

Creating a new category and managing questions in the questions database:

1. Click on the [quizzes](#) or [final exam](#) icon on the course homepage.
2. Make sure the [designer options](#) tab is selected.
3. Click on the [questions database](#) link.
4. To the right under view, select [all categories](#) to see everything you have in the database.
5. If you want to add a new category such as final exam click on [create category](#), type in the title of the category, and click [create](#).
6. To move questions from one category to another, select [all categories](#) again under the view categories option.
7. Place a check next to each question to be moved.
8. In the right hand menu, scroll down to question options, and find [move to](#).
9. Select the category where the questions should belong and click go.
10. This would also be a good time to delete any unused categories, because if you import all categories into your new class, it will import empty categories also.
11. To delete a category, go to the questions database and look under [category options](#).
12. Under [delete](#), select the category and click [go](#)

To download questions

1. In the questions database under [category options](#), select [view all](#) categories and click [go](#)
2. Select all of the questions for Mid Term Exam and Final Exam by clicking the check box next to each question. This will select just those questions for downloading. Don't include questions from the Course Completion Survey, because then they will be in your new course 2 times and will only confuse the situation.
3. Click [download](#) and you will be prompted to save file to hard drive. Select [my documents](#) for the saving location, so you will know where to find the file in the next step.

To import questions in new course:

1. Click on the [quizzes](#) icon.
2. Click the [designer options](#) tab at the top of the page
3. Click the [question database](#) link near the top of the page
4. Click [import](#) questions from file button in the right hand column of the page
5. Click [browse](#) and then select the text file from your computer hard drive
6. Click [upload](#)
7. Select the radio button next to the file in the list and click on [add selected](#)
8. All of your questions will appear from from all categories; however, your questions from Mid Term and Final still need to be linked up to the actual quiz in the class. The process so far has only imported questions from your questions database and they are separate from any quiz.

To create quiz:

9. Click quizzes icon
10. On the right-hand side of the browser window click [create quiz](#)
11. Type in the title and click [create](#)

Add questions to quiz:

12. Click on the quiz title, Final Exam, for example.
13. In the right hand column click on add questions.
14. The [question browser](#) window will pop up. Scroll down until you see the [final exam](#) folder.
15. Click the [check box](#) next to [final exam folder](#) in order to select all of the questions in that folder.
16. At the bottom of the window, click on [add selected](#).
17. Assign a point value to each question and click [update total](#)
18. Click on [edit quiz settings](#) in order to customize the quiz release time, etc.
19. After adjusting quiz settings click [update](#).