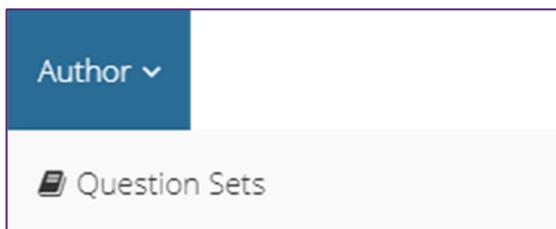


## Using Question Sets in Inspira Assessment

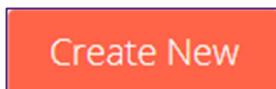
In Inspira Assessment, a Question Set is the content of an assessment item, i.e., the information pages and questions/tasks that students will see and respond to when completing an assessment. When setting up and scheduling an assessment, one of the steps includes adding the Question Set to the assessment. The same Question Set can be selected/re-used for other assessment items. You can build a Question Set using questions you already have in your Question Bank (either created by yourself or shared with you by someone else), or you can create new questions directly in the Question Set. This guide provides instructions and tips for creating Question Sets for your assessment items.

### Creating a Question Set and adding questions

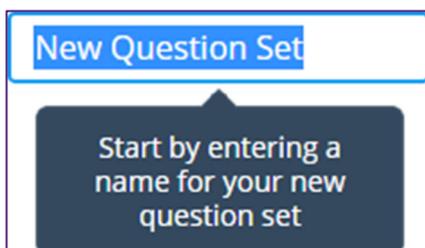
1. After logging into Inspira Assessment admin, go to **Author > Question Sets**



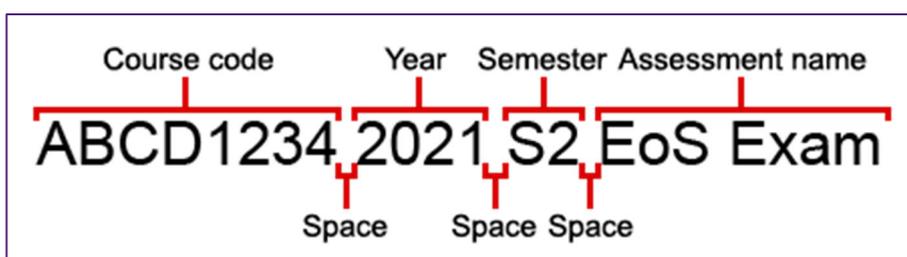
2. Click **Create New** in the top-right corner of the page



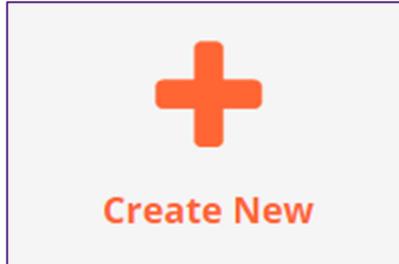
3. You will be prompted to enter a name for your Question Set



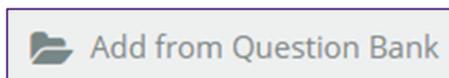
Follow the naming convention below for all your Question Sets. This will help you find and sort them later, but it will also help support staff add the correct Question Set to the assessment if they are assisting you with scheduling and setup:



4. Next, add questions to your Question Set. There are two ways to do this:
- Click the **Create New** button to create a question. Follow the Creating Questions guide for this process. Once you have saved the question, it will appear in this Question Set, but will also be accessible in your Question Bank (accessible from **Author > Questions**).



- Click **Add from Question Bank** to add a pre-existing question to this Question Set. You will need to already have a question in your Question Bank to do this. This can either be a question that you created earlier or one that has been shared with you by another Inpera user.



- After clicking this button, the **Select questions** dialogue box will appear. Tick the boxes next to the questions you'd like to add from the Question Bank, then click **Add**.

