

# Uploading and Editing a Question Pool File



## Blackboard Learn

Blackboard pool files are question banks that can be imported into your course's Tests, Surveys, and Pools area for you to use when developing your tests. These instructions will review the process of importing an exported Blackboard pool file or pool file from a publisher.

### IMPORTING A QUESTION POOL

1. In the course that you want to add the Blackboard pool file to, scroll down to the course's **CONTROL PANEL** and click on the **COURSE TOOLS** menu. In the list of options that appears, select **TESTS, SURVEYS, and POOLS**.
2. On the Tests, Surveys, and Pools main menu, select **POOLS**.
3. On the Pools page, click the **IMPORT POOL** button.
4. You will be taken to the Pool Import page. Click the **BROWSE MY COMPUTER** button. In the file selection window that appears, locate and select your pool file from its location on your computer or storage media. Then, click the window's **OPEN** button.
5. The selected file will be listed on the Pool Import page. Click the **SUBMIT** button to import the file.
6. Once the file has been uploaded, you will be taken to the Pool Import Complete page. Here you will see a confirmation status message stating that the package has been processed and the import has completed. Click the **OK** button to exit this page.
7. You will be taken to the Pools page. The pool you imported will appear in the pool summary list.

### Pools

*Pools are sets of questions that can be used in multiple tests or surveys. Pools can be imported from outside the system and exported for reuse. [More Help](#)*

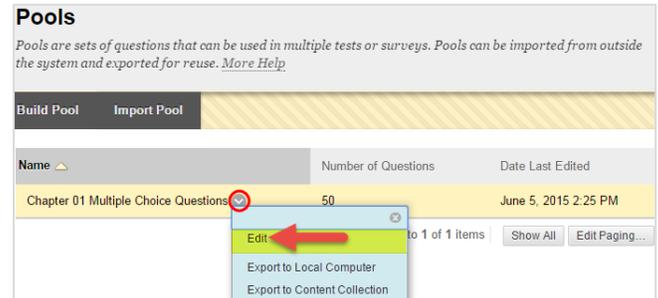
<b>Build Pool</b>	<b>Import Pool</b>		
Name ▲	Number of Questions	Date Last Edited	
Chapter 01 Multiple Choice Questions	50	June 5, 2015 2:25 PM	
Displaying 1 to 1 of 1 items   <a href="#">Show All</a> <a href="#">Edit Paging...</a>			

After importing a question pool, we highly recommend that you review the question pool to ensure that the questions are formatted correctly, to assign point values to questions, and make any other necessary customizations to the questions (see next page).

## EDITING A QUESTION POOL

You may edit a question pool before it is used in a test by following these steps.

1. In the course's **CONTROL PANEL** and click on the **COURSE TOOLS** menu. In the list of options that appears, select **TESTS, SURVEYS, and POOLS**. On the Tests, Surveys, and Pools main menu, select **POOLS**.
2. On the Pools page, review the summary list of pools to find the name of the pool you want to edit. Roll your mouse over the pool and click the gray context arrow that appears. In the menu of options that appears, click **EDIT**.



3. You will be taken to the **POOL CANVAS**. Here, you can review, edit, and add questions to the pool.

**Pool Canvas: Chapter 01 Multiple Choice Questions**  
The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question Find Questions Upload Questions

Description  
Instructions  
Questions 50  
Total Points 50

Search current result Go

**Browse Criteria**  
View Reset to Default

Question types

**Criteria Summary**  
Question types All Pool

Deleting | Points Update Question Display Page 1 of 2

Question Text	Question Type	Default Points
<input checked="" type="checkbox"/> Aristotle said, "We like those who resemble us, and are engaged in the same p..."	Multiple Choice	1
<input type="checkbox"/> Social distanc...	Multiple Choice	1
<input type="checkbox"/> Which of the f... social distanc...	Multiple Choice	1
<input type="checkbox"/> Despite the re...	Multiple Choice	1

Use the "Create Question" menu to add your own questions to the pool.

Use the "Find Questions" button to add questions from other resources in the course to this pool.

You may change question point values using the update tools and text boxes.

To edit a question, access the question's context menu and click "Edit".

## USING QUESTION POOLS IN TESTS

Once you have prepared your question pools, please review these instructions for building tests that use question pools.

- [Creating a Random Block Test](#)
- [Creating a Test from a Question Pool](#)