Create and Build Pool of Questions

Pools are collections and groups of questions that you can include in tests and surveys. For example, you might have a set of 10 or 20 related questions you want 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

The Pool Canvas for a question pool presents an inventory of all the questions that you can manage and search. You can edit the pool name and instructions, create or edit questions, and upload questions. Use the check boxes to select individual questions or all questions, and then delete them or change the point values.

When you select pool questions 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.

When you create pool questions that are intended for use in surveys (which are not graded), correct answers must be added during question creation. Then, you can use the questions in tests as well as surveys. These answers will be ignored after the question is added to a survey.

Build a Pool

3. On the Pools page, click Build Pool on the action bar.
4. Complete the Pool Information page and click Submit.
5. To add questions, you can Create Questions, Upload Questions, or Find Questions in other tests, surveys, and pools.
6. Click OK to return to the Pools page.

Edit Existing Pools

1. On the Pools page, access a pool's contextual menu and click Edit.
2. Add questions, delete questions, or change point values.
3. Click OK to return to the Pools page.

Edit Questions in a Pool

After students start taking a test, you should not make changes to pool questions deployed in the test. If you edit a pool question after students have submitted a test it was included in, students will view the new modified question when they view their grades and feedback. They will not view the original question.

Linked questions are indicated by a globe icon. Changes to linked questions produce a warning message that the changes take effect everywhere the question appears.

If a question has attempts, changing it will require any submitted attempts to be regraded and may affect test scores. If this happens, affected instructors and students are notified.

Use the following steps to edit a question in a pool:

1. On the Pools page, access a pool's contextual menu and click Edit.
2. On the Pool Canvas, you can filter the list of questions by making selections in the Browse Criteria panel.
3. Access a question's contextual menu and click Edit to make your changes.
4. Click Submit to commit your changes in all tests where that question appears. Alternatively, you can Save as New to create a new question, which does not require regrading of existing attempts.