

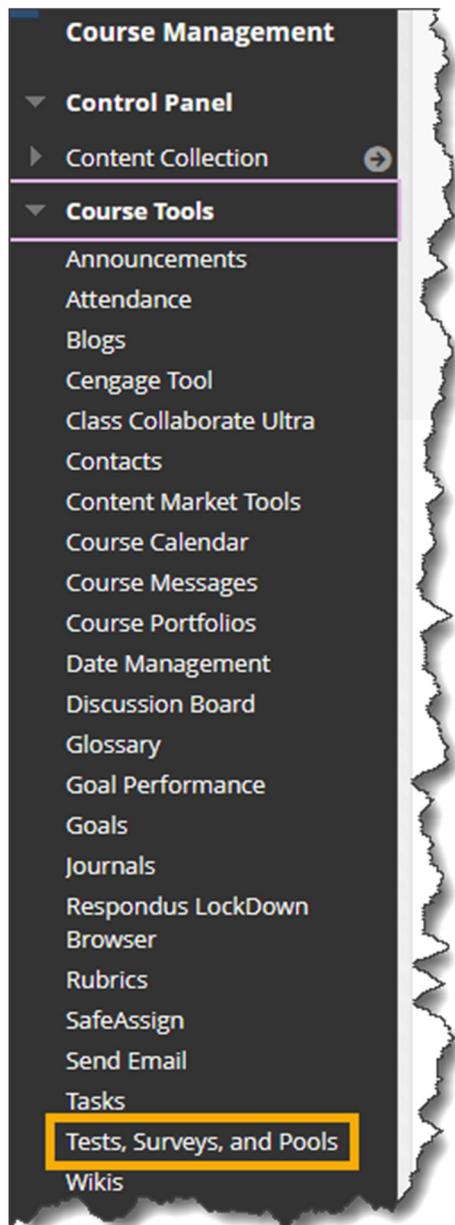
## Computer Tutorial: Question Sets

**Purpose:** To show faculty members how to create question sets within tests. A “Question Set” is a collection of questions retrieved from selected tests and pools.

First, let’s access a test that has already been created.

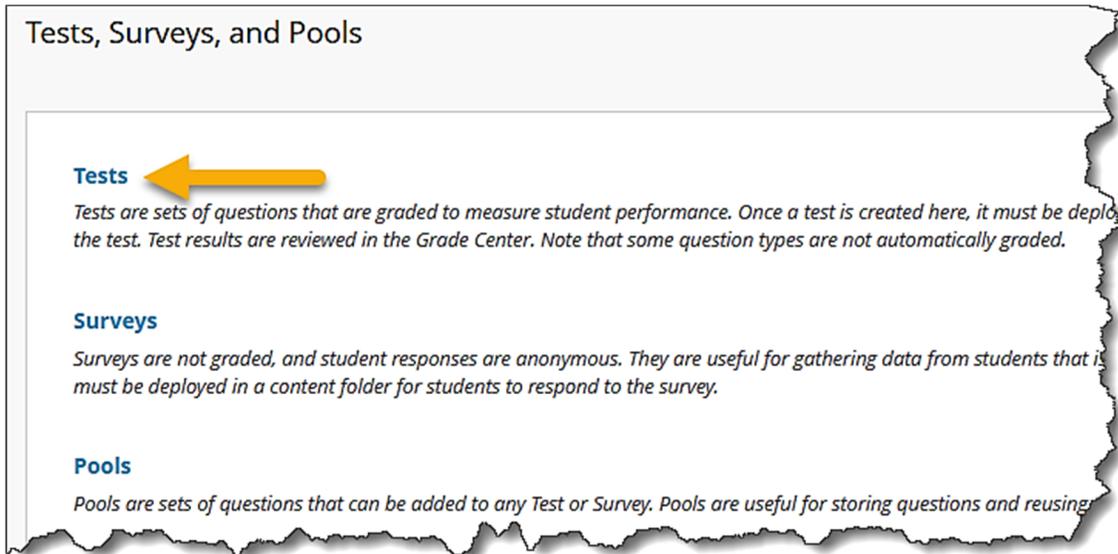
Click “**Course Tools**,” which is located in the “Course Management” menu, in your course.

