

Tools: Pools

Pools are part of Tests, Surveys, and Pools located in the Control Panel under Course Tools. You can create a Test or Survey through Assessments in Blackboard or here. However, to create a Pool, you must use this Tool. Please refer to the Guidesheets on the Portal: Test and Survey to learn how to create those.

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

Creating a Pool is very similar to creating a Test or Survey.

Step 1: Click on **COURSE TOOLS** from the Control Panel, and choose **TESTS, SURVEYS, AND POOLS**:

- ▼ Course Tools
 - Achievements
 - Announcements
 - Blogs
 - [Cengage Learning MindLinks](#)
 - Collaboration
 - Contacts
 - Course Calendar
 - Course Messages
 - Date Management
 - Discussion Board
 - Glossary
 - Journals
 - McGraw-Hill Higher Education
 - Pearson's MyLab & Mastering
 - Rubrics
 - SafeAssign
 - Self and Peer Assessment
 - Send Email
 - Tasks
 - Tests, Surveys, and Pools**
 - Wikis

Step 2: Click on **POOLS**:

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

You can choose either **BUILD POOL** or if you have a Pool from another course, you can choose **IMPORT POOL**.

Step 3: Click on **BUILD POOL** and give the Pool a name (required) and a Description (optional). Click Submit.

Pool Information
Type a Name for the pool. This is a required field. Use a descriptive name to identify the pool. [More Help](#)

* Indicates a required field.

Cancel **Submit**

POOL INFORMATION

* Name

Description



Step 4: You will see a Pool Canvas where you can add Questions to your Pool the same way you would a Test or Survey.

Pool Canvas: Pool Questions

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use questions individually. [More Help](#)

Create Question **Find Questions** **Upload Questions**

Description
Instructions
Total Questions 0
Total Points 0

Step 5: Once you are done creating your questions, click **OK** and you will see your Pool:

Name	Number of Questions	Date Last Edited
Pool Questions	1	January 21, 2015 3:05 PM

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

Step 6: Using your **POOL** of questions.

Step 7: While creating a Test, you can use your **POOL** to add a question. Choose Build Content/Assessment/Test/Create Test:

Create Test

Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. [More Help](#)

Cancel **Submit**

ADD TEST

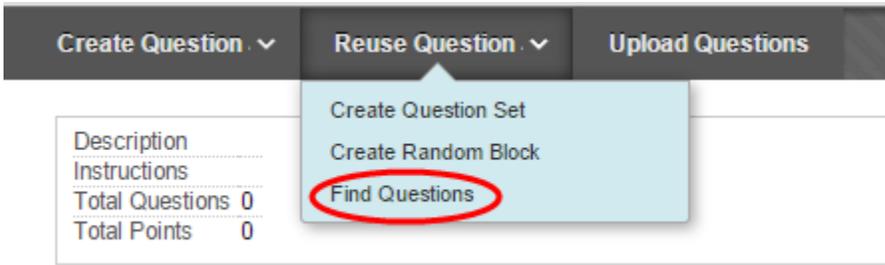
Create a new test. There are no tests to add.

Create a New Test

Create

Step 8: Give it a name and choose Submit as usual.

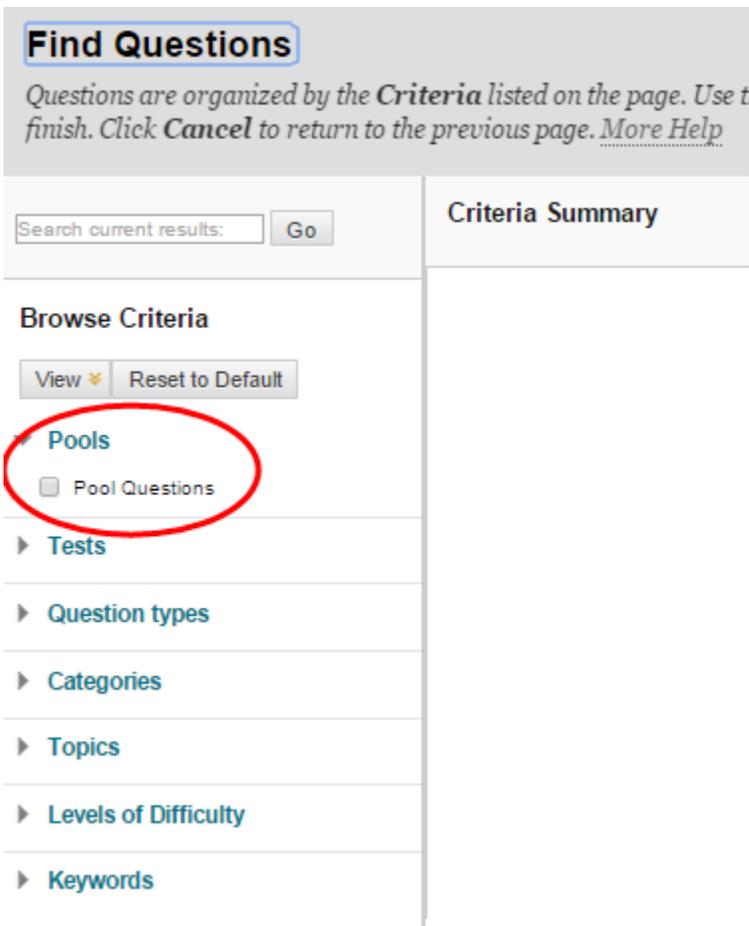
Step 9: Click on **REUSE QUESTION/FIND QUESTIONS**:



The screenshot shows a navigation bar with three buttons: 'Create Question', 'Reuse Question', and 'Upload Questions'. The 'Reuse Question' button is active, and its dropdown menu is open. The menu items are 'Create Question Set', 'Create Random Block', and 'Find Questions'. The 'Find Questions' option is circled in red. To the left of the menu, there is a summary table:

Description	
Instructions	
Total Questions	0
Total Points	0

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



The screenshot shows the 'Find Questions' page. At the top, there is a search bar with the text 'Search current results:' and a 'Go' button. Below the search bar is a 'Criteria Summary' section. On the left side, there is a 'Browse Criteria' section with a 'View' dropdown and a 'Reset to Default' button. The 'Pools' criterion is selected and circled in red. Below 'Pools', there is a checkbox for 'Pool Questions'. Other criteria listed include 'Tests', 'Question types', 'Categories', 'Topics', 'Levels of Difficulty', and 'Keywords'.

Step 10: Select the **POOL** you would like to use. In this example, my **POOL** name is Pool Questions and you will see a list of the questions in the **POOL**. Click on the box to the left of the question you would like to add to your Test. Then Choose **SUBMIT**.

Displaying 1 to 2 of 2 items

Question Display Mode Copy selected questions Link to original questions

<input type="checkbox"/>	Question Text	Question Type	Mode	Points	Source Name	Source Type
<input type="checkbox"/>	bb: bb upgraded today	True/False	--	-	Pool test	Pool
<input checked="" type="checkbox"/>	jan 1: today is jan 1	True/False	Copy	-	Pool test	Pool

Displaying 1 to 2 of 2 items

The question is now in your Test:

1. True/False: jan 1: today is jan 1 Points: 10

Success: 1 questions added as a copy.

Question	today is jan 1
Answer	<input checked="" type="checkbox"/> True <input type="checkbox"/> False

Select: | Select by Type: | | Points | |

Continue building your test from your POOL or Create a Question using the Create Question option.