Tagging Questions for Reuse

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.
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**.
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.

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