In the sub-menu that opens, click “**Tests, Surveys, and Pools.**”



You will be taken to the “Tests, Surveys, and Pools” page.

Click “Tests.”

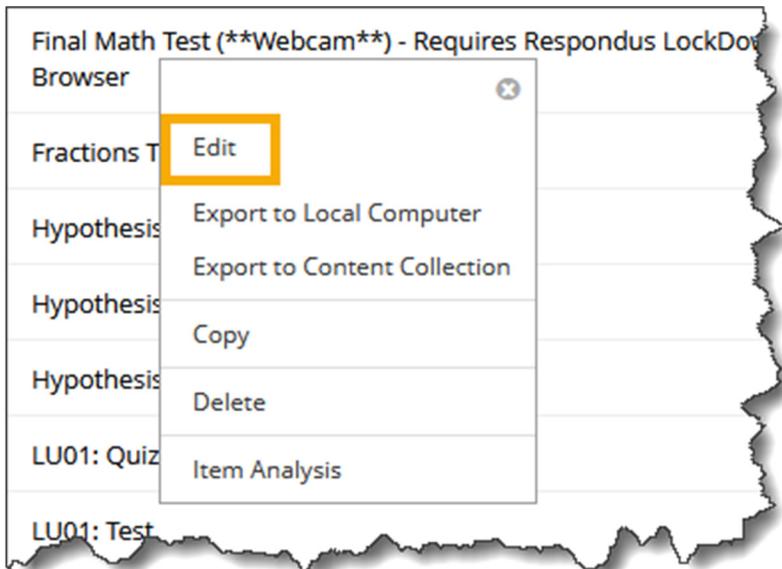


You will be taken to the “Tests” page.

To access a test that has been created, hover your cursor over the test and click the drop-down arrow that appears.

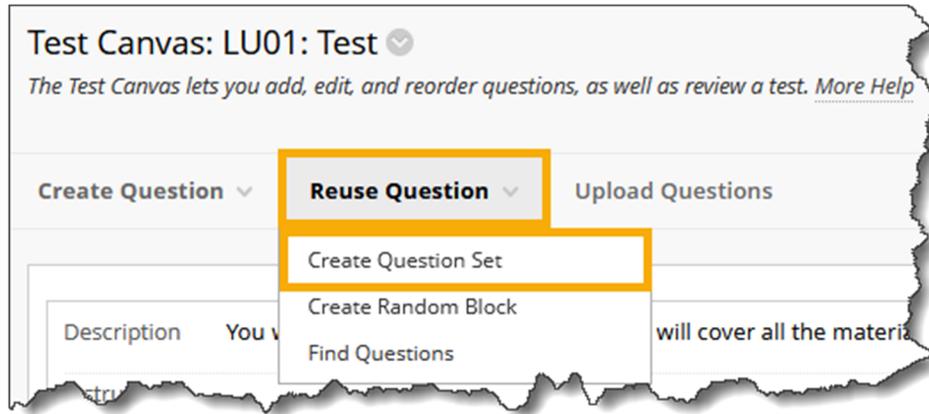
**Note: You can also add questions to a test in the appropriate learning unit where it resides, if it has already been deployed.**

In the sub-menu that opens, select “Edit.”



The “Test Canvas” page will open. Hover your cursor over “**Reuse Question.**”

The sub-menu that opens will include the options available for reusing questions. Select “**Create Question Set.**”



A window will open that contains all of the questions that have been created within the course. You can choose how to filter the criteria to select questions for your set.

In the “Browse Criteria” section, you can filter questions by “**Pools,**” “**Tests,**” “**Question types,**” “**Categories,**” “**Topics,**” “**Levels of Difficulty,**” and “**Keywords.**”

The criteria you chose will be listed under “Criteria Summary.”

Questions that match the criteria you chose will be listed under “Question Text.” Click the box next to each question you would like to add to the Question Set. A checkmark will appear in the selected boxes.

