

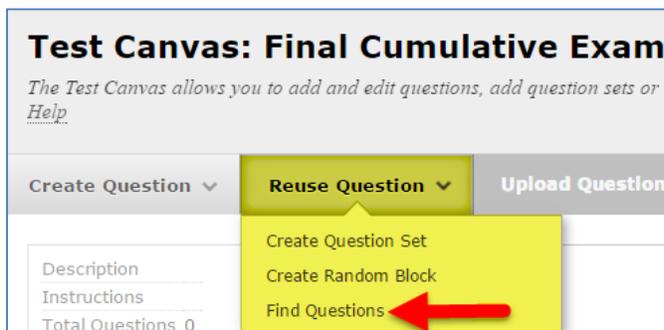
Creating a Test from Other Tests or Pools in the Course



Tests, Surveys, and Pools

Instructors who have already created tests or questions pools in Blackboard may use this tutorial to create a test using questions from these sources. This may be useful for creating cumulative exams. Before you begin, please make sure that your browser [allows 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.

6. In the on the **FIND QUESTIONS** page, use the **BROWSE CRITERIA** menu and tools to select tests and pools to search in your course for questions. The results will appear in the **CRITERIA SUMMARY** pane.

Find Questions

Questions are organized by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test. Click **Submit** to finish. Click **Cancel** to return to the previous page. [More Help](#)

Search current result

Criteria Summary

Pools **DEMO POOL** + Tests Lesson 1 Review Quiz Lesson 2 Review Quiz

Browse Criteria

View

Pools

- DEMO POOL

Tests

- All Tests
- Final Cumulative Exam
- Lesson 1 Review Quiz
- Lesson 2 Review Quiz
- Lesson 3 Review Quiz
- Lesson 4 Review Quiz
- Lesson 5 Review Quiz

Question types

Categories

Topics

Selected Questions: 3

Criteria Summary

Question Display

<input type="checkbox"/>	Question	Question Type	Mode	Points	Source Name	Source Type
<input checked="" type="checkbox"/>	As a new hire, what information do you need to set up your MATC network account?	Multiple Choice	Link	10	Lesson 1	Test Review Quiz
<input checked="" type="checkbox"/>	As a security precaution, your faculty MATC network account's password expire...	Multiple Choice	Link	10	Lesson 1	Test Review Quiz
<input checked="" type="checkbox"/>	Describe the process of adding another Gmail account to your login to view ot...	Ordering	Link	10	Lesson 2	Test Review Quiz
<input type="checkbox"/>	How can you tell which Gmail account you are logged into when viewing a Gmail...	Multiple Choice	--	10	Lesson 2	Test Review Quiz
<input type="checkbox"/>	In the image below, you will see an example of a Gmail	Hot Spot	--	10	Lesson 2	Test Review

Use the *Browse Criteria* tools to search for questions in other tests or pools.

In the search results, select the questions you want to and click "Submit" to add them to the test.

In the **CRITERIA SUMMARY PANE**, select the questions you want to add to your test by checking individual checkboxes. To view all questions in the results, be sure to click the **SHOW ALL** button at the bottom of the page.

- Once you have selected your questions, click the **SUBMIT** button on the bottom of the page.
- The selected questions will be added to your Test Canvas. 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.
- 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.