

## ITTC SMARTGuide for Progressive users to Blackboard Learn

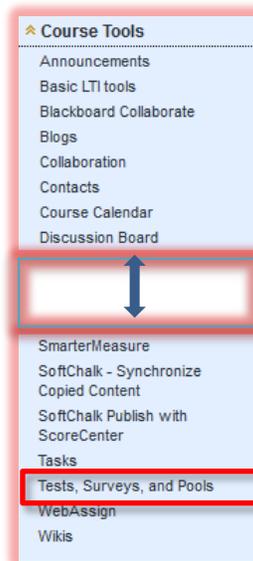
This user guide focuses on creating test pools. A test pool is a collection of questions which can be used/reused while creating any test or survey. The following detailed steps will provide a complete tutorial on how to create a test pool.

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

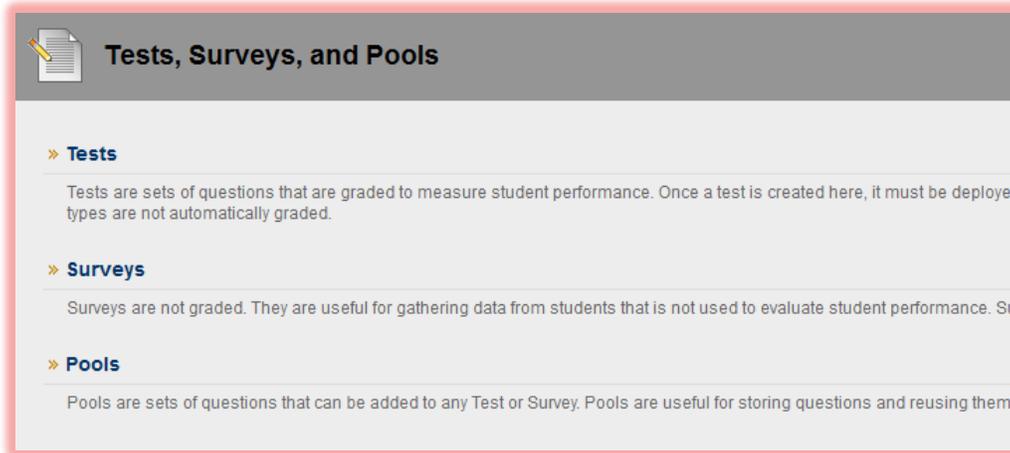


2. Now Expand the **Course Tools** section under it.

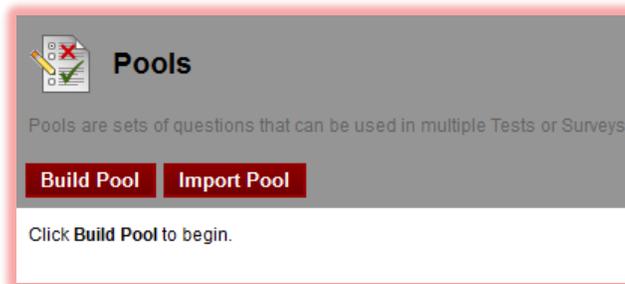
3. Now click on **Tests, Surveys, and Pools**.



4. Now click on Pools.

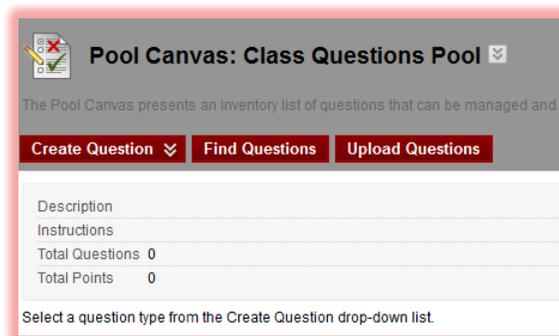


5. You will see a **Build Pool & Import Pool** option. Click on Build Pool. Note, you can also import a Pool if you have already created one.



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.





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.