

ITTC SMARTGuide for Progressive users to Blackboard Learn

This user guide focuses on creating test pools. A test pool is a collection of questions which can be used/reused while creating any test or survey. The following detailed steps will provide a complete tutorial on how to create a test pool.

1. Expand the **Control Panel** under **Course Management** on the left hand side of the screen by clicking on it.

COURSE MANAG	EMENT
* Control Panel	
¥ Files	*
Course Tools	
Evaluation	*
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Customization	»
 Packages and Utilities 	*
✓ Help	

- 2. Now Expand the Course Tools section under it.
- 3. Now click on Tests, Surveys, and Pools.





4. Now 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 types are not automatically graded. Surveys		
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Su Pools		
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them		

5. You will see a **Build Pool & Import Pool** option. Click on Build Pool. Note, you can also import a Pool if you have already created one.



6. After clicking on Build Pool, you can fill the information like name and other text about the pool. Click on Submit.

7. You will see a similar screen like the one given below of a Pool Canvas with the Pool name you entered while creating the pool.

Pool Canvas: Class Questions Pool S		
Create Question ≽	Find Questions	Upload Questions
Description		
Instructions		
Total Questions 0		
Total Points 0		
Select a question type from the Create Question drop-down list.		



http://www2.astate.edu/ittc

8. Now start creating the questions after changing the question settings and selecting the type of questions you want to add to the pool. Fill out the question type page according to your question type. The Questions will be added for future use in the given Pool. Click **OK** to submit.

9. Your Questions should now be listed in the question Pool.

Pool Question Settings

To Edit you can click on **Question Settings** on the right hand side of the page. Read the settings carefully and check/uncheck the options which you like/dislike. Click on **Submit**.

Congratulations, You have now mastered to Create and Edit Pools.

Training material provided by the Interactive Teaching & Technology Center, Arkansas State University, AR 72467. For further information you may contact ittclab@astate.edu, 870-972-2334 or come by and visit us at http://www2.astate.edu/ittc or Library, Suite 301. Information for the ITTCSMARTGuide provided in part by http://www2.astate.edu/ittc or Library, Suite 301. Information for the ITTCSMARTGuide provided in part by http://www.blackboard.com.