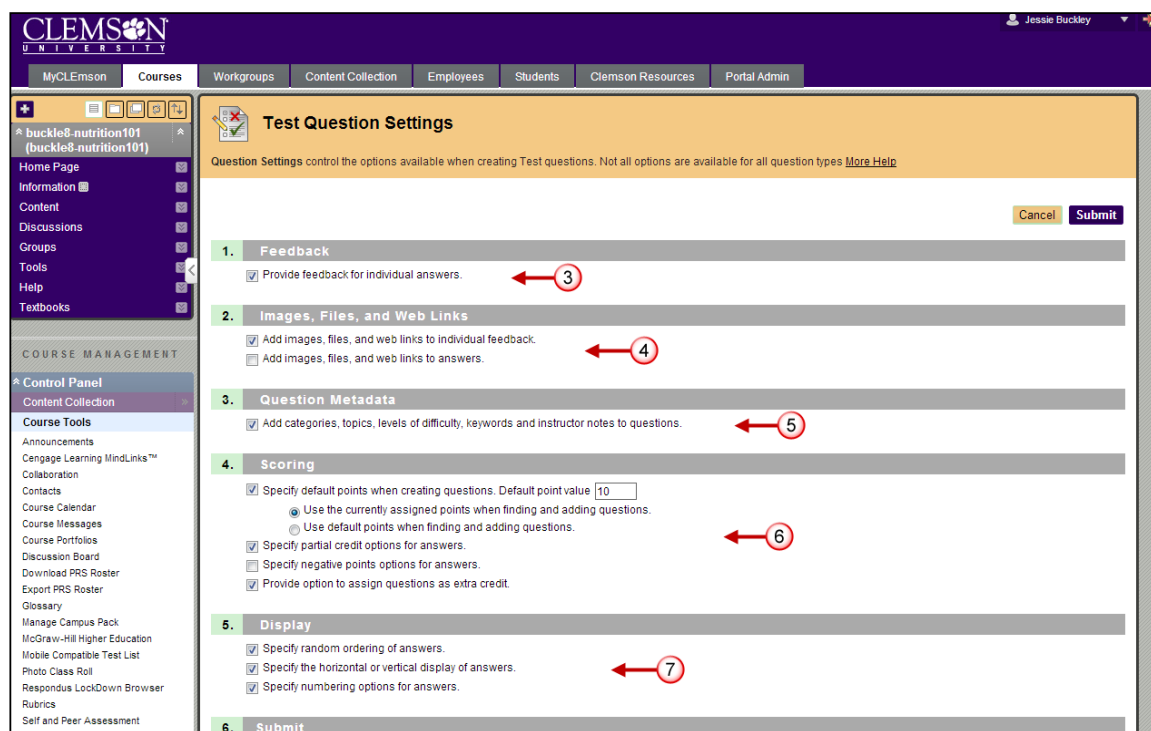
Modifying Test Creation Settings

To modify the test creation settings for the selected test from the Test Canvas page:

1. Click the **Question Settings** button.



2. The system displays the Test Creation Settings page.



3. Enable the checkbox in the **Feedback** section to include the option to enter feedback for individual answers in the test rather than just one set of feedback for correct or incorrect answers.

Note: Please note that individual feedback cannot be provided for answers in True/False, Multiple Answer, Ordering or Matching questions.

4. Blackboard allows you to attach images, files and external links to questions and answers. Enable the first checkbox in the **Images, Files and External Links** section to allow this feature for questions. Enable the second checkbox to allow this feature for answers.
5. Enable the checkbox in the **Question Metadata** section if you want to include the option to create categories and keywords for questions. This feature is used when searching for questions for a Question Pool.
6. If you want to create a default point value for each question in the test, enable the first checkbox in the **Scoring** section. Then specify the default point value.

Note: You must set the Default Point Value before creating questions for it to be effective. If the default point value is changed, only questions created after it is modified will have the new point value. Questions created before the modification will have the old point value. For example, set the Default Point Value to 10 then create questions in the Assessment. These questions will have a point value of 10. Next, change the Default Point Value to 15, and create additional questions in the Assessment. These new questions will have a point value of 15, but the questions created initially will still have a point value of ten.

- If you want to accept partial credit for answers, enable the second checkbox in the **Scoring** section.

Note: Partial Credit is only available for the following question types: Calculated Formula, Fill in Multiple Blanks, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, and Quiz Bowl.

- If you want to be able to select a question on the test for extra credit, then enable the checkbox to **Provide the option to assign questions as extra credit**.

7. If you want the answers for the questions to be randomly ordered, enable the first checkbox in the **Display** section.
 - Enable the second checkbox in the **Display** section if you want to be able to select the orientation of the answer. Please note that answer orientation is only available for the following question types: Either/Or, Multiple Answer, Multiple Choice, Opinion Scale/Likert, and True/False.
 - Enable the third checkbox in the **Display** section if you want to be able to specify your numbering options for answers. Please note that this option is only available for the following question types: Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, and Ordering.
8. Click **Submit** to accept modified Test Question Settings.

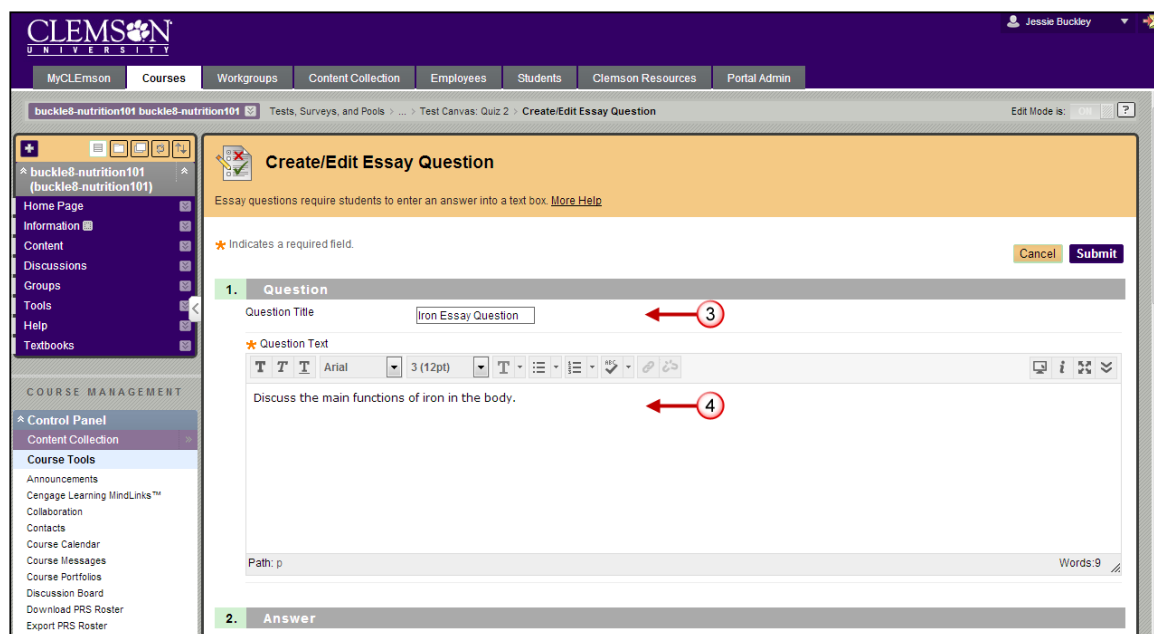
Adding Essay Questions to a Test

To add Essay questions to a test from the Test Canvas page:

1. Hover your mouse over the **Create Question** action link and select **Essay**.



2. The system displays the Create/Edit Essay Question page.



3. Enter a **Question Title** for the question.
4. Enter the Question in the **Question Text** field.

Path: p Words: 9

2. Answer
Enter an answer to provide an example of a correct response.

The body needs iron to make the proteins hemoglobin and myoglobin. Hemoglobin is found in red blood cells and myoglobin is found in muscles. They help carry and store oxygen in the body. Iron is also part of many other proteins and enzymes in the body.

Your body needs the right amount of iron. If you have too little iron, you may develop iron deficiency anemia. Causes of low iron levels include blood loss, poor diet, or an inability to absorb enough iron from foods.