DEFAULT VIEWS

All Questions 400

Analytics

MY VIEWS ^

VETS1060 1

### Select questions 400 x

Created by me Edited today Shared with me Filters ▼ 1

<input type="checkbox"/>	Title	Type	Created by	Last edited ▼	Editor
<input type="checkbox"/>	Q1 - Health sectors	Multiple Choice	Dale Hansen	08/13/2021 9:34 AM	Dale H
<input type="checkbox"/>	RBPS	True / false	Dale Hansen	08/13/2021 9:34 AM	Dale H
<input type="checkbox"/>	Medicare funding	Matching / pairing	Dale Hansen	08/13/2021 9:34 AM	Dale H
<input type="checkbox"/>	Alcohol	True / false	Dale Hansen	08/13/2021 9:34 AM	Dale H
<input type="checkbox"/>	Govt and levels	Drag and drop	Dale Hansen	08/13/2021 9:34 AM	Dale H
<input type="checkbox"/>	Tobacco 2	True / false	Dale Hansen	08/13/2021 9:34 AM	Dale H
<input type="checkbox"/>	WHO main factors	Multiple Choice	Dale Hansen	08/13/2021 9:34 AM	Dale H

1 - 20 of 400

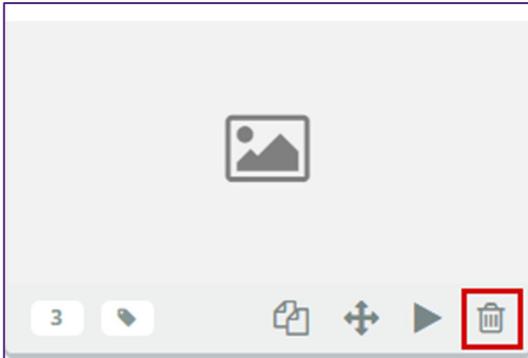
« 1 2 3 4 5 ... »

Hits per page:

Cancel
Add

## Removing Questions

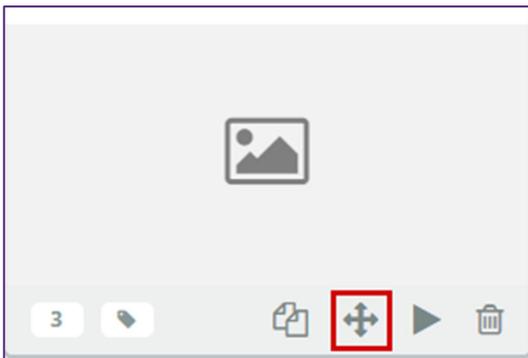
To remove a question from the Question Set, click the trash can icon on the question:



**Note:** the question will be removed from the Question Set but will still be available in your Question Bank for later use.

## Moving Questions

To move a question, click and drag the **four arrows icon** on the question and drop the question into its new location. Questions can be moved within a Section or to different Sections in this process.

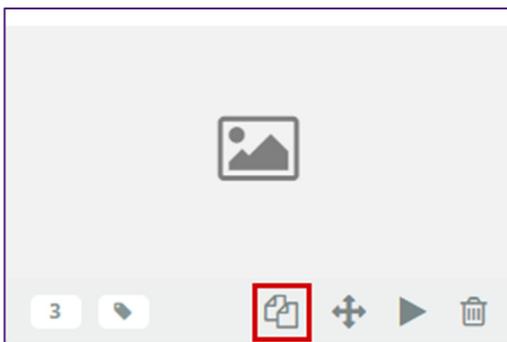


**Tip:** Reducing the text size in your browser before moving questions will allow you to see more of your Question Set on screen, making it easier to move things around. See <https://www.computerhope.com/issues/ch000779.htm> for instructions.

## Duplicating Questions

To duplicate a question within your Question Set:

1. Click the **duplicate icon** on the question:



2. Click **Continue** at the dialogue box that appears.
3. A duplicate of the question is then saved to your Question Bank (named “Copy of (your question title)”). To add it to your Question Set, you will need to use the **Add from Question Bank** button (instructions provided above under **Creating a Question Set and adding questions**).

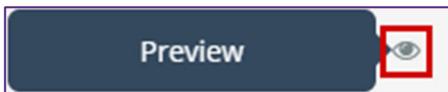
## Printing/Exporting Question Sets

If you would like to print your Question Set or save it as a PDF, please see the [Question Set Printing/PDF Exporting](#) guide.

## Previewing a Question Set

Previewing your Question Set allows you to get a feel for how your questions in this Question Set will display for students.

Click the **eye icon** in the top-right corner of your Question Set to preview it.



