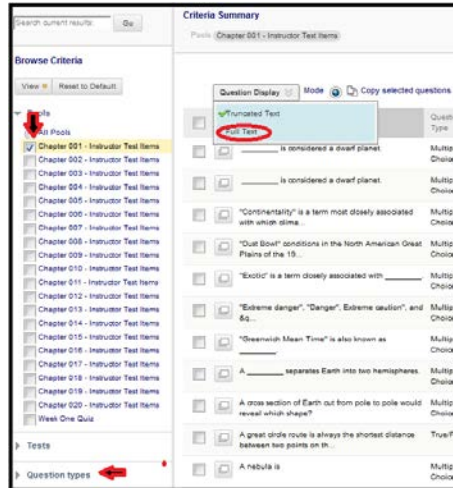


1. In Tests open Quiz – Week One
2. Click on “Question Settings” on the upper right and select the items that make sense for your exams. Depending on your course images might be important. Set the point value at whatever value you wish (usually 2). That can be changed in the test area too.

<b>1. Feedback</b> <input type="checkbox"/> Provide feedback for individual answers.
<b>2. Images, Files, and Web Links</b> <input checked="" type="checkbox"/> Add images, files, and web links to individual feedback. <input checked="" type="checkbox"/> Add images, files, and web links to answers.
<b>3. Question Metadata</b> <input checked="" type="checkbox"/> Add categories, topics, levels of difficulty, keywords and instructor notes to questions.
<b>4. Scoring</b> <input checked="" type="checkbox"/> Specify default points when creating questions. Default point value: <input type="text" value="2"/> <input type="radio"/> Use the currently assigned points when finding and adding questions. <input checked="" type="radio"/> Use default points when finding and adding questions. <input checked="" type="checkbox"/> Specify partial credit options for answers. <input type="checkbox"/> Specify negative points options for answers. <input checked="" type="checkbox"/> Provide option to assign questions as extra credit.
<b>5. Display</b> <input checked="" type="checkbox"/> Specify random ordering of answers. <input checked="" type="checkbox"/> Specify the horizontal or vertical display of answers. <input checked="" type="checkbox"/> Specify numbering options for answers.
<b>6. Submit</b>

3. Mouse over ‘Reuse Question’ and click on ‘Find Question’
4. Check mark the pool you want to use (Chapter 001 – Instructor test items??) This generates all the questions on the right side of the page
5. Then on the left – if you only want a certain type of question (MC, TF) – click on question types and checkmark your type There are 203 questions in this pool. So I assume you want to select some, not all.
6. On the right half of the test box screen mouse over the question display and choose ‘Full text’. This allows the question to be fully displayed and makes choosing easier.



7. The screen is defaulted to “copy” selected questions – which you want. As you select questions you can see a running total on the bottom left.
8. Click submit to import the questions into your quiz.