Build a Test Pool

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.

Step 1  In the Control Panel, expand the Course Tools section.

   Click on Tests, Surveys, and Pools


Step 3  Click on Build Pool

Step 4  Type the name, description, and instructions.

Step 5  Click on Submit.

You have now started your Pool Canvas.
Before adding questions, check the **Question Settings**. (see instructions below).

**Step 6**
Select a **question type**. *

*Specific question types and information are listed on the Blackboard website.

Fill out the questions type page according to the question type.

**Step 7**
Click **OK**.

**Step 8**
You should return to your Pool Canvas page.
Notice the questions you just added should be listed.

Click **OK**.

---

**Edit Pool Canvas Settings**

**Step 1**
On the Pool Canvas page, on the right-hand side of the page, click on **Question Settings**.
Step 2: Check or Uncheck the setting according to your preference.

**Feedback:** Selecting this includes the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers. (Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, Ordering and Matching questions.)

**Questions Metadata:** This option enables Instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, Instructors may search for questions by category and keyword.

**Scoring:** Select this option and all questions will automatically have the same point value.

**Display:** Select options for displaying the test questions

Click on **Submit**.

**Notes:**
- Specific question types and information are listed on the Blackboard website.