# 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.

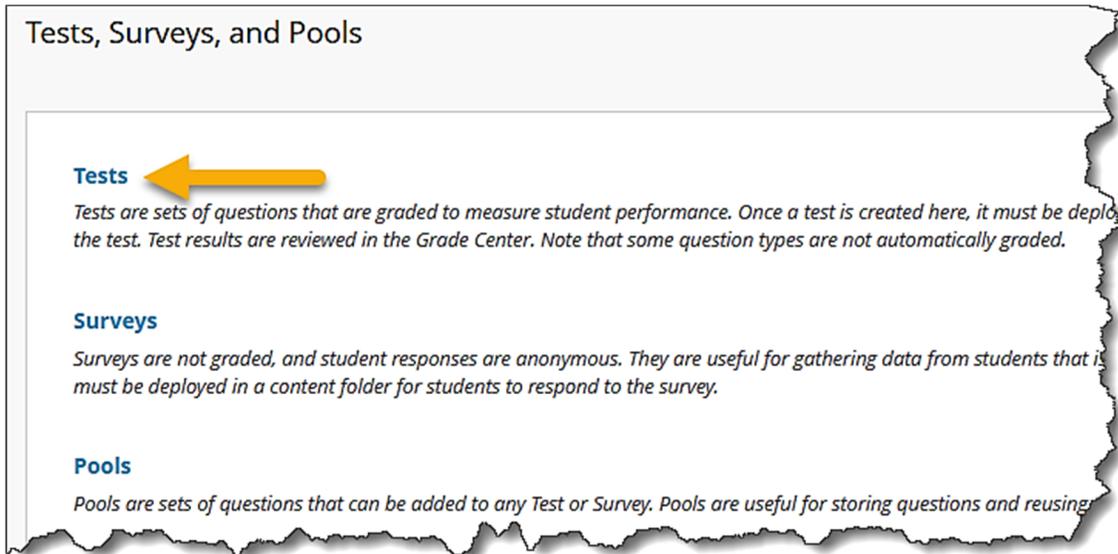First, let's access a test that has already been created.
Click "**Course Tools**," which is located in the "Course Management" menu, in your course.

In the sub-menu that opens, click "**Tests, Surveys, and Pools**."
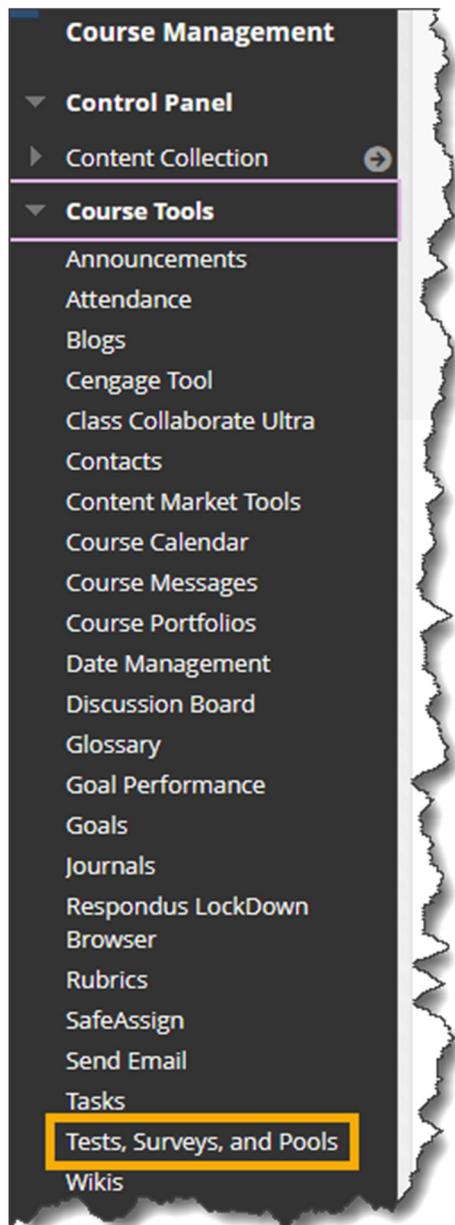
You will be taken to the "Tests, Surveys, and Pools" page.
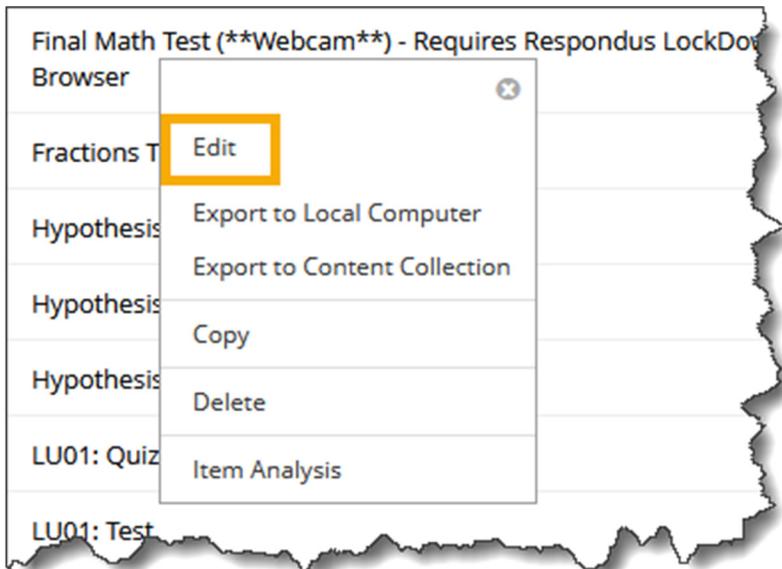
Click "**Tests**."

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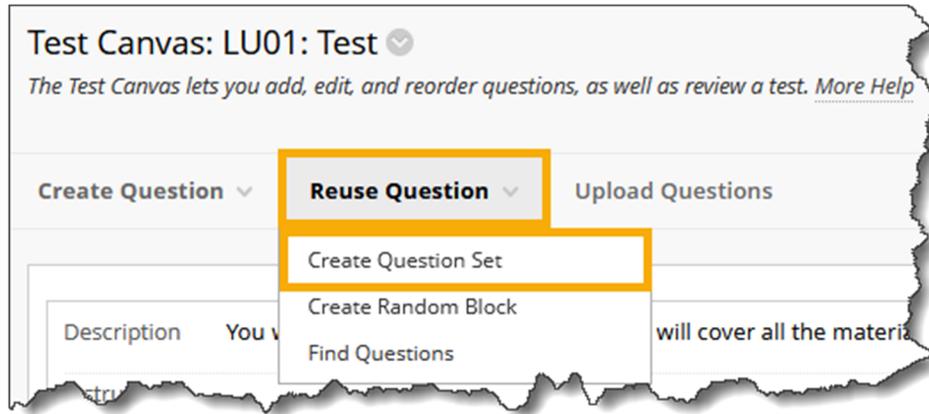
Note: You can also add questions to a test in the appropriate learning unit where it resides, if it has already been deployed.

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.

Once you have made your selections, click "**Submit**."
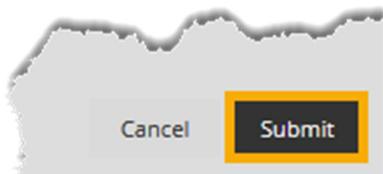
A success message will appear on the "Test Canvas" page, and the "Question Set" you created will appear with the questions you selected.

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.

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."

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.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*