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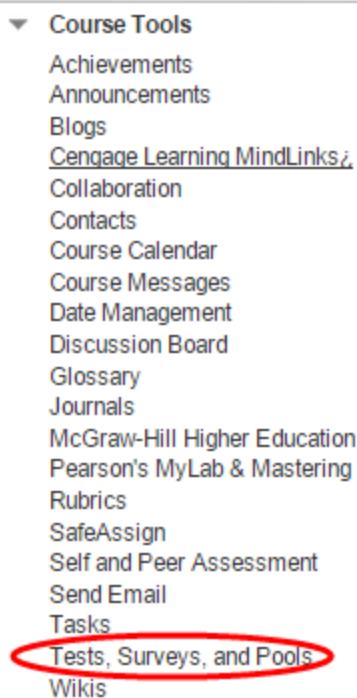
Pools are part of Tests, Surveys, and Pools located in the Control Panel under Course Tools. You can create a Test or Survey through Assessments in Blackboard or here. However, to create a Pool, you must use this Tool. Please refer to the Guidesheets on the Portal: Test and Survey to learn how to create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

Step 2: Click on **POOLS:**

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 u:
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 quest**i**on. 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
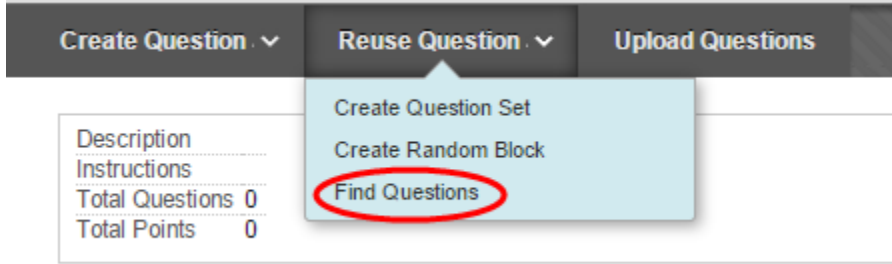
Cancel   **Submit**

ADD TEST

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

Create a New Test   [Create]
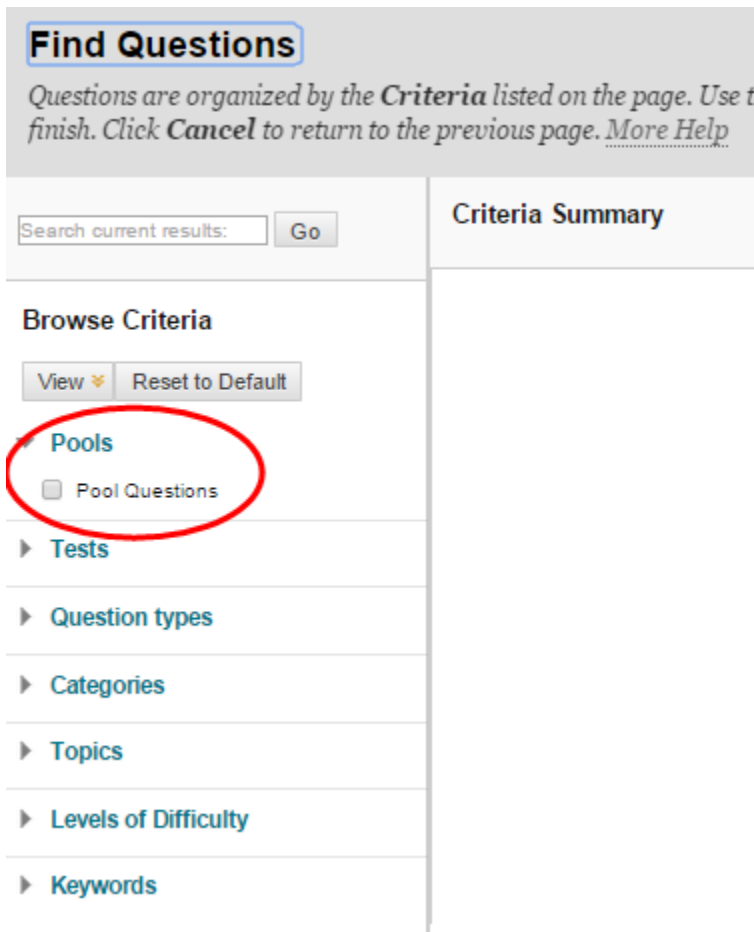
Step 8: Give it a name and choose Submit as usual.

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

Create Question ˅   Reuse Question ˅   Upload Questions

Create Question Set
Create Random Block
Find Questions

Description
Instructions
Total Questions 0
Total Points   0

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

Find Questions

*Questions are organized by the **Criteria** listed on the page. Use t... finish. Click **Cancel** to return to the previous page. More Help*

Search current results: [ ] [Go]

Criteria Summary

Browse Criteria

[View ˅] [Reset to Default]

▾ Pools
    ☐ Pool Questions

▸ Tests

▸ Question types

▸ Categories

▸ Topics

▸ Levels of Difficulty

▸ 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

☐		Question Text △	Question Type	Mode	Points	Source Name	Source Type
☐	☐	bb: bb upgraded today	True/False	--	-	Pool test	Pool
☑	☐	jan 1: today is jan 1	True/False	☐ Copy	-	Pool test	Pool

Displaying **1** to **2** of **2** items   Show All   Edit Paging...

Cancel   **Submit**

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   ✓ True
                        False

Select: All None | Select by Type: - Question Type - ▼
Delete   Points [   ]   Update   Hide Question Details

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