Adding an Existing Question to a Test

You can reuse questions by using the Find Questions page, which contains every question from all existing tests, surveys, and pools in the course.

1. On a test or survey canvas page, on the Action Bar, click on Reuse Question and select Find Questions. The Find Questions pop-up window appears.

2. Choose a method for adding questions, Copying or Linking. The difference between the two is that if a linked question is changed, those changes are reflected in every test and survey where that question appears. Once you have selected a question, you can change this option before adding the question to a test or survey.

3. Expand the criteria selections to view and find questions that match the criteria you select.
4. Use the Search Current Results field to narrow the search.

5. Select the questions to add using the check boxes.
6. Click **Submit**. The question will be added to your test or survey as a copy or a link.

📞 Having trouble following the instructions in this PDF? Contact the IT Service Center via [Live Chat](#) or by phone at 859-572-6911.