Too much iron is toxic to your body. Taking too many iron supplements can cause iron poisoning.

Path: p Words: 102

3. Rubrics
Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students

4. Categories and Keywords
Click Add to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	None	Add

5. Next, enter an example **answer** in the Answer field.

Note: Review the document titled *Rubrics: Use while Grading* for additional information regarding linking rubrics to test questions.

Path: p Words: 102

4. Categories and Keywords
Click Add to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	None	Add

Topics	None	Add

Levels of Difficulty	None	Add

Keywords	None	Add

5. Instructor Notes
Instructor Notes

Character count: 0

6. Submit
Click Submit to proceed. Click Cancel to quit.

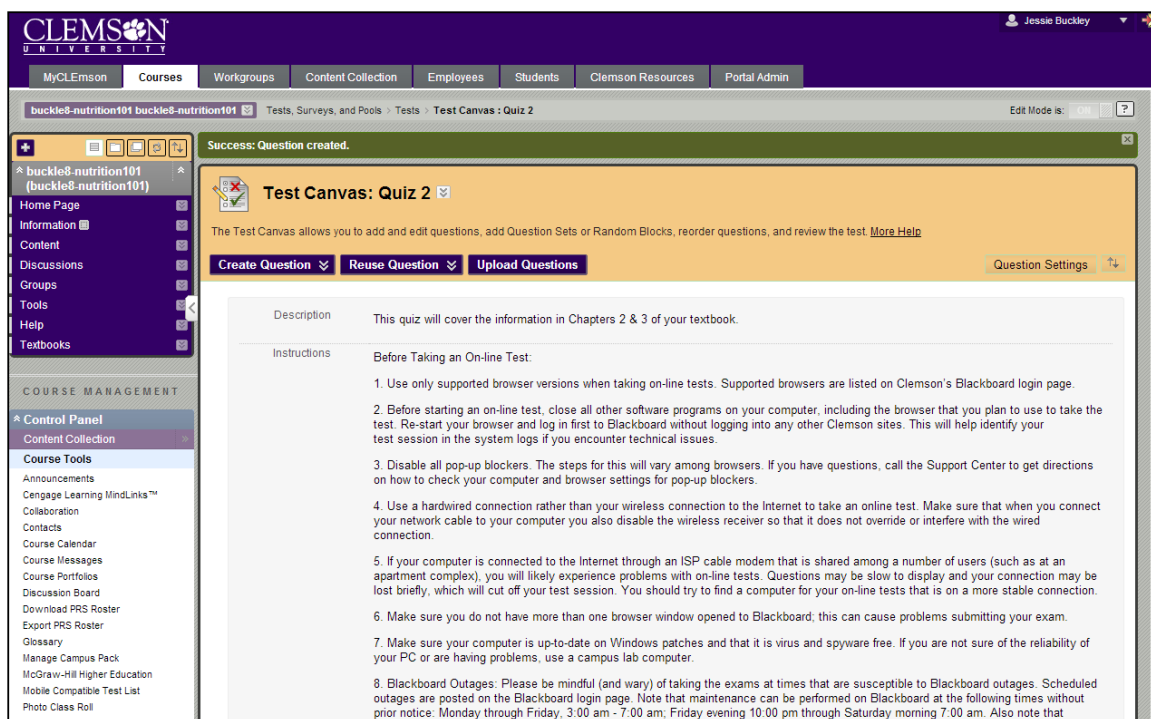
Cancel Submit

6. Click **Add** to select **Categories**, **Topics**, and **Level of Difficulty**.

Note: Categories, Level of Difficulty and Topics are optional. These fields allow for better filtering of test questions when using Pools.


7. Click **Add** to enter any **Keywords** for the selected question. This feature can be used to create a bank of test questions.
8. Enter **Instructor Notes**.

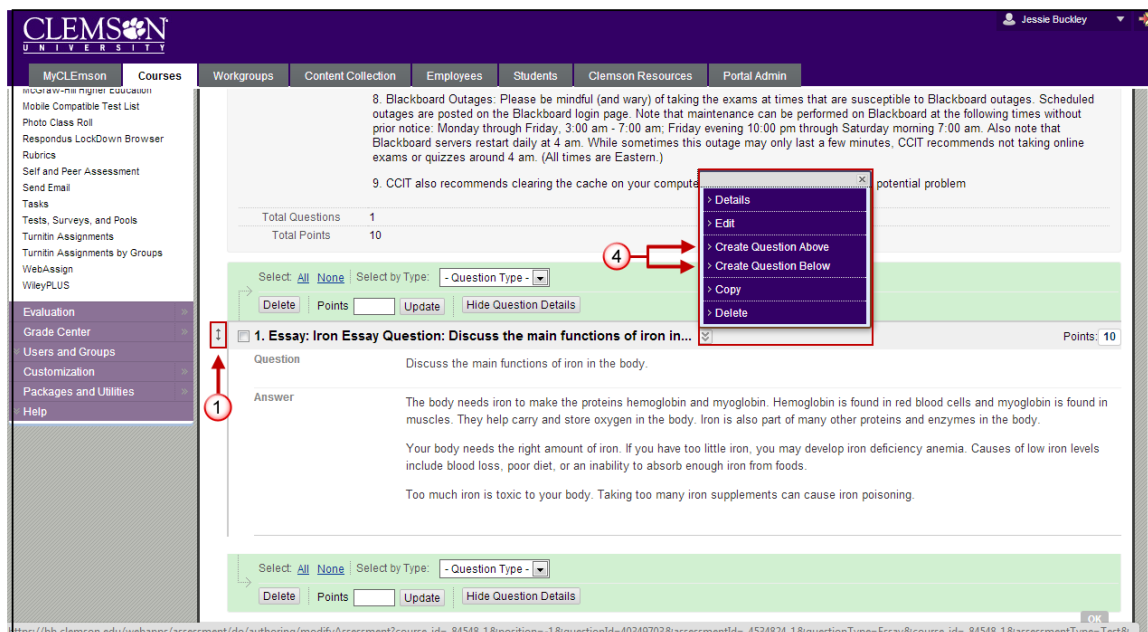
9. Click **Submit**.



10. The system saves the question and displays the Test Canvas page with the new question.

Organizing the Test Canvas

1. Hover over the  (arrow icon) to the left of the question item to reorder.
2. Then drag and drop the item to the desired location in the test.



3. Create additional questions for the test by selecting the type of question from the **Create Question** action link and selecting the question type.
4. Alternatively you can click the action link to the right of the Question Title. Then select **Create Question Above** or **Create Question Below** to create a question above or below the selected question. This allows you to put the question in where it is needed instead of reorganizing them later.

Modifying Test Question Point Value

1. To change the point value for one question, click the Point value.

The screenshot shows the Blackboard interface with the 'Courses' tab selected. On the left, the 'Evaluation' menu is expanded, showing options like 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area displays a list of questions. The first question, '1. Essay: Iron Essay Question: Discuss the main functions of iron in...', is selected. A red circle with the number '1' points to the 'Points' field, which currently shows '20'. Below the question text, there is a section for 'Answer' with a text area containing the response. At the bottom of the question entry, there are buttons for 'Delete', 'Points', 'Update', and 'Hide Question Details'. The 'Points' button is highlighted with a red circle and the number '2'.

2. A pop-up window will be displayed. Enter the new Point value in the **Update Points** field. Select the checkbox to indicate whether the selected question is an **Extra Credit** question. Then click **Submit**.

