Question Finder and Question Set

Question Finder

Instructors have a new interface from which to locate questions. Instructors can create tests, surveys, and pools by reusing questions that Question Finder has collected in the Question Finder repository. The list of questions available under "Find Questions" can be filtered by test, survey, or pool, or by such attributes as question type, category, topic, or level of difficulty. As the user selects these attributes, the list of questions updates dynamically. The filtering capability is further enhanced by a search capability which allows the user to refine the filtered list.

Step-by-step instruction about how to use Question Finder to find and add questions to a test follow:

1. Go to Control Panel > Course Tools > Tests, Surveys, and Pools
2. Select Tests from the Tests, Surveys, and Pools page
3. Click the double-down arrow next to a test and select Edit

![Test Canvas](image)

4. On the Test Canvas page, point to Reuse Question and select Find Questions. The Find Question pop-up window displays.
5. When searching questions, you have the option to **Copy selected questions** or to **Link to original questions**. Linking to a question ensures that any changes to the original question are reflected in all question links. Copying a question creates a separate question that is not affected by changes to the original question. Questions can be copied between courses but they cannot be linked across courses.

   a. **Benefits to copying questions**: Copying allows you to modify a question freely for any given test, survey, or pool. There is also a reduced risk of consistency issues should the original version of the question be modified.

   b. **Drawbacks to copying questions**: If the original question is corrected or changed, the copied version will no longer be the same as the original. If a global change is needed, every copied instance of the question has to be located and modified individually.

   c. **Benefits to linking questions**: Linking helps maintain uniformity but only until an assessment is deployed. If a global change to the question is desired, it might only need to be made in one place.

   d. **Drawbacks to linking questions**: You cannot modify a linked question for a non-deployed assessment except by changing the original source question—which also means every other non-deployed assessment linking to the question is impacted as well.

   *Note*: A linked question displays with a chain icon under **Test Canvas**.

6. Click the criteria links under the **Browse Criteria** section to display all questions associated with that criteria. You can select between pools, tests, and question types. It is also possible to search by question categories, topics, levels of difficulty, and keywords—all of which are considered
question metadata.

7. As criteria are selected from the **Browse Criteria** section, the relevant questions are displayed in the active filter list. The selected criteria are displayed above the active filter list as a reference. If there are no matching questions, the active filter list will be empty.
8. You can also use the **Search current results** box to type a phrase, word, or part of a word to find matching questions.

![Find Questions](image)

9. Select questions from the selected criteria. Questions selected through this process are displayed in the “shopping list” at the bottom of the page.
   a. Click **Show List** to view all the questions that have been selected.
   b. Click **Hide List** to minimize the list.
   c. Questions are removed from the shopping list by clicking the red **X** link next to the question. This action does not delete the actual question; it just unselects them.

![Selected Questions](image)

10. Click **Submit** when you completed the selecting of questions. The selected questions will be added at the end of the test.

**Add Metadata to a Question**

You can create metadata values for questions to organize them for future use. The metadata values created in one question can be used when creating other questions in the same course. These metadata values are used to search for questions to reuse on the **Find Questions** page. Questions can have the following metadata values added to them: **Categories, Topics, Levels of Difficulty, Keywords**.

*Note:* The question metadata options are only available if **Add categories, topics, levels of difficulty, and keywords to questions** are selected in **Question Settings**.

Instructions for adding metadata to a question:

1. Go to **Control Panel > Course Tools > Tests, Surveys, and Pools**
2. Select **Tests** from the **Tests, Surveys, and Pools** page
3. Create a new test or select **Edit** from the double-down arrow next to an existing test.
4. Make sure the checkbox next to **Add categories, topics, levels of difficulty, keywords and instructor notes to questions** under **Question Settings** is selected.
5. Create a new question by using the Create Question drop-down list or select Edit next to an existing question.

6. To add a category, topic, level of difficulty, or keyword, click Add.

7. Type a new category, topic, level of difficulty, or keyword in the field and click OK. You can also type multiple items at once, separating each with a comma.

8. Click Submit when finished.

Question Sets:

In addition to Random Blocks, instructors can use Question Sets to randomly select a set number of questions to appear on a test. These questions are pulled from a specific group of questions selected by the instructor. Instructors can include questions from one or more existing tests and pools. From this set, the instructor specifies how many questions to display on the test. The specific questions displayed are randomly selected each time the test is taken. This provides instructors a more concrete idea of what will be displayed to students than when using Random Blocks.
For each question set, you can specify:

- The pools and tests from which it will be selected
- The type of questions to be selected
- The number of questions to be selected

**Note:** If the number of questions to be displayed is less than the list of questions (example: 3 out of 50), then the questions are randomly distributed so that each user may be viewing a different set of three questions. You can choose to display the same questions to all users by selecting all questions listed.

Step-by-step instructions about how to use Question Set to locate and add questions to a test follow:

1. Go to **Control Panel > Course Tools > Tests, Surveys, and Pools**
2. Select **Tests** from the **Tests, Surveys, and Pools** page
3. Click the double-down arrow next to a test and select **Edit**
4. On a test, survey, or pool canvas page, point to **Reuse Question** and select **Create Question Set**.
5. On the **Create Question Set** page, search for questions using the **Browse Criteria**.

6. Select the questions to include in the test. You can also select the check box in the header row to select all the currently displayed questions. Click **Submit** when finished.

7. A question set will be added at the end of the test on the **Test Canvas** page.

8. The Question Set shows the total number of questions in the set, and the currently set number of questions to display to a student taking the test (the default is one). You can type a different value in the **Number of Questions to display** box. To ensure students are presented with a different question set each time, enter a number less than the total number of questions.

   **Note:** When you add questions to a test using the question set feature, each question is linked to its original source. The questions are not copied into the test.

9. To add questions to the set, click **Questions in the Set** and select **Add Questions**. The **Create Question Set** pop-up window displays. (There is no need to re-select the questions already in the question set. This procedure merely adds questions to what is already present.) Use the criteria to find and select the questions to add to the question set. Review your selected
questions and click **Submit**.

10. To delete questions from the set, select the questions to be removed and click **Remove Question**. This action does not delete the original linked source for the question.