

CREATING A TEST FROM A POOL

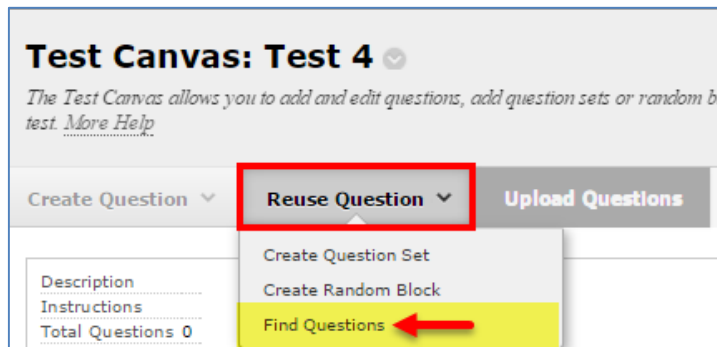


Faculty Support
eLearning

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](#).

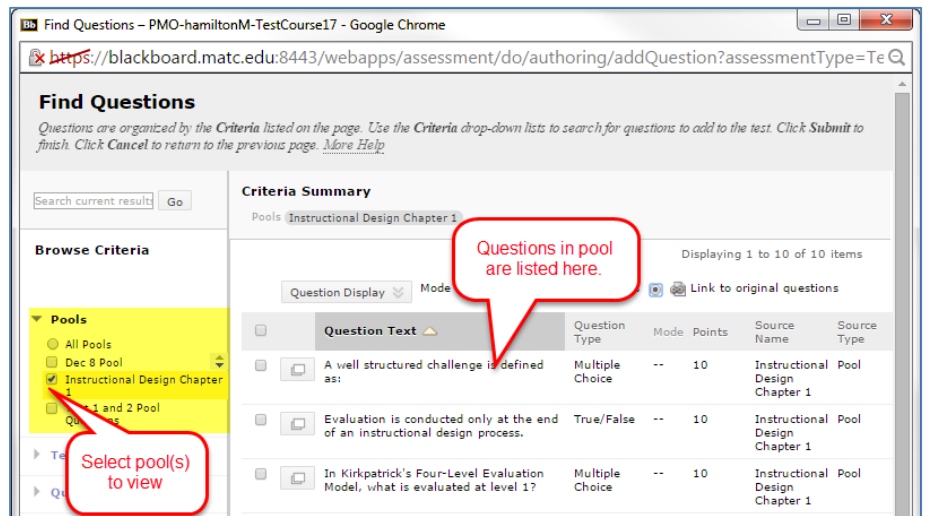
1. When accessing the course as an instructor, scroll down to the **CONTROL PANEL** and click **COURSE TOOLS**. In the menu that appears, select **TESTS, SURVEYS, AND POOLS**.
2. On the main menu page that appears, select **TESTS**. On the **TESTS** page, click the **BUILD TEST** button.
3. On the **Test 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. You will be taken to the **FIND QUESTIONS** page.

Please Note! - If you are prompted by a message to choose from copying or linking to original questions, choose **LINK TO ORIGINAL**. This will help maintain a manageable Tests, Surveys, and Pools area and avoid unnecessary duplication.

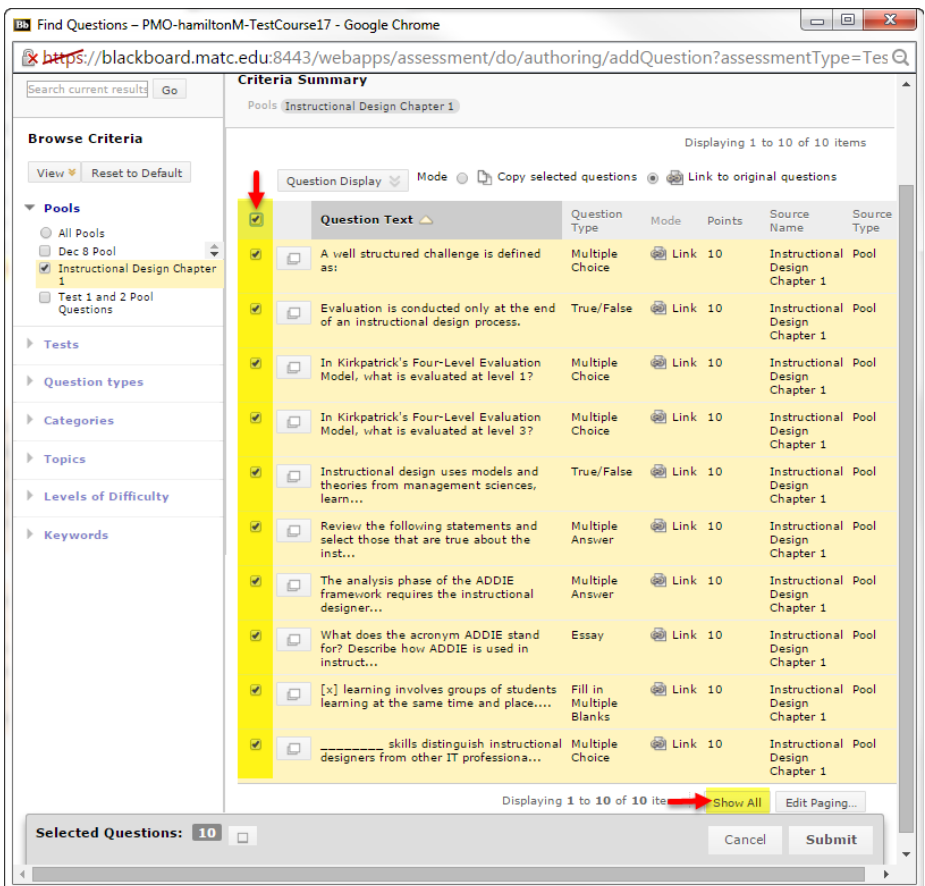
- In the **BROWSE CRITERIA** page of the Question Finder, open the **POOLS** menu and select the pool or pools containing the questions you want.



- In the **CRITERIA SUMMARY PANE**, select the questions you want to add to your test by checking individual checkboxes.

Or, if you want to add all questions from the pool to the test, click the **SHOW ALL** button on the bottom of the page to view all questions from the pool on one page. Then, select the master checkbox at the top of the questions list to select all question on the page.

Once you have selected your questions, click the **SUBMIT** button on the bottom of the page.



8. 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.

The screenshot shows the 'Test Canvas: Test 4' interface. At the top, there are navigation tabs: 'Create Question', 'Reuse Question', 'Upload Questions' (which is active), and 'Question Settings'. Below the tabs, there is a summary box with fields for 'Description', 'Instructions', 'Total Questions' (set to 10), and 'Total Points' (set to 100). Below this, there are controls for 'Select: All None' and 'Select by Type: - Question Type -'. There are also buttons for 'Delete', 'Points' (with an input field), 'Update', and 'Hide Question Details'. The main content area shows a list of questions. The first question is a 'Multiple Choice' question: 'A well structured challenge is define...'. It has a point value of 10. A green success message says 'Success: 10 questions added as a link.' Below the question, there is a table with two columns: 'Question' and 'Answer'. The question text is 'A well structured challenge is defined as:'. The answer options are: 'A. A problem or situation that is unclear that requires substantial inquiry and research to discover the cause and identify possible solutions.' and 'B. A problem or situation that is clearly understood. The cause and possible solutions are easily identifiable.' Option B is marked as the correct answer with a green checkmark.

9. 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.