Step by Step: Finding Questions To Reuse

When creating a new test, instructors can use the Question Finder to copy or link to questions from other tests or pools in the same course. By default, all questions from pools and tests are displayed. You can use search criteria to filter down to the exact questions needed. If you add metadata (such as categories) to questions when creating or copying them, it is even easier to locate specific questions.

1. Go to the Test Canvas page for your test.

   The example test will reuse questions from previous exams.

2. Click the Reuse Question button. A drop-down menu will display.

3. Click the Find Questions link.

   The Find Questions page (also called the Question Finder) displays in a new window. By default, all questions from pools and tests in your course display.
4. To narrow the search, click on items in the **Browse Criteria** section. Select or deselect as needed. The list of questions displayed will update. The example shows the expanded Pools and Tests criteria.

5. To find questions that use specific words, type in the **Search current results** field and click the **Go** button.

6. Click the button next to the desired **Mode** to:
   - **Copy** the question (useful in making small changes) OR
   - **Link** to the original question. Any editing will be made to the original question. Linking also reduces the number of questions, improving the overall test speed, especially in courses with large exams.
7. To select the displayed questions to add to the test, click the **checkbox** at the top row or click the box of each desired question.

8. Click the **Submit button**. The questions will be added to the test.