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. Click the FIND QUESTIONS button.
5. The FIND QUESTIONS window should appear as a pop-up window. In the BROWSE CRITERIA pane, click on the TESTS link and select the tests containing the questions you want. If desired, you may use the QUESTION TYPES menu to further sort through and find questions of a particular format from the selected tests. The results of your search appear in the CRITERIA SUMMARY pane.

6. Next, you will select the questions that you want to add to your new pool. To select from all questions in your search results do the following:

   a. Scroll down to the bottom of the Question Finder page. CLICK the SHOW ALL button.
b. This will make the Question Finder list all the questions in the CRITERIA SUMMARY results on one page. Next, CHECK CHECKBOXES next to the test questions you want to add to your new pool.

c. When you are done, click the Question Finder’s SUBMIT button.

7. You will be taken back to the POOL CANVAS page. The selected questions will be added to your new pool. Here, you can review and adjust your questions as needed. When you are done building your pool, click the OK button at the bottom of the Pool Canvas.

You may now use your new pool of questions to create a random block test. Random block tests pull an indicated number of questions randomly from a pool. This creates different versions of a test for each student.