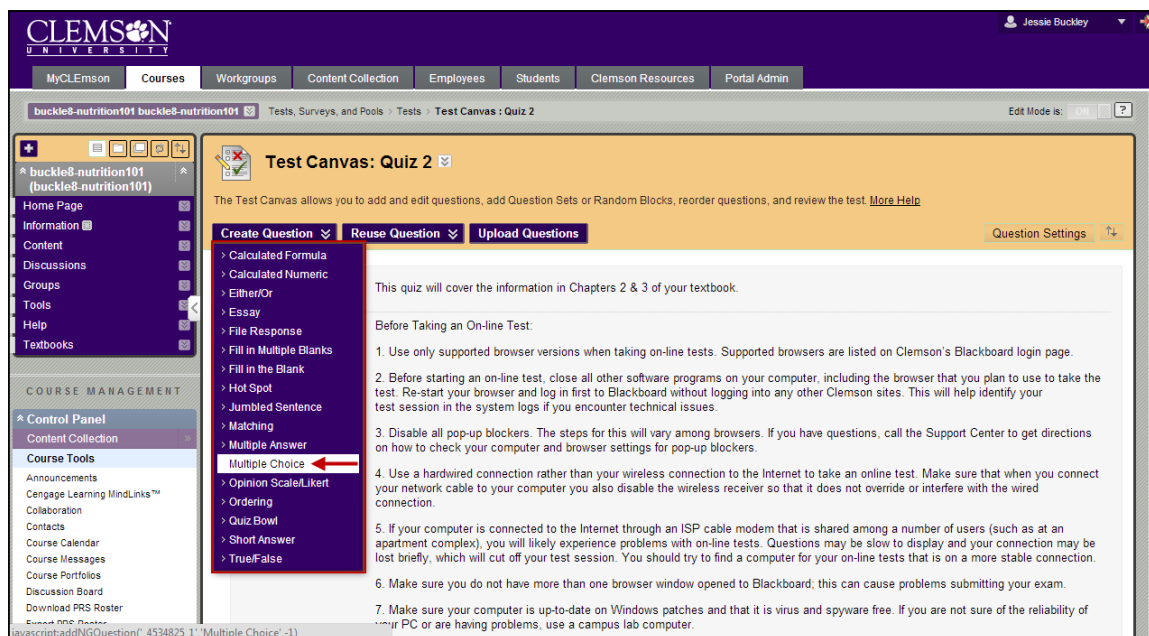
The screenshot shows the Blackboard interface with the 'Courses' tab selected. On the left, the 'Evaluation' menu is expanded, showing options like 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The main content area displays a list of questions. The first question, '1. Essay: Iron Essay Question: Discuss the main functions of iron in...', is selected. A red circle with the number '1' points to the 'Points' field, which currently shows '20'. Below the question text, there is a section for 'Answer' with a text area containing the response. At the bottom of the question entry, there are buttons for 'Delete', 'Points', 'Update', and 'Hide Question Details'. The 'Points' button is highlighted with a red circle and the number '2'.

3. To change the point value for multiple questions, from the Test Canvas page, select the checkbox for each question to change the point value. Then enter the **Points** value to update the question to, and click **Update**. The test will refresh and display the new updated point value.

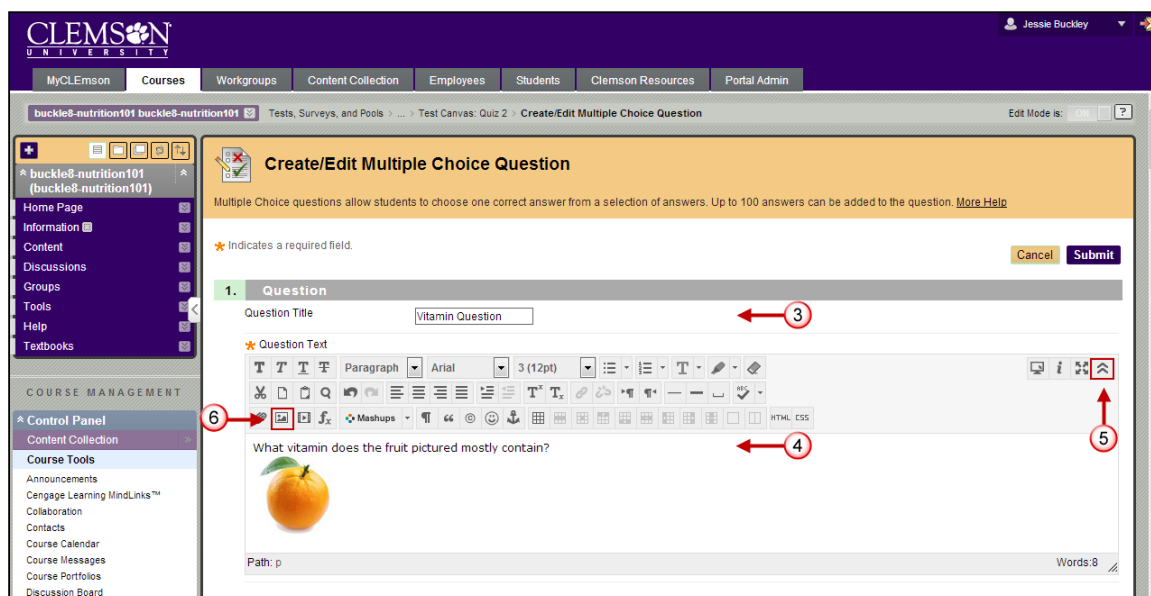
Add Multiple Choice Questions to a Test

To add Multiple Choice questions to a test from the Test Canvas page:

1. Hover your mouse over the **Create Question** action link and select **Multiple Choice**.



2. The system displays the Create/Edit Multiple Choice Question page.
3. Enter the **Question Title**.
4. Enter the **Question Text**.



5. If you want to add an image to the question, click the Show More action link to the far right below the Question field.
6. Use the **Inset/Edit image** icon below the Question field to browse and select the image to attach.

The screenshot shows the 'Options' section of a question in the MyClemson portal. The 'Options' section includes the following fields:

- Answer Numbering:** A dropdown menu set to 'Uppercase Letters (A, B, C)'. A red circle with the number 7 points to this field.
- Answer Orientation:** A dropdown menu set to 'Vertical'. A red circle with the number 8 points to this field.
- Allow Partial Credit:** A checkbox. A red circle with the number 9 points to this field.
- Show Answers in Random Order:** A checkbox. A red circle with the number 10 points to this field.

The 'Answers' section shows 'Number of Answers' set to 4. Below this is a text area for 'Answer 1' with a rich text editor. A 'Remove' button is visible next to the text area.

7. If you setup answer options on the Test Creation Settings page, they will appear in the **Options** section of this page. Select how you want answers to be numbered using the drop down menu for the **Answer Numbering** field.
8. Then select how you want answers to be oriented from the **Answer Orientation** drop down menu.
9. Select the **Allow Partial Credit** checkbox if you want to allow partial credit for answers to this question.
10. Select the **Show Answers in Random Order** checkbox if you want answers to appear in random order each time a student views this question.
11. Depending on how your Test Creation Settings are configured the question and answer portion of your screen may appear differently.

The screenshot shows the 'Answers' section of a question in the MyClemson portal. The 'Number of Answers' dropdown is set to 4. The 'Correct' radio button is selected. The 'Answer 1' field contains the text 'Vitamin C'. The 'Response Feedback' section contains the text 'You have answered correctly. Good Job!'.

12. Select how many options that the students will be given for answers from the **Number of Answers** drop down menu. For this example we selected 4.
 13. Enter the Answers in the **Answer** fields.
 14. Then select the radio button next to the **Correct** answer.
 15. You can attach pictures or media files to each answer by clicking the **Browse** button at the end of the File field. Then use the Action drop down menu to select whether to Create a link to this media file or Display image within the page.
- Note:** If you enabled the **Add images, files, and web links to answers** option in your Question Settings you will be given the option to attach images or links to your test answers.
16. Enter Feedback for each answer or navigate to the next section of the page to enter **Feedback** for the entire question.

4. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

You are correct. Good Job!

Incorrect Response Feedback

You have answered incorrectly. Please review Chapter 2 in your textbook.

17. If selected in the Test Creation Settings, you will be given the option to enter both **Correct Response Feedback** and/or **Incorrect Response Feedback**. If the student answers the question correctly and you want to provide feedback, enter this feedback in the **Correct Response Feedback** field.
18. If the student answers the question incorrectly and you want to provide feedback, enter this feedback in the **Incorrect Response Feedback** field.

