Adding Metadata

You can create metadata values for questions to help 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 help 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

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

1. In the Course Tools area of the Control Panel, click Tests, Surveys, and Pools.

2. Create a new test, survey, or pool, or select Edit from the contextual menu for an existing test, survey, or pool.
Getting Started with Question Finder

3. Create a new question by using the **Create Question** drop-down list or select **Edit** next to an existing question.

4. The Categories and Keywords section appears in different places depending on the type of question, but always just before Instructor Notes. To add a category, topic, level of difficulty, or keyword, click **Add**.
5. **Categories and Keywords**

Note: If the question Categories and Keywords section does not appear on the create/edit pages for a question, this usually means Add categories, topics, levels of difficulty, and keywords to questions has not been selected in Question Settings for the assessment.

5. 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.

6. Click **Choose from Existing** to select an existing category, topic, level of difficulty, or keyword. If there are no existing choices, this option will not be displayed.
7. Click Submit when finished.

**Question Finder**

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.

![Find Questions](image1)

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.

![Find Question Mode](image2)

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.

![Viking emoji] (Smiley showing a Viking hat and horn)

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