Create Test Question Pools in Blackboard 9.1

A Test Question Pool is a group of test questions that you save and then later, when creating a test, you can set Bb to pull questions from the pool, or several pools. Pools are useful in that they allow you to collect questions and either select them specifically, or set Bb to randomly pull a subset of the questions in order to give students different exams. If you plan to implement the use of pools, first think about how your exams will be arranged including question type, point values, and content. You should plan to create at least one pool for each exam you will give. You may even need multiple pools for a single exam, depending on factors listed above. This document will describe how to create a single Test Question Pool. For more details about the organization of pools and how to put them to use in your exams, please see “Creating Random Block Assessments” and/or “Creating Question Sets for Assessments” documentation.

Create a Pool:
1. Login to Blackboard 9.1.
2. In the “My Courses” module, click the link for the course within which you wish to work.
3. Find the “Control Panel” in the lower left of the screen and click to expand the Course Tools menu, select the Tests, Surveys, and Pools tool.
4. Click the Pools option.
5. Click the Build Pool button:

6. Enter a name for the Pool, along with a description and instructions, if you wish.
7. Click the Submit button.
8. On the Pool Canvas, click the Question Settings button near the upper right of the canvas.
9. The Pool Question Settings page allows the selection of the options you wish to apply to the Pool, including a default point value for questions, question and answer numbering, image display, feedback, and question metadata.
10. Click Submit, after choosing desired options, in order to return to the Pool Canvas.
11. Back on the Pool Canvas, click the Create Question button and select the desired question type from the dropdown list in order to write a new question, or click the Find Questions button to reuse questions from other exams or pools stored in the course:
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a. If you select Create Question:
   i. Choose the question type you wish to write from the dropdown menu.
   ii. On the Create/Edit Question page, enter the Question Text, Answer Text, Answer Key and other options for displaying the questions, depending on the type of question you wish to create.
   iii. After filling out your desired question options, click Submit.

b. If you select Upload Questions:
   i. Browse Your Computer for the file to upload the pool from your other course.
   ii. You can set the points value per question.
   iii. Press Submit.

c. If you select Find Questions:
   i. A popup window will open listing all of the questions from all of the tests and pools already existing in the course.
   ii. Narrow down the questions to those you wish to add to this pool by using the Criteria (see screenshot):
   iii. Click on an item listed in the Criteria menu (e.g. Tests) to expand the options and then click to check the boxes next to the specific criteria (e.g. Test 1) that describe the sources and types of questions desired.
   iv. When you are satisfied with the question criteria, choose the questions you wish to add to the Pool by clicking to check the boxes to the left of the questions. The topmost box can be checked in order to select all of the questions listed on a page.
      1. If you desire all of the questions on all of the pages, you must click the Show All button at the bottom right of the window before clicking to check mark the box to select all.
      2. If you wish to leave out some of the questions, simply uncheck the box next to each of those to be discarded from the resulting Pool.
   v. Finally, click the Submit button.

12. Back on the Pool Canvas, all of the questions that were selected from other sources should now be listed in the new Pool. There may be multiple pages of questions.
13. If you wish to change the point values of the questions in the new Pool, click to check mark the box on the left of each question to which you wish to assign points, enter the desired value in one of the Points boxes located at the top and bottom for the list of questions, then click the Update button located next to it. If you wish to assign different point values for various questions, you can also enter values directly into the point boxes at the far right of each question, then click the green check mark to save the new value.
14. To delete specific questions from the Pool, click to check mark the box on the left of each question you wish to remove, click one of the **Delete** buttons located at the top and bottom of the list of questions. Click **OK** to confirm or **Cancel** to abort.

15. When satisfied with the questions to be included within the Pool, click **OK** in the bottom right of the screen to return to the Pools area. Your question Pool will be available while creating tests when using one of the “Reuse Questions” options (“Find Questions,” “Create Question Set” and “Create Random Block”) on the Test Canvas.

**NOTE:** To return to the Pool Canvas in order to edit this Pool, click on the **gray square** with chevrons located to the right of the Pool’s name in the list of Pools, then select **Edit** from the dropdown menu.

For more information regarding the use of Pools in Blackboard Assessments, please see the related documentation, including “Creating Random Block Assessments” and/or “Creating Question Sets for Assessments,” among others.