5. Categories and Keywords

Click Add to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	None	Add
Topics	None	Add
Levels of Difficulty	None	Add
Keywords	None	Add

6. Instructor Notes

Instructor Notes

Character count: 0

7. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

19. Click **Add** to select **Categories**, **Level of Difficulty**, and **Topics**.

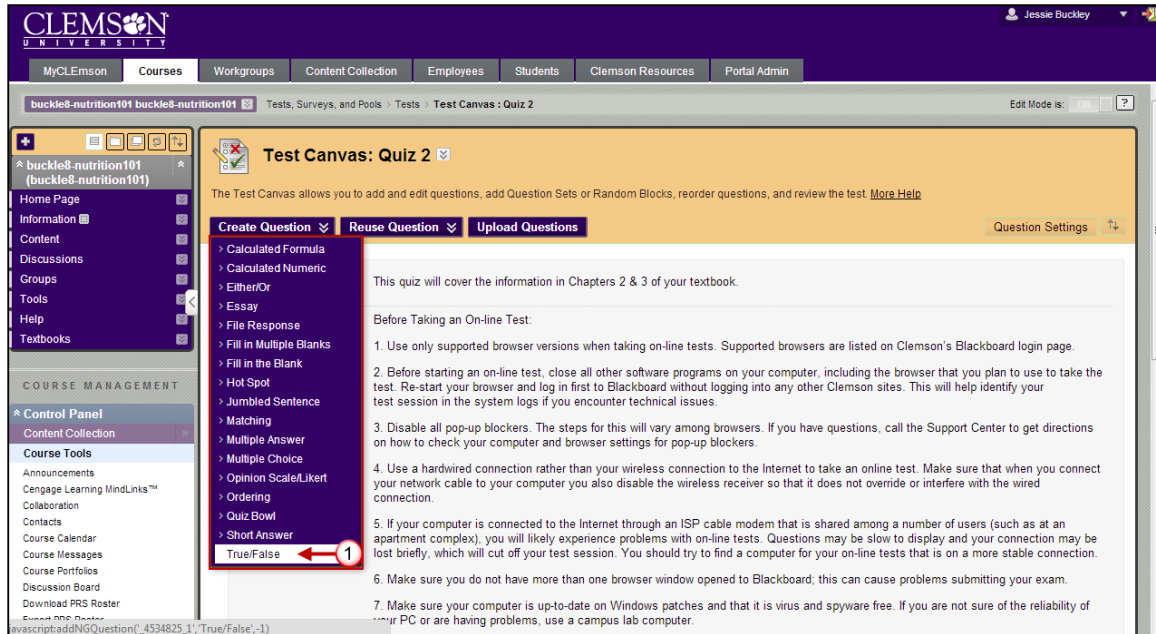
Note: Categories, Level of Difficulty and Topics are optional. These fields allow for better filtering of test questions when using Pools.

20. Click **Add** to enter any **Keywords** for the selected question. This feature can be used to create a bank of test questions.
21. Enter **Instructor Notes**.
22. Click **Submit**.
23. The system saves the question and displays the Test Canvas page with the new question.

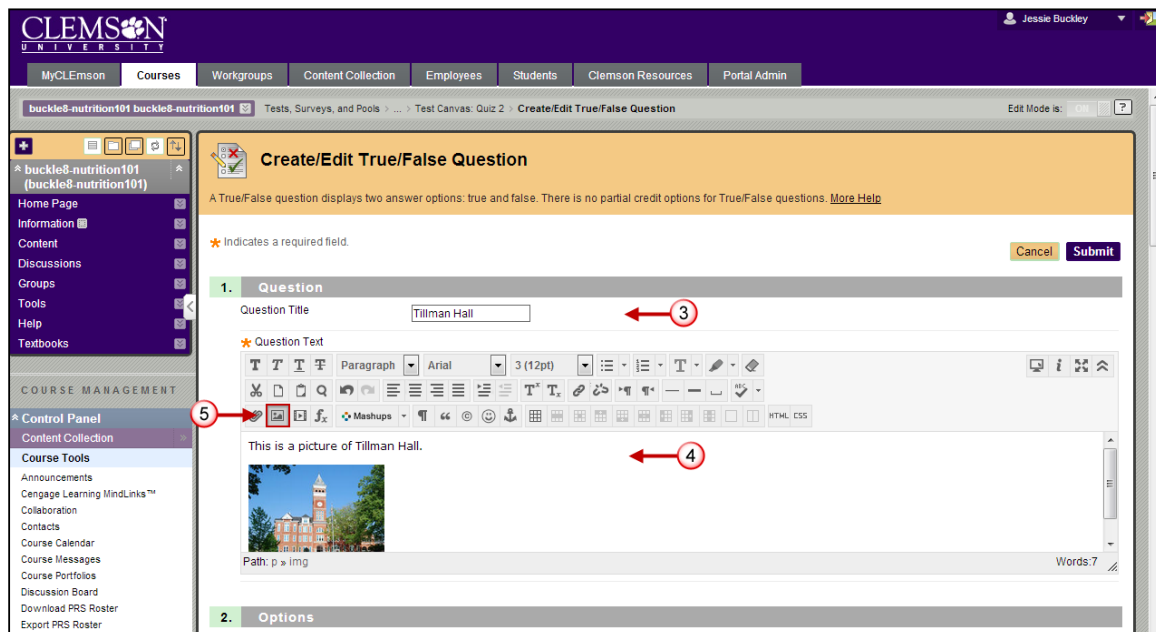
Add True/False Questions to a Test

To add questions to a test from the Test Canvas page:

1. Hover your mouse over the **Create Question** action link and select **True/False**.



2. The system displays the Create/Edit True/False Question page.



3. Enter the **Question Title**.
4. Enter the **Question Text**.
5. If you want to add an image to the question, use the **Inset/edit Image** icon under the Question field to browse and select an image.

The screenshot shows the 'Options' and 'Answers' sections of a test question in the MyClemson portal. The 'Options' section has a dropdown menu for 'Answer Orientation' set to 'Vertical', indicated by a red circle with the number 6. The 'Answers' section has radio buttons for 'True' and 'False', with 'True' selected, indicated by a red circle with the number 7. The 'Feedback' section is visible below, showing a text area for feedback and a rich text editor for 'Correct Response Feedback'.

6. Select the orientation for your test answers.
7. Select whether the statement provided is **True** or **False**.

The screenshot shows the 'Feedback' section of a test question. It includes a text area for 'Enter feedback that will display in response to a correct answer and an incorrect answer.' Below this is a rich text editor for 'Correct Response Feedback' with the text 'You are correct. Good Job!', indicated by a red circle with the number 8. There is also a section for 'Incorrect Response Feedback' with the text 'You are incorrect. Please review Chapter 2 in your textbook.', indicated by a red circle with the number 9. The 'File' section shows a 'Choose File' button and a 'Special Action' dropdown menu.

8. If selected in the **Test Creation Settings**, you will be given the option to enter both **Correct Response Feedback** and/or **Incorrect Response Feedback**. If the student answers the question correctly and you want to provide feedback, enter this feedback in the **Correct Response Feedback** field.

9. If the student answers the question incorrectly and you want to provide feedback, enter this feedback in the **Incorrect Response Feedback** field.