The questions will display with navigation arrows at the bottom as well as the navigation bar (provided this has not been switched off in your Question Set’s Design settings) with each question number shown.

**Candidate ID**  
? remaining 📶 ☰

**i Academic Integrity Pledge**

Academic Integrity is a core value at UQ. We all need to act with courage to take our responsibilities seriously and uphold honesty, trust, respect and equity, particularly in assessment.

For you as a student this means:

- Completing your assessment tasks, whether face-to-face or online, in an honest, fair and trustworthy manner
- Acting responsibly, based on your lecturer or tutor’s instructions, and not giving or receiving any unauthorised assistance to others in completing assessment tasks
- Commitment to act honestly and refusing to take any action that would break trust with your peers and lecturer/tutor

By undertaking this online assessment you will be deemed to have acknowledged UQ’s Academic Integrity Pledge (above) and to have made the following declaration:  
*“I certify that my submitted answers are entirely my own work, are not copied from lecture notes or other sources, and that I have neither given nor received any unauthorised assistance on this assessment item”.*

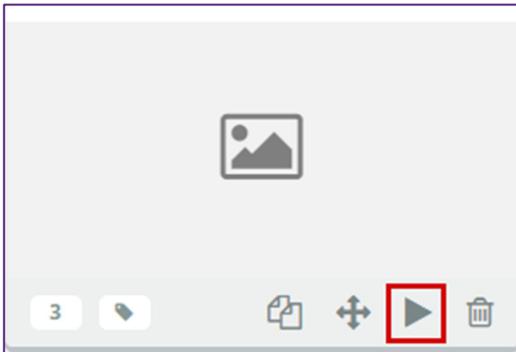
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Things to note:

- If you have a lot of questions in your Question Set, the numbers may not be visible on each of the navigation links.
- The “Check answer” link at the bottom of each question is only visible to you as part of this preview. It is *not* shown to students.

You can also preview a single question from within your Question Set by clicking the **play icon** on the question itself.

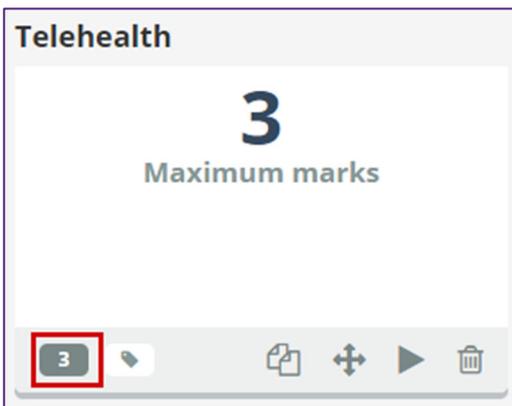


Previewing this way will *not* show the bottom navigation, stimulus panels or any of the other other Question Set Design settings that you would get if previewing the full Question Set using the method above.

## Other Question Set features

### Question maximum marks

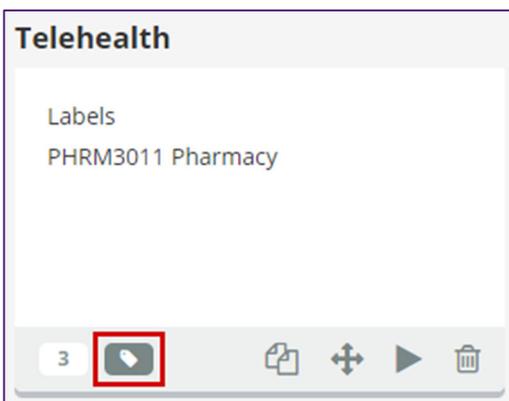
You can see the maximum marks available on a question from within the Question Set by looking at the number in the bottom left corner of the question:



Clicking the number will display it larger, as shown.

### Question labels

You can see the labels on a question by clicking the **label icon** at the bottom of the question in the Question Set:





## Design settings

There are a number of other settings that will determine how your Question Set displays to students. These are available under Design and are detailed in the [Assessment Design settings](#) guide.

## Important consideration when modifying a Question Set

Consider the impact of changes made to a Question Set if it's already been added to an assessment.

## Further information

The Inspira Help Center also contains a support guide for Question Sets at <https://support.inspera.com/hc/en-us/articles/360039044812-Create-a-Question-Set>