

Inspera Help Center > Author > Question settings

# Add labels to questions

Updated 4 months ago



## Labels

Available for **Author**.

Use labels to tag your questions with, for example, specific subjects. This helps you find a specific question easily or narrow search results in the question bank.

**Note:** Although labels of two characters or fewer can be added, they are not searchable. To be included in the search, the label must include at least three characters.

## How to create a Label

Within the Author module, begin by creating a question.

1. To the right of the page, within the General options panel, open the **Labels** dropdown.
2. Type a label name and click **+ add**, or enter. You can add several labels to one question.
3. In the top-right corner, Click **Save**.

A screenshot of the Inspera Author interface. On the left, there's a toolbar with various icons for text styling and media. Below it is a file upload section with a 'Browse' button. On the right, there's a sidebar with sections for 'Marks', 'Mark scheme', 'Main illustration', 'PDF panel', and 'Labels'. The 'Labels' section is expanded, showing a text input field with a '+' button, which is highlighted with a red rectangle. A vertical red rectangle also highlights the entire 'Labels' dropdown menu.

Now, you can filter to find questions with specific labels in **Author > Questions**.

1. In the top-right corner, Click **Filters**.
2. Select the **Labels** dropdown and start to type the label name (minimum 3 characters are required).

### Information:

Using labels to filter questions is a way of sorting and organizing questions. However, it is not possible to filter out questions having more than one label.

### Example:

Question1 has label1  
Question2 has label2  
Question3 has label1 and label2

Filtering on label1 and label2 will result in *all* these three questions appearing in the view.

The screenshot shows a search interface for labels. At the top, there are filters for 'Created by: All', 'Labels: All' (which is highlighted in yellow), 'Question type: All', 'More filters', and 'Filters 0'. Below the filters is a search bar containing the letter 'l'. To the right of the search bar is a magnifying glass icon. Underneath the search bar are two buttons: 'Select all' (with a checked checkbox) and 'Select none' (with an unchecked checkbox). A message below the buttons says 'No matches'. On the left side, there is a timestamp '1:09 AM' and a link 'click all'.

To **remove** a label from a question, first click on the label, and then click the cross in the upper right corner of the label.

The screenshot shows a question editor interface. On the left is a rich text editor toolbar. In the center, there is a text area with placeholder text 'Download the file and upload corrected version.' and a 'Browse' button. On the right is a sidebar with sections for 'Marks', 'Mark scheme', 'Main illustration', 'PDF panel', and 'Labels'. The 'Labels' section is expanded, showing a list with two items: 'UPLOAD01' and 'V2020'. A red arrow points to the 'X' icon next to 'V2020', indicating where to click to remove the label.

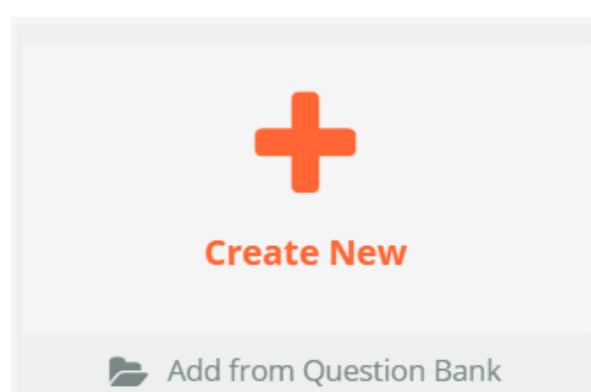
**Tip:** Labels can be added at any time, not just as you create the question.

**Information:** It is not possible to edit or remove labels from questions in a bulk operation.

## Add questions to question sets by using labels

If a question is created outside the question set or in the context of another question set, you can search for labels to add the question to the question set from the question bank.

1. In the question set, add the question by clicking **Add from Question Bank**.



2. Search the label to see only questions with the selected label.

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## Select questions

Search		Created by: All	Labels: All	Question type: All	More filters	Filters 0	Filter	Print	Export
Title	Type	Created by	Edited by	Labels					
Article - Upload assignment EN	Upload Assignment	██████████	██████████ M	2 labels	<input checked="" type="checkbox"/> UPLOAD01	<input type="checkbox"/> Select all	<input type="checkbox"/> Select none		
Artikkel - filopplastning NO	Upload Assignment	██████████	██████████ M	2 labels	<input type="checkbox"/> UPLOAD01	<input checked="" type="checkbox"/> UPLOAD01	<input type="checkbox"/> Select all	<input type="checkbox"/> Select none	
Ny oppgave	Multiple Choice	██████████	██████████	01/22/2020 7:59 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New document	Document	██████████	██████████	01/22/2020 7:58 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Select the label you are searching for.

4. Click the question you want to add to the question set, and then press **Add**.

**Note:** You can select several questions before pressing "Add".