10. Click **Add** to select **Categories**, **Level of Difficulty**, and **Topics**.

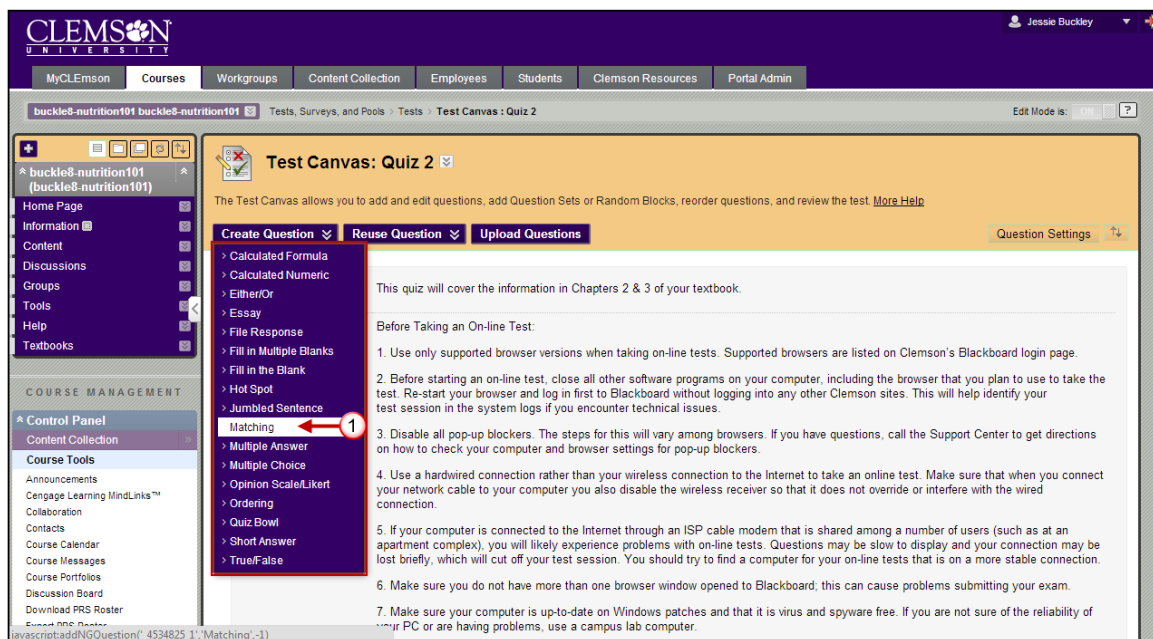
Note: Categories, Level of Difficulty and Topics are optional. These fields allow for better filtering of test questions when using Pools.

11. Click **Add** to enter any **Keywords** for the selected question. This feature can be used to create a bank of test questions.
12. Enter **Instructor Notes**.
13. Click **Submit**.
14. The system saves the question and displays the Test Canvas page with the new question.

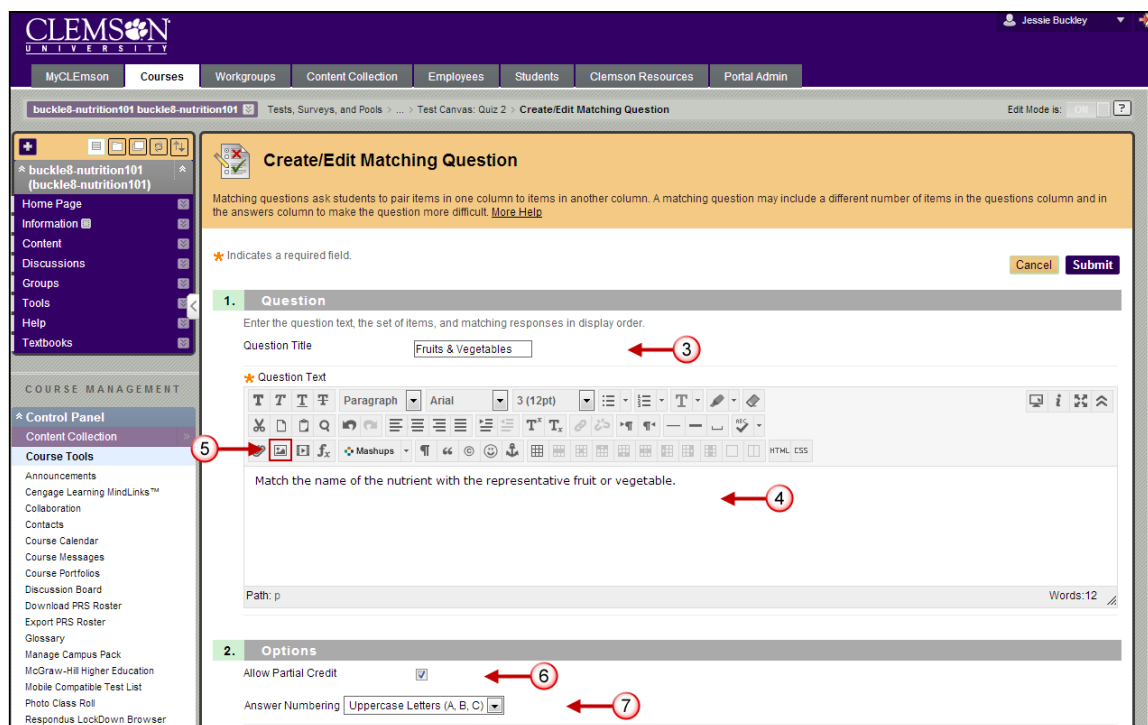
Add Matching Questions

To add Matching questions to a test from the Test Canvas page:

1. Hover your mouse over the **Create Question** action link and select **Matching**.



2. The system displays the Create/Edit Matching Question page.



3. Enter the **Question Title**.
4. Enter the **Question Text**.
5. If you want to add an image to the question, use the **Insert/Edit Image** icon under the Question field to browse and select an image.

Note: If you enabled the **Add images, files, and web links to answers** option in your Question Settings you will be given the option to attach images or links to your test answers.

6. Select the **Allow Partial Credit** checkbox if you want to allow partial credit for answers to this question.
7. Select how you want answers to be numbered using the drop down menu for the **Answer Numbering** field.

8. Select the **Number of Question** options from the available drop down menu.
9. Enter the text of the question in the **Question** fields.
10. If you setup question options on the Test Creation Settings page, they will appear below the question field. These options can be used to attach images, files, an external link or multimedia to the test question.
11. Click **Remove** to discard any extra test questions.

The screenshot shows the 'Answer' field in the assessment creation interface. The field is a rich text editor with a toolbar. Below the editor, there are options to upload a file or create a link to a media file. The 'File' section shows a file named 'brussels-sprouts.jpg' with a 'Choose File' button. The 'Special Action' dropdown is set to 'Create a link to this media file'. The 'Link Name' and 'Partial Credit %' fields are also visible. Red arrows point to the 'Answer' field (12) and the 'Special Action' dropdown (13).

12. Enter the text of the answers in the **Answer** fields.

13. If you setup answer options on the Test Creation Settings page, they will appear below the question field. These options can be used to attach images, files, an external link or multimedia to the test answer. In this example we used an image of the state flag.

The screenshot shows the 'Answer Order' section in the assessment creation interface. The 'Add unmatched answer choices' checkbox is checked, and the dropdown menu is set to '0'. The 'Answer Order' section has two radio buttons: 'Randomly' and 'Manually'. The 'Manually' option is selected. Below the radio buttons, there is a table with 'Answer Choice' and 'Answer' columns. The 'Answer Choice' column contains a list of items: 'Vitamin K', 'Vitamin C', 'Vitamin A', and 'Potassium'. The 'Answer' column contains the corresponding answers. A red arrow points to the 'Add unmatched answer choices' checkbox (14), the 'Manually' radio button (15), and the 'Answer Choice' column (16). A dropdown menu is open, showing the items and a 'Submit' button (17).

14. After adding all Question/Answer pairs select the **Add unmatched answer choices** checkbox and a dropdown menu to choose how many unmatched answers to add.

15. In the **Answer Order** field, select if the answers should be ordered randomly or manually ordered.

16. If the manual option is selected, clicking the up and down arrows will bring up a menu to manually order the answers

17. Use the up and down arrows in the **Reorder: Reorder answers** menu to change the order of the answers. Click **Submit**.

5. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

18 ← You are correct. Good Job!

Path: p Words: 5

File No file chosen

Special Action

Web Link

Link Name

Incorrect Response Feedback

19 ← You have answered incorrectly. Please review Chapter 2 in your textbook.

18. If selected in the **Test Creation Settings**, you will be given the option to enter both **Correct Response Feedback** and/or **Incorrect Response Feedback**. If the student answers the question correctly and you want to provide feedback, enter this feedback in the **Correct Response Feedback** field.
19. If the student answers the question incorrectly and you want to provide feedback, enter this feedback in the **Incorrect Response Feedback** field.

The screenshot shows the 'Courses' section of the Clemson University system. At the top, there's a navigation bar with links like 'MyClemson', 'Courses', 'Workgroups', 'Content Collection', 'Employees', 'Students', 'Clemson Resources', and 'Portal Admin'. Below this, there's a 'Special Action' dropdown menu. The main content area is divided into sections. Section 6, 'Categories and Keywords', contains three rows: 'Categories', 'Topics', and 'Levels of Difficulty', each with a 'None' value and an 'Add' button. Section 7, 'Instructor Notes', has a text area for notes. Section 8, 'Submit', has a 'Submit' button. Red circles with numbers 20, 21, 22, and 23 point to the 'Add' buttons for Categories, Keywords, Instructor Notes, and the Submit button, respectively.

