

Create Question Pools

Once the pool shell is created, follow the procedures for establishing Creation Settings and adding test questions on pages 5-7 of this tutorial.

Create the Pool Shell

1

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Tests, Surveys, and Pools

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Tests

Surveys

Pools

Tests are sets of questions that are graded to measure student performance. Once a test is created here the Grade Center. Note that some question types are not automatically graded.

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate students.

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions.

1. In the **Control Panel**, click **Course Tools**.
2. Choose **Tests Surveys, and Pools**. [Tests, Surveys, and Pools](#)
3. On the following page, choose **Build Pool**.

1. Add Test

Create a New Test

Add Test

4

Create

Select Test Below

1. Test Information

Name

5

Mid Term

Description

6

20 Questions True/False

7

Submit

4. The **Create Test page** opens, click **Create**.

5. The **Test Information** page opens. Fill out the **Name Field** with the name or subject of the test.

6. Fill out the **Description Field** with a description of the test. For example **“20 Questions True/False”**.

7. Fill out the **Instruction Field**. Let test takers know the parameters of the test such as time limits, opportunities to skip questions, or if they can return and finish the test later.

8. Once all of the fields have been completed, Click **Submit**.

9. Pool questions are added to the shell in the same manner as an assessment.