

CREATING A POOL OF QUESTIONS



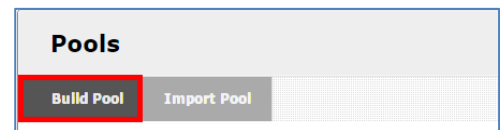
Tests, Surveys, and Pools

Instructors may make a pool of questions through their course's Tests, Surveys, and Pools area. A pool is a collection of questions that can be added to a test. When building a test, the instructor may select one or more questions from the pool or may choose to pull random questions from the pool so that each student taking a test receives different questions.

MAKING A POOL

1. When accessing the course as an instructor, scroll down to the **CONTROL PANEL** and click **COURSE TOOLS**. In the menu that appears, select **TESTS, SURVEYS, AND POOLS**.

2. On the main menu page that appears, select **POOLS**. On the **POOLS** page, click the **BUILD POOL** button.



3. On the **POOL INFORMATION** page that appears, give the pool a name, description, and instructions. Then, click **SUBMIT**.

A screenshot of the "Pool Information" form. The form has a title bar "Pool Information" and "Cancel" and "Submit" buttons. Below the title bar, there is a note: "* Indicates a required field." The form is divided into three sections: "Name", "Description", and "Instructions". The "Name" field contains "Instructional Design: Chapter 1". The "Description" field contains "Questions from unit 1 readings, Larson and Locke Chapter 1 and Green and Brown Chapter 1." The "Instructions" field contains "Please select the best answer." Each section has a rich text editor toolbar with various formatting options.

4. You will be taken to the **POOL CANVAS**. Here, you can create your pool questions. Roll your mouse over the **CREATE QUESTION** button and select a question type from the drop-down menu.

A screenshot of the "Pool Canvas: Instructional Design Chapter 1" interface. It shows a top bar with "Create Question", "Find Questions", and "Upload Questions" buttons. The "Create Question" button is highlighted with a red border, and its dropdown menu is open, showing a list of question types: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, and True/False.

- For the question format you chose, the **CREATE/EDIT QUESTION** page will appear. Complete the given form by entering your question, answers, and feedback in the text boxes provided. When done, click **SUBMIT**.
- You will be taken back to the **POOL CANVAS**, where you can continue to add more questions to the pool.
- When you are done adding questions, please be sure to **assign a point value to each question**. You may do this question by question by clicking on the point boxes and adding point values or by using the selection and update tools.

Updating Question Point Values Individually

The screenshot shows the 'Criteria Summary' page with 'All Pool Questions' selected. A single question is visible: 'Review the following statements and select those that are true about the inst...'. The question type is 'Multiple Answer'. The point value box is highlighted with a green border and contains the number '10'. A green checkmark button is visible next to the point value box. A red speech bubble points to the point value box and the checkmark button.

SELECT question point box, add a POINT VALUE to the box, and click the checkmark.

Updating Question Point Values for All Questions

The screenshot shows the 'Criteria Summary' page with 'All Pool Questions' selected. A list of questions is displayed. The 'Points' column shows '10' for the first question. The 'Update' button is highlighted in yellow, and a red arrow points to it. A red speech bubble points to the 'Update' button.

SELECT all questions, add a POINT VALUE to the points box, and click UPDATE.

Question Text	Question Type	Default Points
Review the following statements and select those that are true about the inst...	Multiple Answer	-
Instructional design uses models and theories from management sciences, learn...	True/False	-

- When you are done creating your pool of questions in the **POOL CANVAS**, click the **OK** button at the bottom of the page.

You can now build a test using your pool of questions. To learn more, please read our tutorial called [Creating a Test from a Question Pool](#).