20. Click **Add** to select **Categories**, **Level of Difficulty**, and **Topics**.

Note: Categories, Level of Difficulty and Topics are optional. These fields allow for better filtering of test questions when using Pools.

21. Click **Add** to enter any **Keywords** for the selected question. This feature can be used to create a bank of test questions.

22. Enter **Instructor Notes**.

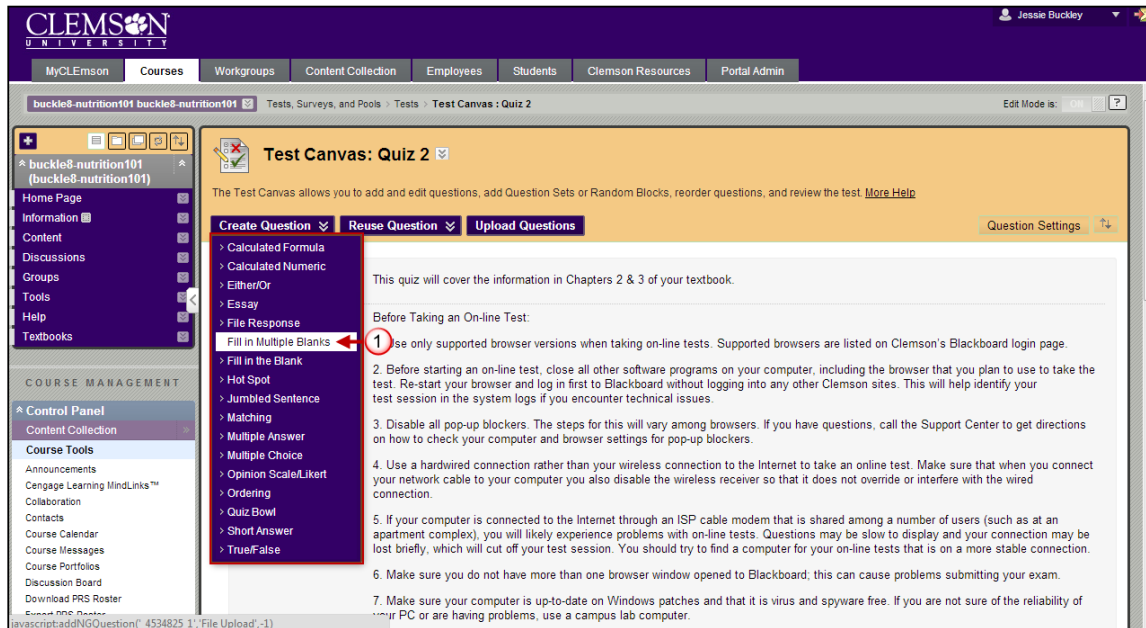
23. Click **Submit**.

24. The system saves the question and displays the Test Canvas page with the new question.

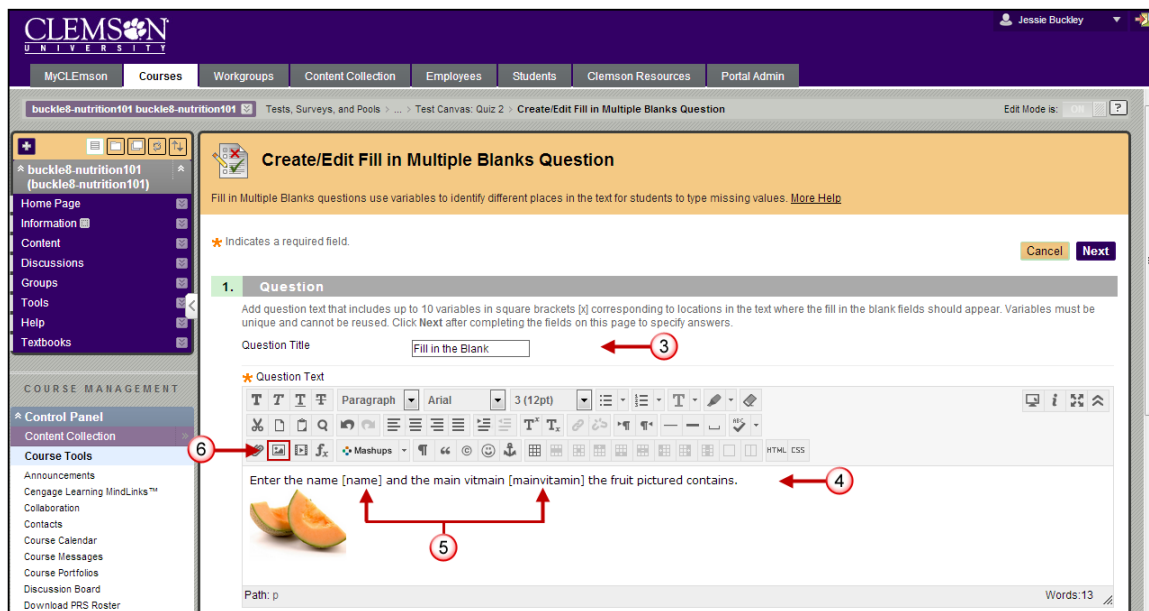
Add Fill-in Multiple Blank Questions

To add Fill in Multiple Blank questions to a test from the Test Canvas page:

1. Hover your mouse over the **Create Question** action link and select **Fill in Multiple Blanks**.



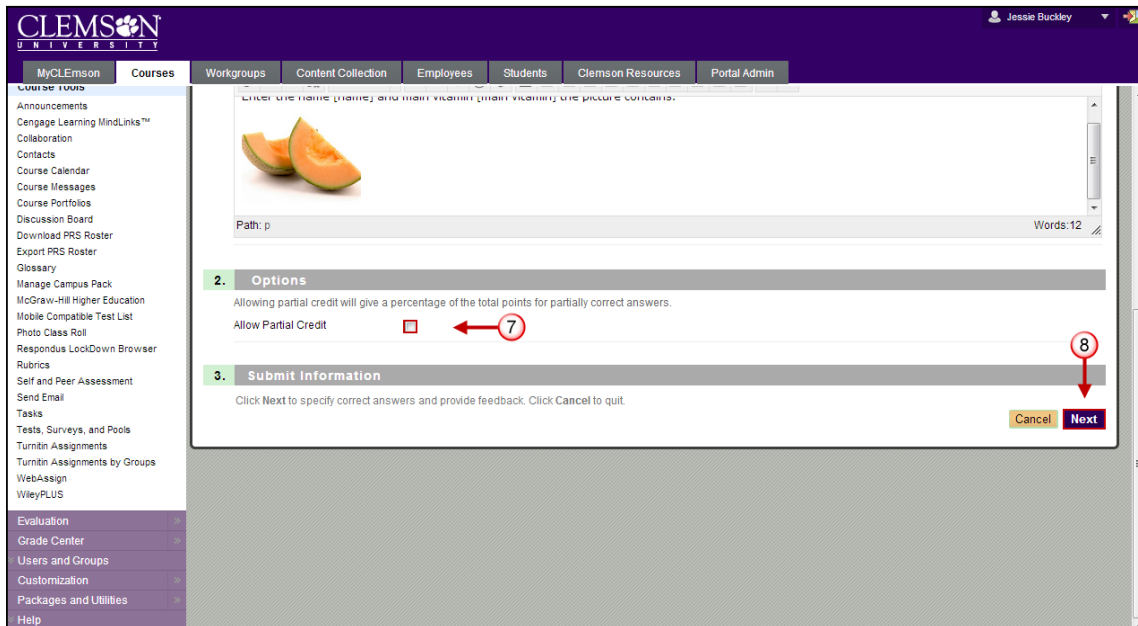
2. The system displays the Create/Edit Fill in Multiple Blanks Question page.



