CREATING A TEST FROM A POOL
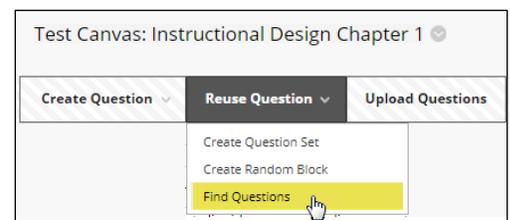
Tests, Surveys, and Pools

This tutorial will walk you through the creation of a test using a question pool. This tutorial assumes that you have already created or uploaded a pool of questions to the Tests, Surveys, and Pools area of your course. Before you begin this process, please make sure that you have your browser set to allow pop-ups.

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 **TESTS**. On the **TESTS** page, click the **BUILD TEST** button.

3. On the **Test Information** page, enter a name, a description, and instructions in the text boxes provided. Click **SUBMIT** to proceed to the Test Canvas.

4. On the Test Canvas for this test, roll your mouse over the **REUSE QUESTION** button and select **FIND QUESTIONS**.

5. On the **FIND QUESTIONS** page, use the tools under **BROWSE CRITERIA** to select **POOLS** and a question source. The **CRITERIA SUMMARY PANE** will update to display questions.

   If there are more than 25 questions available, scroll to the bottom of the page and click the **SHOW ALL** button to view them all on one screen.

   Use the checkboxes to select the questions you want to use.

6. When you are done, click the **SUBMIT** button.

7. Your questions will be added to your Test Canvas. Here, you can review and adjust your questions as needed.

Please review your questions to ensure that a *correct answer* is indicated for each question and that the *correct point value* is assigned to each question.

Test Canvas: Instructional Design Chapter 1

| Create Question | Reuse Question | Upload Questions | | Question Settings |

Description	Itaque earum rerum hic tenetur a sapiente delectus. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit.
Instructions	Nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam.
Total Questions	10
Total Points	100.00000

Select: All None | Select by Type: - Question Type -

| Delete | Points | Update | Hide Question Details |

1. True/False: A condition does not identify what th...   Points: 10.00000

Success: 10 questions added as a link.

Question	A condition does not identify what the learner will be able to use to meet the desired performance.
Answer	True
	✓ False

8. When you are done building your test, click the **OK** button at the bottom of the Test Canvas.

When you are ready to deploy your test so students may take it, please see the [Making Your Test Available](#) tutorial.