

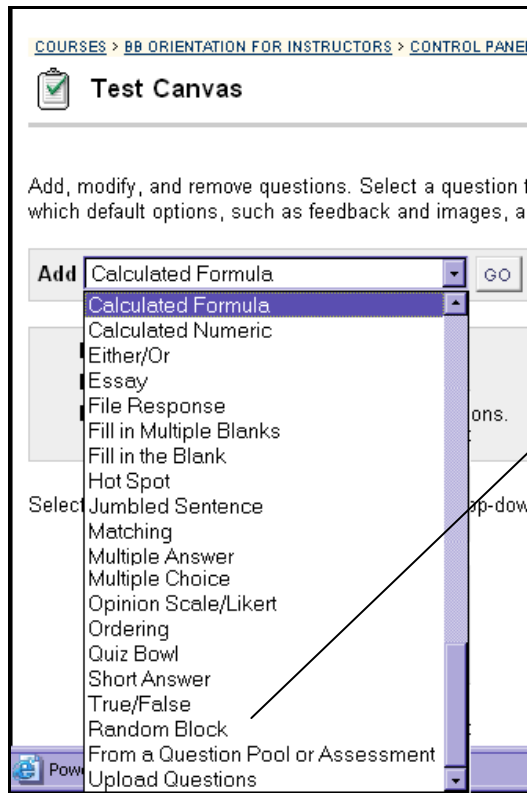
# Creating a Test from a Pool

The assessment features in Blackboard allow instructors to measure how well students have met learning objectives, provide opportunities for practice, or gauge opinions.

This tip sheet will provide steps for creating a test from a pool of questions. It assumes that the instructor has already created test questions in the Pool Manager; creating questions is covered in the Creating Tests or Surveys tip sheet.

**Step 1:** In the Test Manager, complete the first six steps of the Creating Tests or Surveys tip sheet, so that you have created the test name, description and instructions, and have set the desired Creation Settings.

**Step 2:** Now you are ready to bring in the pool of questions. Click the **triangle** in the dropdown box, highlight either **Random Block** (Step 3A) or **From a Question Pool or Assessment** (Step 3B), then click **Go**.



This screen shot displays all of the question types available. You will actually need to scroll down the list to see all of them.

**Random Block** means you'll take any questions from the pool, letting Blackboard decide which ones.

**From a Question Pool** means you want to search the pool to select a particular question or set of questions.

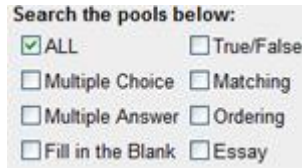
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**Step 3A:** Random Block

**Step A:** Choose the desired pool (or test) previously created.



**Step B:** Choose the desired type(s) of questions.



**Step C:** Enter the number of questions to use **Number of questions to import:**

**Step D:** Enter the points per question **Points per question:**

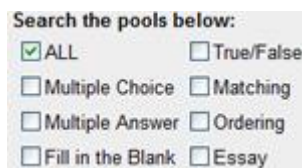
**Step E:** Click **Import**.

**Step 3B:** From a Question Pool or Assessment

**Step A:** Choose the desired pool or test previously created.

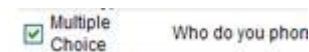


**Step B:** Choose the desired type(s) of questions.



**Step C:** Click **Search**.

**Step D:** Check the questions you want to use.\*



**Step E:** Click **Submit**.

**Step F:** Repeat steps A-E for each pool/test and/or page.

**Note:** You may select 20 questions at a time from a pool or another assessment to add to a test. If more than 20 questions are found during the search (multiple pages), you may only select and submit questions from one page at a time.