Tools: Create Test from Pool

Step 1: Click on **COURSE TOOLS - TESTS/SURVEYS/POOLS**

Step 2: Click on **TESTS**

Step 3: Click on **BUILD TEST**

Step 4: Give it a Name, a Description (optional) and Instructions, then click **SUBMIT**:

Step 5: Click on **REUSE QUESTION/FIND QUESTIONS**:

You will see the **POOLS** you have created listed:

Step 6: Select the **POOL** you would like to use. In this example, my **POOL** name is NSG 2041 XAM 1 S19 and you will see a list of the questions in the **POOL**. Click on first box to select all the questions to add to your Test. If there is more than one page of questions, click on the right chevron to move to the next page:

Click on the first box at the top again and you will see that you have gotten all 50 questions. Then Click **SUBMIT**:

You will see a notification that the questions have been added to your test:

Step 7: Scroll to the bottom of the 50 questions and choose **OK**:

You will see the Test and a No under Deployed.

Next, you will deploy the test to the appropriate Week and edit the Settings.

Step 8: Go to the Week where you would like the test to go and select **ASSESSMENTS/TESTS:**

Step 9: Select the test and click SUBMIT:

Step 10: Select SETTINGS:

- Choose YES next to **OPEN TEST IN NEW WINDOW**
- Choose YES next to **MAKE AVAILABLE TO STUDENTS**
- Option to allow Multiple Attempts

- Do not select FORCE COMPLETION

- Option to Set Timer

- Select Display After and Display Until by clicking on Calendar and Clock

- DO NOT put in a Password

- Option to set Due Date

- Option to now allow students to start the Test after the due date has passed

- Option to Include this Test in the Grade Center (can hide it from students in GC)
- Option to show Feedback
- Recommend choosing ONE AT A TIME for Test Presentation

You will see the Test in your week.