Step by Step: Creating A Pool of Reusable Questions

Pools are repositories where you store questions for repeated use within a course. Pools are not presented to a student unless they are included in a test. You can add new or existing questions to pools or import questions into pools. Random blocks cannot be added to pools. It is strongly recommended that you create multiple, smaller pools instead of having one large pool (over 500 questions). This improves test performance and delivery to students. Having small pools containing questions with metadata (such as categories) also makes it easier to search for specific questions.

1. In the course Control Panel, go to Course Tools and click the Tests, Surveys and Pools link.

3. The **Pools Manager** page displays with any existing Pools.

To build a new pool of questions, click the **Build Pool** button.

4. On the **Pool Information** page, enter a **name** for your pool and (optional) a **description**.

5. **Optional:** Enter **Instructions** in the next box. This is useful if you know you’re adding an entire pool to an exam and the instructions will be relevant. You can also add instructions later.

6. Click the **Submit** button.

The **Pool Canvas** page displays with a green message at top “**Success: Pool created.**”
7. The **Pool Canvas** page is very similar to the Test Canvas page. Use the:

- **Create Question** drop-down menu to select a specific question type to add. (See the specific step-by-step guide for **Adding New Questions**).
- **Find Questions** button to go to the Question Finder and locate existing questions. (See the step-by-step guide for **Finding and Adding Questions to a Test**).
- **Upload Questions** button to import questions created offline.

After a question is added, the Pool Canvas updates with the number of questions and points if specified.

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