

## Deleting questions from a Question Pool

1. Navigate to the test that you want to replace in the “Assessments” area.
2. Click on the action link to the right of the test and choose “Edit the test.”
3. Select the entire question-set, and delete it so the test has no questions.
4. Next click on “Course Tools” under the Control Panel.
5. Click on “Tests Surveys and Pools” and then select “Pools” on the next page.
6. Click on the action link to the right of “Question Database” and choose “Edit.”
7. Click on “Categories” on the left-hand side of the next page.
8. Select the boxes to the left of the categories (they correspond with tests pools) that you want to delete/replace.
9. The corresponding questions should now populate in the main area of your window.
10. At the bottom right, beneath the questions, click on “Show All.” This step is optional but it will make things easier when you are deleting.
11. At the top left, above the questions, select all of the questions by checking the box at the top left.
12. Click “Delete.” Here is a screenshot of steps 7-12:

The screenshot displays the 'Question Database' interface. On the left, the 'Browse Criteria' panel shows a tree view of categories. The 'Categories' section is expanded, and 'Lab 2 Quiz' is selected, indicated by a red box and arrow labeled '8'. The main area, titled 'Categories Lab 2 Quiz', shows a table of 25 questions. The top-left checkbox of the first row is checked, with a red box and arrow labeled '11'. The 'Delete' button at the top of the table is highlighted with a red box and arrow labeled '12'. At the bottom right, the 'Show All' button is highlighted with a red box and arrow labeled '10'. The table contains 25 rows of questions, all with 'Fill in Multiple Blanks' as the question type. The interface also shows 'Displaying 1 to 25 of 62 Items' and 'Page 1 of 3'.

| Question Text  | Question Type           | Default Points |
|--|-------------------------|----------------|
| Lab 2 Shoulder Quiz020: The structure on the image is [x1].                            | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz025: The structure (long portion of the bone) on the image is [x1]. | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz019: The structure on the image is [x1].                            | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz003: The structure on the image is [x1].                            | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz042: The structure on the image is [x1] muscle.                     | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz006: The structure on the image is [x1].                            | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz036: The structure on the image is [x1] muscle.                     | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz004: The structure on the image is [x1].                            | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz018: The bone on the image is [x1].                                 | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz041: The structure on the image is [x1] muscle.                     | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz011: The edge of the bone on the image is [x1].                     | Fill in Multiple Blanks | -              |
| L2-044: The structure on the image is [x1] muscle.                                     | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz055: The structure on the image is [x1] ligament.                   | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz009: The depression on the image is [x1].                           | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz048: The structure on the image is [x1] muscle.                     | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz007: The structure on the image is [x1].                            | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz023: The structure on the image is [x1].                            | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz053: The structure on the image is [x1] muscle.                     | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz017: The indentation on the image is [x1].                          | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz046: The structure on the image is [x1] muscle.                     | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz024: The elevation on the image is [x1].                            | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz001: The bone on the image is [x1].                                 | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz062: The structure on the image is [x1] ligament.                   | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz050: The structure on the image is [x1] muscle.                     | Fill in Multiple Blanks | -              |
| Lab 2 Shoulder Quiz031: The structure on the image is [x1].                            | Fill in Multiple Blanks | -              |