



How do I search pools and tests for questions?

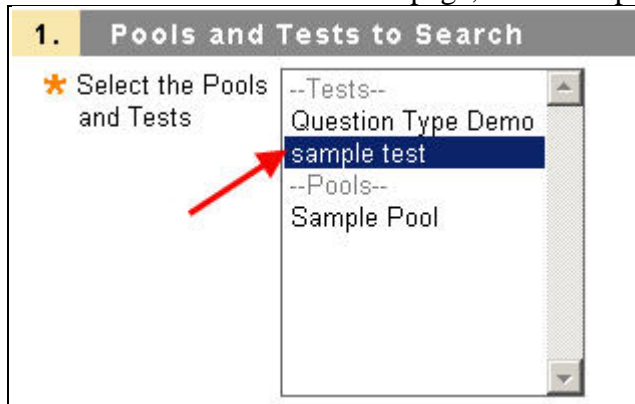
Search Pools and Tests

Instructors can select specific questions from pools and other assessments. Instructors may choose questions based on category, keyword and question type.

1. Go to **Course Tools > Test, Surveys, and Pools**
2. Select **Edit** from a test's drop-down list
3. Select **Find from a Pool or Test** from the **Reuse Question** drop-down list from the **Test Canvas** page



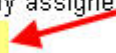
4. In the **Search Pools and Tests** page, select the pools and tests.



5. In the **Criteria** section, select **All** to choose questions from all question types or select one or more question types.

2. Criteria		
Question types	<input type="checkbox"/> All	<input type="checkbox"/> True/False
	<input checked="" type="checkbox"/> Multiple Choice	<input checked="" type="checkbox"/> Matching
	<input checked="" type="checkbox"/> Multiple Answer	<input checked="" type="checkbox"/> Ordering
	<input type="checkbox"/> Fill in the Blank	<input type="checkbox"/> Essay
	<input checked="" type="checkbox"/> Calculated Numeric	<input type="checkbox"/> Calculated Formula
	<input type="checkbox"/> File Response	<input type="checkbox"/> Hot Spot
	<input type="checkbox"/> Fill in Multiple Blanks	<input type="checkbox"/> Jumbled Sentence
	<input type="checkbox"/> Opinion Scale/Likert	<input type="checkbox"/> Short Answer
	<input type="checkbox"/> Either/Or	<input type="checkbox"/> Quiz Bowl

- Instructor also can choose questions using related categories and keywords (the categories and keywords must have assigned to the questions within this pool or test when the pool and test questions are created). This option is on the **Advanced** tab.
- Once questions from a pool are imported to a test a point value must be assigned. If a default point value has been set in test **Creation Settings** the imported questions will automatically be set to the default.

3. Assign Points	
Assign Points	<input type="radio"/> Use the point values currently assigned to the questions.
	<input checked="" type="radio"/> Assign Point Value <input type="text" value="10.0"/> 

- Select the questions to add to the test. Click **Add Selected** to finish.