CREATING A POOL OF QUESTIONS
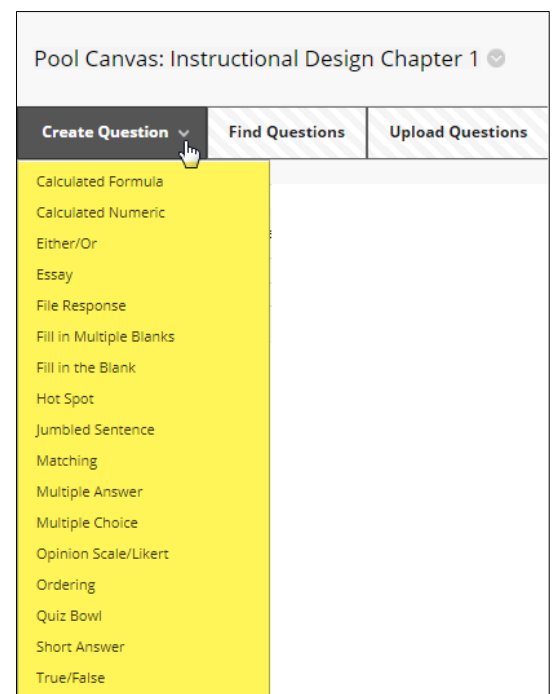
Faculty Support
eLearning

TEACHING LEARNING COMMUNITY

Tests, Surveys, and Pools

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**.

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.

5. 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**.

6. You will be taken back to the **POOL CANVAS**, where you can continue to add more questions to the pool.

7. 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

Updating Question Point Values for All Questions

8. 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](#).