Creating a Test from a Pool

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.

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.