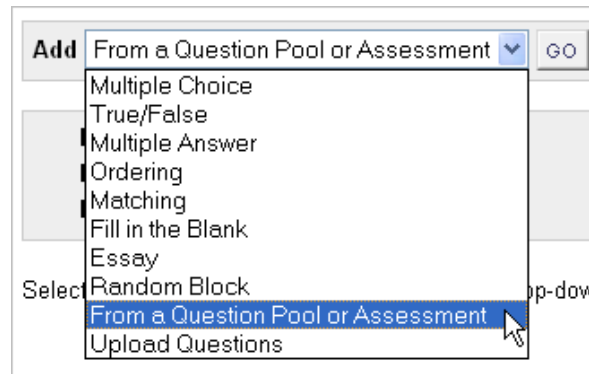





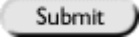
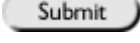

Blackboard Quick Reference Guide

Creating & Using a Pool of Test Questions




You can create test questions using the Pool Manager. The Pool Manager has many advantages over creating tests with the Test Manager. You can use the Pool Manager to import pools from other courses or other instructors who teach the same class (the import file must be in a zipped format). Surveys can also be created from pools.





Creating a New Pool of Questions

- Step 1:** From the Control Panel, click **Pool Manager**.
- Step 2:** Click  **Add Pool**.
- Step 3:** Provide a name for this pool (required field), a description and student instructions.
- Step 4:** Click .
- Step 5:** From the Pool Canvas page, click **Creation Settings**.
- Step 6:** Select the desired settings and click .
- Step 7:** From the Pool Canvas page, select a question type from the *Add* drop-down menu.
 Follow the steps in the “Creating & Deploying a Test” quick reference guide for adding questions.

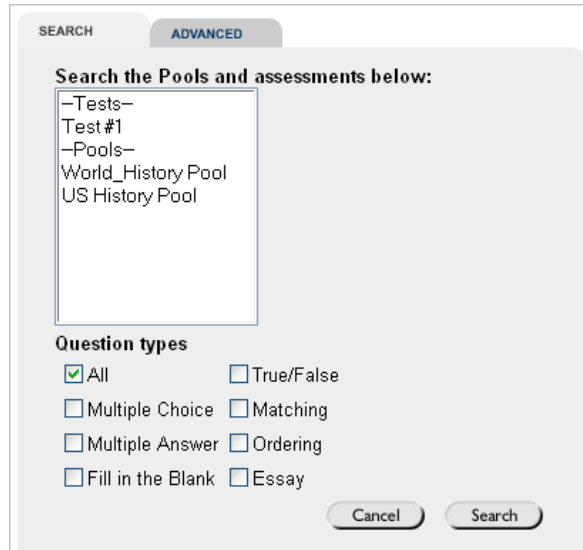
Creating a New Test from the Pool

- Step 1:** From the Control Panel, select the Content Area where you want the test to appear.
- Step 2:** Click  **Test** on the toolbar.
- Step 3:** Click .
- Step 4:** Name the test (required field), give it a description and provide instructions.
- Step 5:** Click . From here, you can specify the default point value for your questions.

Step 6: From the *Add* question drop-down menu, select **From a Question Pool or Assessment**. Click  .

 To randomly generate questions from a pool, select *Random Block* instead.

Step 7: Select the pool (or test) from which you wish to draw questions.



Step 8: Choose the specific question types. To view all questions, click *All* checkbox.

Step 9: Click  .


Step 10: From the results page, place a checkbox next to those questions you want to include in this test (20 questions can be added at one time).

Step 11: Click  .

Step 12: Modify, add new, reorder, remove, or change the point value for the test questions.

Step 13: Click  to submit your test.

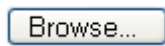
Step 14: Click  , then click **OK** twice to return to the Content Area.

 See the “Creating & Deploying a Test” quick reference guide for deploying the test.

Importing a Pool of Questions

Step 1: From the Control Panel, click **Pool Manager**.

Step 2: Click  on the toolbar.

Step 3: Click  and navigate to the saved pool file (must be in a zip format).

Step 4: Click  .