

Create a Test from a Question Pool

Create the Question Pool

1. Enter the Control Panel and Select Pool Manager

COURSES > STUDENT DEMO COURSE > CONTROL PANEL

STUDENT_DEMO_SP03: Student Demo Course - Karen Rubinstein (Instructor)

Content Areas	
Course Information	Assignments
Course Materials	External Links

Course Tools	
Announcements	Discussion Boards
Course Calendar	Send E-mail
Staff Information	Collaboration
Tasks	Digital Drop Box

Course Options	
Manage Course Menu	Import Course Cartridge
Archive Course	Import Package
Recycle Course	Resources
Manage Tools	Course Copy
Settings	Export Course

User Management	
List / Modify Users	Remove Users from the Course
Batch Create Users for Course	Manage Groups
Enroll User	

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Course Statistics

Support	
Support	
Manual	
Contact System Administrator	

2. Click Add Pool

COURSES > STUDENT DEMO COURSE > CONTROL PANEL

Pool Manager

[Add Pool](#) [Import](#)

- sample 6_9
- chapter 1

3. Provide a Pool Name. Description and Instructions are optional. Click Submit.

COURSES > STUDENT DEMO COURSE > CONTROL PANEL > POOL MANAGER > POOL INFO

Pool Info

1 Pool Info

Name:

Description:

Smart Text Plain Text HTML

Instructions:

Smart Text Plain Text HTML

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

4. Add Questions to the pool. Add as many questions as necessary.

[COURSES](#) > [STUDENT DEMO COURSE](#) > [CONTROL PANEL](#) > [POOL MANAGER](#) > POOL CANVAS

Pool Canvas

Add Question: Multiple Choice [Creation Settings](#)

Name: Chapter 8 Questions
Description: Questions based on readings from Chapter 8 in text book, as well as other resourced
Instructions:

Choose a question type from a Question Pool or Assessment click "GO" to begin creating your assessment.

- Multiple Choice
- Multiple Choice
- True/False
- Multiple Answer
- Ordering
- Matching
- Fill in the Blank
- Essay
- From a Question Pool or Assessment

5. After you have added all questions, scroll down to the bottom of the screen and click OK.

[COURSES](#) > [STUDENT DEMO COURSE](#) > [CONTROL PANEL](#) > [POOL MANAGER](#) > POOL CANVAS

Pool Canvas

Add Question: Multiple Answer [Creation Settings](#)

Name: Chapter 8 Questions
Description: Questions based on readings from Chapter 8 in text book, as well as other resourced
Instructions:

Question 1

Multiple Choice

Question: Technology Training Services is located in which building?

Answer: Jenkins
 Holmes
 Engineering
 Soper

Question 2

True/False

Question: Blackboard is not officially a Course Management software?

Answer: True
 False

Question 3

True/False

Question: There is no way to back up data in Blackboard.

Answer: True
 False

Question 4

Multiple Answer

Question: Select the Communications features of Blackboard.








Answer: E-Mail

Create the Test

1. Enter the Content Area in which you would like the test. Click Add Test.

COURSES > STUDENT DEMO COURSE > CONTROL PANEL > COURSE MATERIALS

Course Materials

Add  Item  Folder  URL  Course Link  Test  Learning Unit 

2. Click Create

Add Test

1 Add Test

Either create a new test or select an existing test. (Any test that has already been added to a course will not displayed.)

Create a new test:

Select an existing test:

copy of quiz 1
9_8

3. Provide a name for the test, as well as instructions that the student will follow. Click Submit at the bottom of the screen.

COURSES > STUDENT DEMO COURSE > CONTROL PANEL > TEST MANAGER > TEST INFO

Test Info

1 Test Info


Name:

Description:

Smart Text Plain Text HTML 

Instructions:

Provide the instructions here

Smart Text Plain Text HTML 

2 Submit


Click "Submit" to finish. Click "Cancel" to abort this process.