3. Enter the **Question Title**.
4. Enter the **Question Text**.

Creating Assessments

5. In the question text, insert a variable for each blank. Use the square brackets **[variable name]** to identify the blanks in the question. Variables must be unique and cannot be reused. A maximum of 10 variables is allowed per question.
6. Click the **Insert/Edit Image** icon in the Question field to browse and select the image to attach to the question.



7. If you want to accept partial credit for answers, enable the **Allow Partial Credit** checkbox in the Options section.

Note: Partial Credit is only available for the following question types: Calculated Formula, Fill in Multiple Blanks, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, and Quiz Bowl.

8. Click the **Next** button.

1. Question Text

Enter the name [name] and the main vitamin [mainvitamin] the fruit pictured contains.

2. Answers for: name

Number of Answers: 1 (labeled 11)

Answer 1: Exact Match, Cantaloupe (labeled 12)

9. This page displays the question with the image embedded.
10. In Step 2 the system allows you to provide answers for the first variable. In this example the first variable is [name].
11. Select the **Number of Answers** from the available drop down menu. In this example, we selected 1. Therefore there is only 1 Answer field.
12. Enter the answer in the **Answer 1** field.

Correct Response Feedback

You have answered correctly. Good Job! (labeled 13)

Incorrect Response Feedback

You have answered incorrectly. Please review Chapter 2 in your textbook. (labeled 14)

13. If enabled in the **Test Creation Settings**, you will be given the option to enter both **Correct Response Feedback** and/or **Incorrect Response Feedback**. If the student answers the question

correctly and you want to provide feedback, enter this feedback in the **Correct Response Feedback** field.

14. If the student answers the question incorrectly and you want to provide feedback, enter this feedback in the **Incorrect Response Feedback** field.

15. In Step 3 the system allows you to provide answers for the second variable. In this example the second variable is [mainvitamin].
16. Select the **Number of Answers** from the available drop down menu. In this example, we selected 1. Therefore there is only 1 Answer field.
17. Enter the answer in the **Answer 1** field.
18. If enabled in the **Test Creation Settings**, you will be given the option to enter both **Correct Response Feedback** and/or **Incorrect Response Feedback**. If the student answers the question correctly and you want to provide feedback, enter this feedback in the **Correct Response Feedback** field.
19. If the student answers the question incorrectly and you want to provide feedback, enter this feedback in the **Incorrect Response Feedback** field.
20. Then click the **Next** button.

21. If enabled in the **Test Creation Settings**, you will be given the option to enter both **Correct Response Feedback** and/or **Incorrect Response Feedback**. If the student answers the question correctly and you want to provide feedback, enter this feedback in the **Correct Response Feedback** field.
22. If the student answers the question incorrectly and you want to provide feedback, enter this feedback in the **Incorrect Response Feedback** field.

23. Click **Add** to select **Categories**, **Topics**, and **Level of Difficulty**.

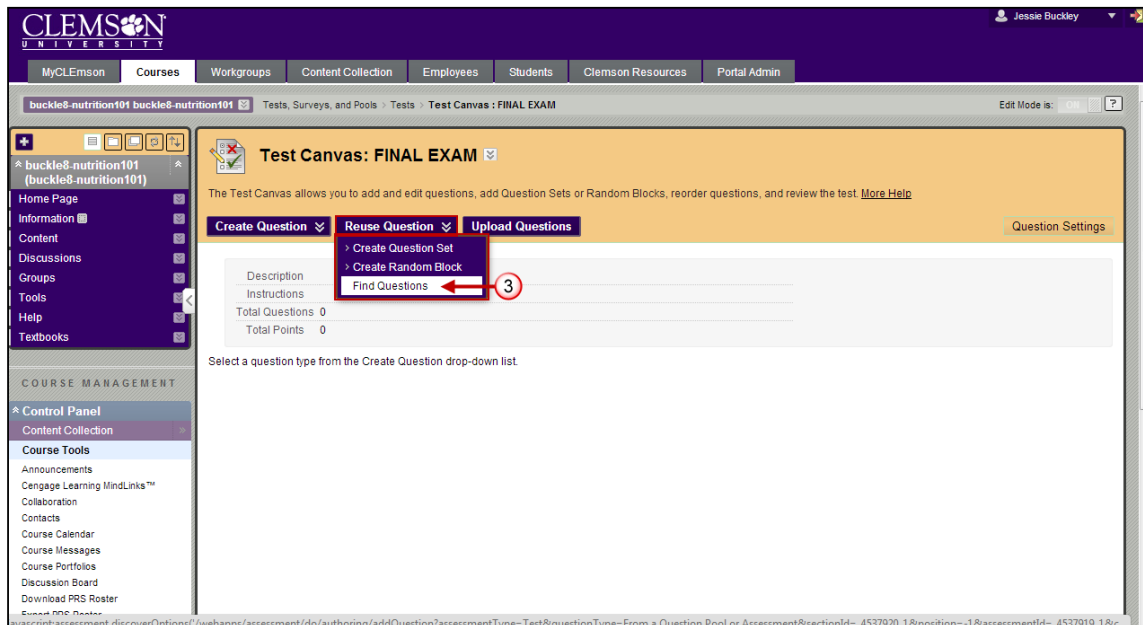
Note: Categories, Level of Difficulty and Topics are optional. These fields allow for better filtering of test questions when using Pools.

24. Click **Add** to enter any **Keywords** for the selected question. This feature can be used to create a bank of test questions.
25. Enter **Instructor Notes**.
26. Click **Submit**.
27. The system saves the question and displays the Test Canvas page.

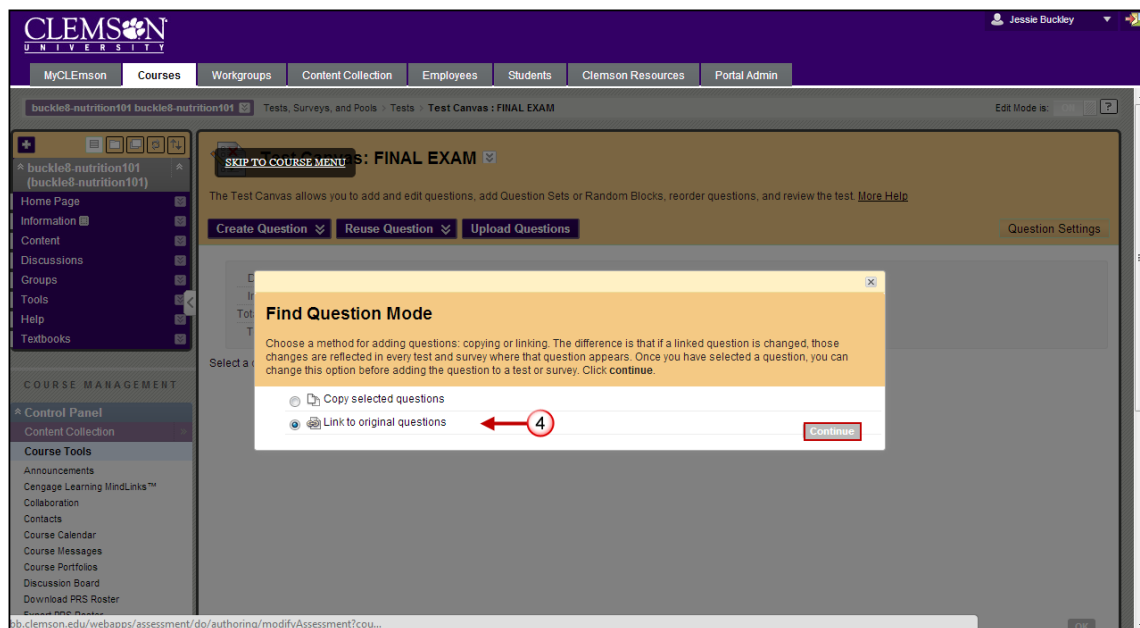
Select Questions from a Question Pool or Assessment

To select questions from a Question Pool or Assessment to add to a Question Pool:

