

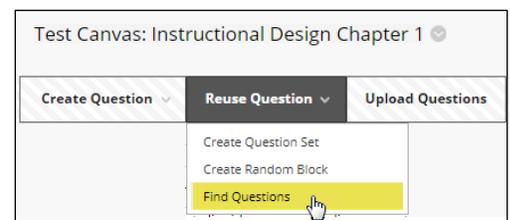
CREATING A TEST FROM A POOL



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.

QUESTION TEXT	QUESTION TYPE	MODE	POINTS	SOURCE NAME	SOURCE TYPE
<input checked="" type="checkbox"/> A condition does not identify what the learner will be able to use to meet th...	True/False	Link	-	Instructional Design Chapter 1	Pool
<input checked="" type="checkbox"/> A learning objective should include the following elements:	Multiple Answer	Link	-	Instructional Design Chapter 1	Pool
<input checked="" type="checkbox"/> Begin each statement of a specific learning outcome with a verb that specific...	Fill in the Blank	Link	-	Instructional Design Chapter 1	Pool
<input checked="" type="checkbox"/> By including conditions to the objective, instructions are provided to the le...	True/False	Link	-	Instructional Design Chapter 1	Pool
<input checked="" type="checkbox"/> Creating content is a part of what phase?	Multiple Choice	Link	-	Instructional Design Chapter 1	Pool
<input checked="" type="checkbox"/> What does ADDIE stand for?	Multiple Choice	Link	-	Instructional Design Chapter 1	Pool
<input checked="" type="checkbox"/> What is something you would assess in the analysis phase?	Multiple Choice	Link	-	Instructional Design Chapter 1	Pool
<input checked="" type="checkbox"/> Which of the following is a performance phrase for application?	Multiple Choice	Link	-	Instructional Design Chapter 1	Pool
<input checked="" type="checkbox"/> Which of the following is a performance phrase for knowledge?	Multiple Choice	Link	-	Instructional Design Chapter 1	Pool
<input checked="" type="checkbox"/> Which of the following is a performance phrase for synthesis?	Multiple Choice	Link	-	Instructional Design Chapter 1	Pool

- When you are done, click the **SUBMIT** button.
- 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' interface for 'Instructional Design Chapter 1'. At the top, there are buttons for 'Create Question', 'Reuse Question', 'Upload Questions', and 'Question Settings'. Below this, a summary table shows: 'Total Questions: 10' and 'Total Points: 100.00000'. There are also 'Select' and 'Select by Type' dropdowns, and buttons for 'Delete', 'Points', 'Update', and 'Hide Question Details'. A list of questions is shown, with the first one being a True/False question: '1. True/False: A condition does not identify what th...'. A success message states 'Success: 10 questions added as a link.' The question text is 'A condition does not identify what the learner will be able to use to meet the desired performance.' The answer options are 'True' and 'False', with 'False' selected and marked as correct.

- 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.