Add Questions from the Pool:

You will now add questions from the Pool. You may take a randomly selected number of questions from the pool, or specify which questions you'd like to use:

4. Option 1: Select Random Block

COURSES > STUDENT DEMO COURSE > CONTROL PANEL > TEST MANAGER > TEST CANVAS

 **Test Canvas**

Add Question: Multiple Choice Creation Settings

Name: C
Description: C
Instructions: P

- Multiple Choice
- True/False
- Multiple Answer
- Ordering
- Matching
- Fill in the Blank
- Essay
- Random Block**
- From a Question Pool or Assessment

Choose a question type. Click "GO" to begin creating your assessment.

Specify the Pool from which the questions will come, as well as how many questions and their point value. Click the Import button.

Add/Modify Random Block

Add/Modify Random Block

SEARCH

Search the pools and assessments below:

- sample 6_9 (3)
- chapter 1 (0)
- Chapter 8 Questions (5)**

Search the pools below:

- ALL (5) True/False (2)
- Multiple Choice (1) Matching (0)
- Multiple Answer (2) Ordering (0)
- Fill in the Blank (0) Essay (0)

Number of questions to import:

Points per question:

Option 2: Select Specific Questions from the Pool:

Select "From a Question Pool or Assessment"

My MSU Blackboard Courses System Admin

COURSES > STUDENT DEMO COURSE > CONTROL PANEL > TEST MANAGER > TEST MANAGER

Test Canvas

Add Question: Multiple Choice

- Multiple Choice
- True/False
- Multiple Answer
- Ordering
- Matching
- Fill in the Blank
- Essay
- Random Block
- From a Question Pool or Assessment**

Name: Chapter
Description:
Instructions: P
Question 1

Source: Chapter

Select the Pool from which you will take the questions

A list of all questions on the pool will appear. Click to check off the questions you would like for your test. Click Submit

COURSES > STUDENT DEMO COURSE > CONTROL PANEL > TEST MANAGER

Search Pools and Assessments

	Type	Question Text	Name	Type	
<input checked="" type="checkbox"/>	Multiple Choice	Technology Training Services is located in which building?	Chpater 8 Quiz	Test	Preview
<input type="checkbox"/>	True/False	Blackboard is not officially a Course Management software?	Chpater 8 Quiz	Test	Preview
<input type="checkbox"/>	True/False	There is no way to back up data in Blackboard.	Chpater 8 Quiz	Test	Preview
<input checked="" type="checkbox"/>	Multiple Answer	Select the Communications features of Blackboard.	Chpater 8 Quiz	Test	Preview
<input checked="" type="checkbox"/>	Multiple Answer	Which of the following features are in the Tools area of Blackboard	Chpater 8 Quiz	Test	Preview

Select which questions you want. Click **"Submit"** to finish. Click **"Cancel"** to return to the previous page.

[Cancel](#) [Submit](#)

The following is an example of what the test canvas might look like. Both a random block and specific questions were created.

Add Question: From a Question Pool or Assessment [Creation Settings](#)

Name: Chpater 8 Quiz
Description:
Instructions: Provide the instructions here

Question 1

Random Block **10 points**

Source: Chapter 8 Questions

Question Types: ALL True/False
 Multiple Choice Matching
 Multiple Answer Ordering
 Fill in the Blank Essay

Number of Questions: 3

Question 2

Multiple Choice **10 points**

Question: Technology Training Services is located in which building?

Answer: Jenkins
 Holmes
 Engineering
 Soper

Question 3

Multiple Answer **10 points**

Question: Select the Communications features of Blackboard.

Answer: E-Mail
 Course Documents
 Announcements
 Groups

Question 4

Multiple Answer **10 points**

Question: Which of the following features are in the Tools area of Blackboard

Answer: Digital Drop Box
 Student Manual

5. Scroll to the bottom and click OK.
6. You will see a receipt that the test has been successfully created.
7. Select “Modify Test Options” to make the test available to students, as well as set other test options.

[COURSES](#) > [STUDENT DEMO COURSE](#) > [CONTROL PANEL](#) > [COURSE MATERIALS](#) > [MODIFY TEST](#)

 **Modify Test**

- ▶ [Modify the test](#)
Modify the test in the Test Canvas
- ▶ [Modify the test options](#)
Modify the test options, such as availability and feedback