1. Navigate to the Test Canvas page.
2. Then hover your mouse over the **Reuse Questions** action link.

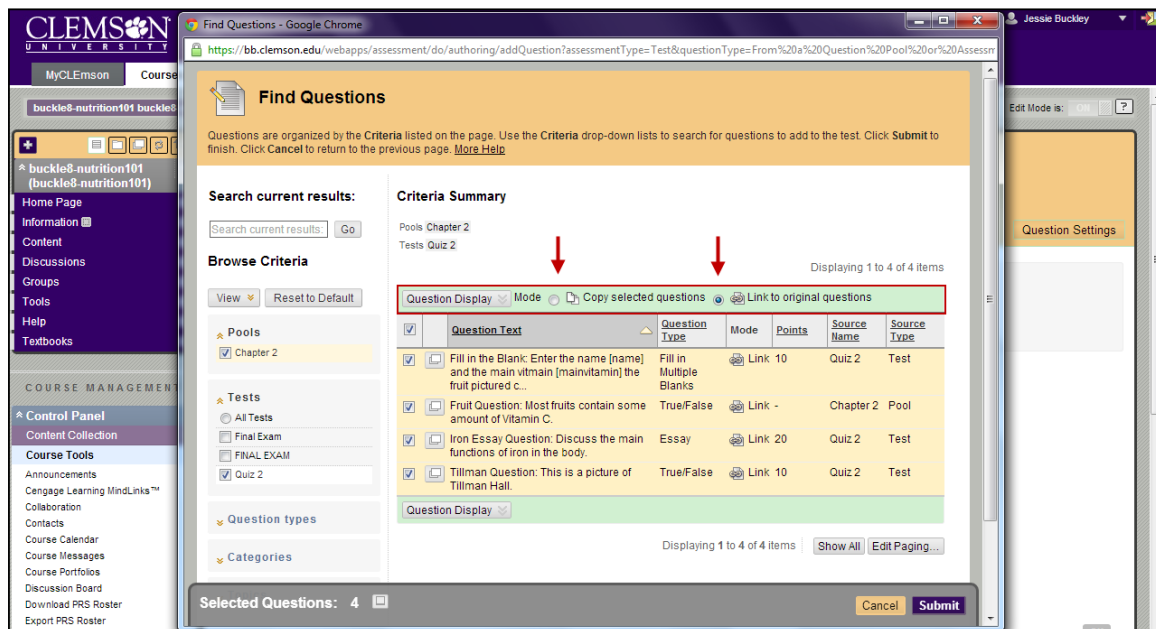


3. Select **Find Questions**.



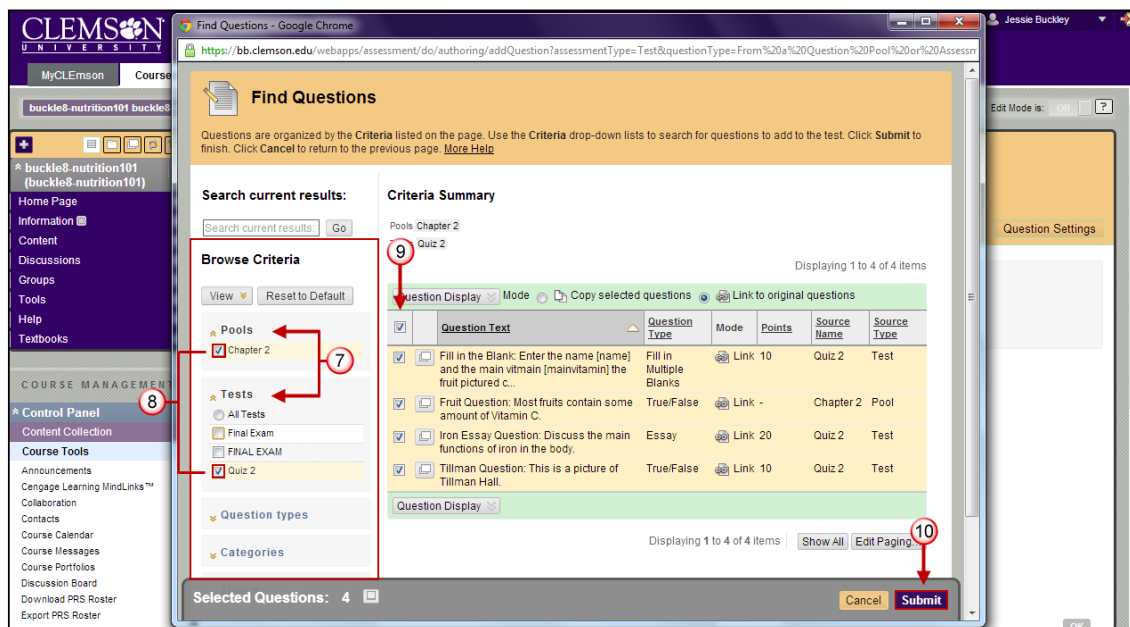
4. The **Find Question Mode** pop-up window is displayed. Select which mode to use when adding questions from a pool or test.

Note: The Find Question Mode pop-up window is only displayed the first time you select this option. In future searches, you can enable this feature on the Find Questions page, at the top of the table.



- **Copy selected questions** – this option will actually copy the question from a test or pool into the current test. If updates are made to this question on the existing exam, those changes will not be reflected in the current exam.
- **Link to original questions** – this option will actually link the question from the current test or pool into the current test. If updates are made to this question on the existing exam, those changes are reflected in every test and survey where that question appears.

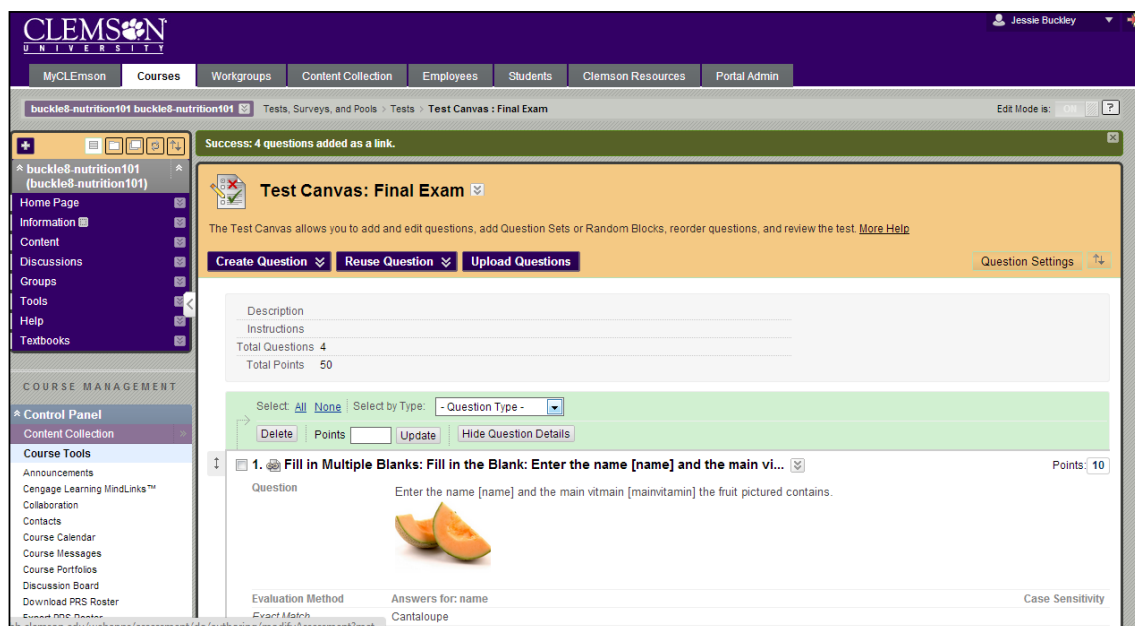
5. The Find Questions page is displayed.



6. Questions are organized by **Criteria** listed on the page.
7. Click the **Criteria** name to expand the drop down list. Expand the **Pools** and **Tests** criteria.
8. Then select the checkbox for the **Criteria** to filter by.

Note: The list of questions on the right side of the page narrows or expands as additional **Criteria** are selected.

9. Select the checkbox for the questions to import into the Pool. To select all the questions, click the checkbox at the top of the checkbox column.
10. Then click **Submit**.



11. The system displays the Test Canvas with the new questions added to it.