If you would like to select all the questions that appear on the list, click the box located in the header, above the list of questions.

There are two other options listed on the Criteria Summary page. They are “Show All” and “Edit Paging...” Clicking “**Show All**” will show a full display of all questions that meet your criteria without breaking them up on different pages.

Clicking “**Edit Paging...**” will open a box that will allow you to customize how many “Items per page” you would like displayed.

**Note: These options are useful when you have more than 25 questions that match the criteria you choose when selecting test questions.**

## Create Question Set

Question sets are groups of questions that can be presented in a random fashion determined by the instructor. [More Help](#)

Search current res...

### Criteria Summary

Pools: "Test" Pool

Displaying 1 to 6 of 6 items

#### Browse Criteria

View

**Pools**

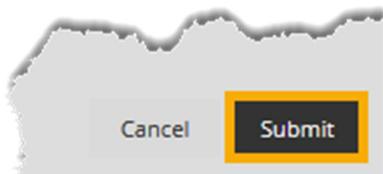
- All Pools
- "Test" Pool
- Fractions Bank
- Hypothesis Test Means Sigma UnknownA
- Hypothesis Test Means Sigma UnknownB
- Hypothesis Test Means Sigma UnknownC
- HypothesisPool
- Practice Test

Question Display

<input type="checkbox"/>	QUESTION TEXT <input type="button" value="v"/>	QUESTION TYPE	SOURCE NAME	SOURCE TYPE
<input checked="" type="checkbox"/>	<input type="button" value="copy"/> Does Indian Hills have a campus in Ottumwa?	True/False	"Test" Pool	Pool
<input checked="" type="checkbox"/>	<input type="button" value="copy"/> Match each of the following fractures with its alternative name or term. (Use...	Matching	"Test" Pool	Pool
<input type="checkbox"/>	<input type="button" value="copy"/> Ottumwa is located in _____ County.	Fill in the Blank	"Test" Pool	Pool
<input type="checkbox"/>	<input type="button" value="copy"/> Testing this question	Essay	"Test" Pool	Pool

**Selected Questions:** 2

Once you have made your selections, click **"Submit."**



A success message will appear on the "Test Canvas" page, and the "Question Set" you created will appear with the questions you selected.

2.  Points per question: **10**

Total Points: 10

Success: Question set saved with 3 questions. Edit number of questions to display and points.

Total Questions: 3

Number of Questions to display:

[Questions in the Set](#)

**Note: You may repeat the process to create as many question sets as you would like. Each set can be customized by the “Number of Questions to display” and the “Points per question.”**

You can now choose the “Number of Questions to display” and the “Points per question” you would like to assign”

**Note: By choosing the “Number of Questions to display...” you are creating a randomized set of questions, as the system will select questions from within the set randomly to display as students are taking the test.**

□ 2 - 3. Question Set Points per question: 2  
Total Points: 4  
Total Questions: 3  
Number of Questions to display: 2  
▶ Questions in the Set

Click “Questions in the Set,” to view the questions that are available inside the Question Set. You may choose additional modifications, such as “Add Questions,” “Remove Question,” and/or view the “Question Display” in this area.

**Note: By default, the system will show an abbreviated version of the questions in the set. If you would like to view the full text, select “Question Display>Full Text.”**

□ 2 - 3. Question Set Points per question: 2  
Total Points: 4  
Total Questions: 3  
Number of Questions to display: 2  
▼ Questions in the Set  
Add Questions  
Remove Question Question Display  
QUESTION TYPE QUESTION TEXT ALIGNMENT COUNT  
True/False Does Indian Hills have a campus in Ottumwa? 0  
Matching Match each of the following fractures with its alternative name or term. (Use... 0  
Fill in the Blank Ottumwa is located in \_\_\_\_ County. 0  
Remove Question Question Display  
Displaying 1 to 3 of 3 items Show All Edit Paging...

When you are finished with all additions and modifications to the test, click “OK.”



Congratulations! You now know how to create question sets for use in tests.

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Office of Online Learning

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