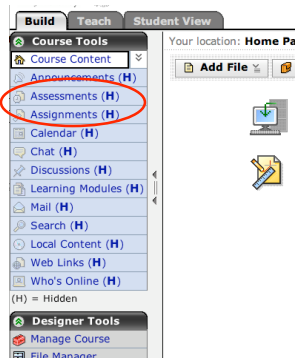
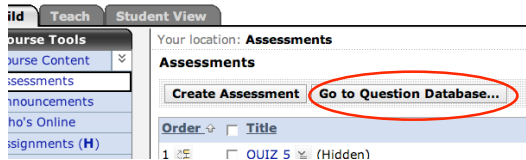


Accessing the Question Database

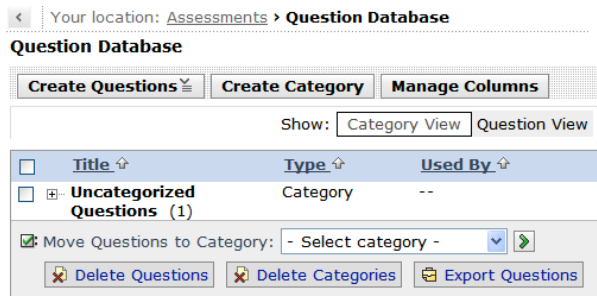


To access your **Question Database**:

- Click **Assessments**



- Click **Go to Question Database**



Here you can

- **Create Questions**
- **Categorize Questions**
- **Export Questions**

All questions are automatically stored in the **Question Database**. Since the **Question Database** can contain thousands of questions, it's a good idea to organize questions into categories.

- To add the question to an existing category, select **Specify an existing category**, and from the dropdown list, select the category. **Uncategorized Questions** is a default category. If you do not specify a category, the question will automatically be placed here.
- To add the question to a new category, select **Create a category**, and in the text box, enter the **category name**.

You can preview the question before saving it by clicking **Preview**.