

Copy Quiz/Exam Questions to the Question Library

In order to create a random pool (section) of questions for a quiz or exam, you must have all of the questions that will be in the pool saved in the Question Library in Brightspace. If the pool of questions only exist within a quiz or exam, you must first import them into the Question Library before creating the Random Pool (Random Section) within the exam.

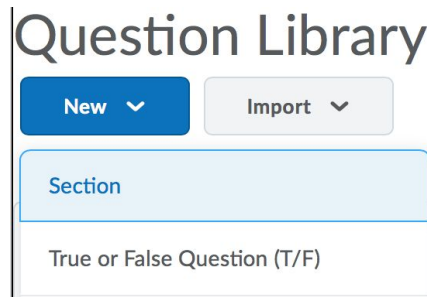
1. Navigate to the Question Library

Start by clicking on the Question Library tab located in the Quizzes and Exams tool.



2. Create a new Section

While not necessary, we recommend creating a new Section in the Question Library to import the questions into. This is very helpful if you have multiple assessments or need the ability to create pools of questions for multiple modules or chapters. Click on **New** and then choose **Section**. You will need to give it a name before saving it.

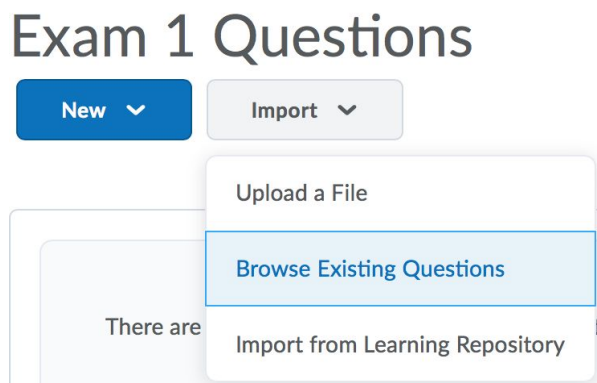


3. Open the new Section

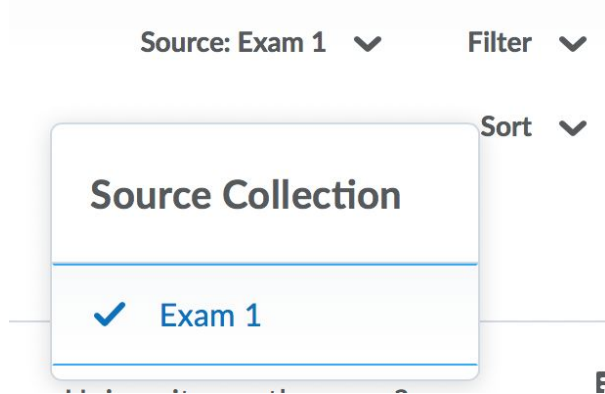
Once you've saved your new Section, **click on the name of the Section** you just created to open it.

4. Import Questions

- a. Click on the **Import** button located beneath the section name. Choose **Browse Existing Questions** to select the source.quiz/exam.



- b. Click on the **Source** dropdown to select your existing quiz/exam.
Pro tip: if you have trouble determining which source to use, we recommend temporarily renaming your original quiz/exam to a more easily identifiable name.



- c. Check the box next to each question you wish to import.
- d. Click on the **Add** button to finish the import.

5. **Finish**

Once you have all of the questions added to the section, click on the **Done Editing Questions** button to ensure all changes have been saved.