Building a Pool

Pools are collections and groups of questions that can be included in tests and surveys. For example, you might have a set of ten or twenty related questions you would like to reuse in several tests or surveys, or even across multiple courses. The advantage of using a pool is you do not have to remember all those questions and manually add them to each test or survey.

The Pool Canvas page for a question pool presents an inventory of all the questions that can be managed and searched. You can edit the pool names and instructions, create or edit questions, and upload questions. You can also use the check boxes to select individual questions or all questions and then delete them or change the point values.

When pool questions are selected for a test, links are created between the test and the pool questions. Changes to linked questions produce a warning message that the changes take effect everywhere the question appears.

2. Click **Build Pool**.

3. Complete the Pool Information page and click **Submit**.

4. To add questions, you can **Create Questions**, **Upload Questions**, or **Find Questions** in other tests, surveys, and pools.

Note: When you create pool questions that are intended for use in surveys (which are not graded), correct answers must be added during question creation anyway. This enables the questions to be used in tests as well as surveys. These answers will be ignored once the question is added to a survey.

5. Click **OK** to return to the Pools page.

**Having trouble following the instructions in this PDF? Contact the IT Service Center via **Live Chat** or by phone at 859-572-6911.**