

Working with Question Pools

Caution: Do not mix questions with different point values and do not mix questions of different types. Mixing point values can cause students to receive exams worth a varying number of points, while mixing question types can cause some students to receive types of questions that are inherently harder or easier than types received by other students.

Viewing and Finding Question Pools and Subpools

To see the question pools and subpools follow these steps:

1. Click the **Question Pools** button.
2. To see a list of subpools within a pool and to find a subpool, click the **triangle** icon by the name of the pool.

Adding a Question Pool (Standard Approach)

To create a new question pool follow these steps:

1. In the bar near the top of the screen, click **Add New Pool**.
2. Enter a name for the pool in the **Pool Name** box.
3. If desired, specify the department or group that uses the pool, a description of the pool, and any objectives and/or keywords that will help users search for this pool.
4. To save your work, click **Save**.

Adding a Question Pool (Quick Create Approach)

The "quick create" approach allows you to use a single text box to enter one or many questions in order to create a new question pool. This approach is appropriate for multiple choice, true/false, fill-in-the-blank, and short essay types of questions.

Quick create requires that you use simple but critical punctuation that indicates the start of each new question, the number of points for it, the question itself, and the correct answer. To use this approach, access the Tests & Quizzes tool and follow these steps:

1. Enter a title for this assessment in the **Title** box.
2. Click **Quick Create**.
3. Follow the instructions for *Creating an Assessment (Quick Create Approach)*, steps 1-8.
4. Choose from these options:
 - a. To create the question pool, click **Create Question Pool**. The CLE displays the Question Pools screen, and the new pool is listed there.
 - b. To return to the preceding screen to make changes or additions, click **Back**.

Importing an Assessment as a Question Pool

After exporting an assessment from another site, you may import it as a question pool.

To import the assessment, access the Tests & Quizzes tool and follow these steps:

1. In the tool menu near the top of the screen, click **Question Pools**. In the bar above the list of pools, click **Import**.
2. Click the **Browse** button. Your system displays its File Upload window.
3. In that window, find the file you want to import and select it as usual. The CLE enters the

pathname for the file into the **Choose a file** box.

4. To import this assessment as a question pool, click **Import**.

Adding a Question Subpool

To create a new question subpool, find the pool or subpool you want according to the instructions in Viewing and Finding Question Pools and Subpools. Then, follow these steps:

1. Click the **Add** link below the name of the pool or subpool. The CLE displays the Add Pool screen.
2. Continue as for Adding a Question Pool, steps 4 - 6.

Moving a Pool or Subpool

To move a question pool or subpool, find the pool or subpool you want to move according to the instructions in Viewing and Finding Question Pools and Subpools and follow these steps:

1. Click the **Move** link under the name of the pool or subpool. The CLE displays the Move Pool screen.
2. Choose one of the following: . If the destination is a pool, click the radio button for that pool.
 - a. If the destination is a subpool, click the **triangle** icon for the pool it is in to open the list. Then find the appropriate subpool and click the radio button for it.
 - b. If you are moving a subpool and want to make it a pool, click **Question Pools TOP**.
3. To move the pool, click **Move**.

Copying a Pool or Subpool

To copy a question pool or subpool, find the pool or subpool you want to copy according to the instructions in Viewing and Finding Question Pools and Subpools. Then, follow these steps:

1. Click the **Copy** link under the name of the pool or subpool you want. The CLE displays the Copy Pool screen.
2. Choose one of the following: . If the destination is a pool, click the radio button for that pool.
 - a. If the destination is a subpool, click the **triangle** icon for the pool it is in to open the list. Then find the appropriate subpool and click the radio button for it.
 - b. If you are copying a subpool and want to make it a pool, click **Question Pools TOP**.
3. To copy the pool, click **Copy**.

Deleting Pools

To delete one or more question pools or subpools, find the pool or subpool you want to delete according to the instructions in Viewing and Finding Question Pools and Subpools. Then, follow these steps:

1. Check the **Remove** box for the pool or subpool.

2. Click the **Update** button. The CLE displays a confirmation screen.
3. To proceed to delete the pool, click **Remove**. The CLE deletes the pool and displays the Questions Pool screen.

Adding Questions to a Pool or Subpool

To add questions to a pool or subpool follow these steps:

1. Click the name of the pool or subpool to which you want to add questions.
2. The Question section is the third section of the screen. In the Question section, click **Add**.
3. Using the pulldown list for **Select question type**, choose the type of question to add.
4. To proceed, click **Save**.
5. Proceed as instructed for the specific type of question in *Creating Questions for the Assessment*, beginning with step 2, **page** . After you save the question, the CLE displays the Question Pool screen for the pool again.
6. To preview the question you have added, find the question and click the **Preview** link below it.
7. To return to the Question Pool screen, click **Back**.
8. To add more questions, repeat steps 2 - 7.
9. After adding as many questions as necessary, save them by clicking **Update**.

Editing Questions in a Pool or Subpool

To change questions in a pool or subpool, find the pool or subpool you want according to the instructions in *Viewing and Finding Question Pools and Subpools*. Then, follow these steps:

1. Click the name of the pool or subpool.
2. In the Question section, click the question you want to change.
3. Make changes as needed, proceeding as instructed for the appropriate type of question in *Creating Questions for the Assessment*, beginning with step 2.
4. After you save the question, the CLE displays the Question Pool screen for the pool again.

Copying and Moving Questions Between Pools/Subpools

To copy any or all questions from a pool or subpool to one or more different pools and subpools, find the pool or subpool you want according to the instructions in *Viewing and Finding Question Pools and Subpools*. Then, follow these steps:

1. Click the name of the pool you want to copy or move questions from.
2. In the Questions section, select all questions by clicking the empty box in the table header or select specific questions by clicking the box to the left of each question you want. The CLE activates the links beneath the Questions header.
3. Click the **Copy** or **Move** link. The CLE displays the Copy or Move Question screen (depending on which option you chose).

4. Check the questions at the top of the screen to be sure they are as expected.
5. Click the box to the left of each pool or subpool to which these questions are to be copied or moved. Find the pools/subpools you want according to the instructions in Viewing and Finding Question Pools and Subpools.
6. Click the **Copy** (or **Move**, on the Move Question screen) button.

Removing Questions from a Pool or Subpool

To remove any or all questions from a pool or subpool, find the pool or subpool you want according to the instructions in Viewing and Finding Question Pools and Subpools. Then, follow these steps:

1. Click the name of the pool you want to remove questions from.
2. In the Questions section, select all questions by clicking the empty box in the table header or select specific questions by clicking the box to the left of each question you want to remove.
3. Click the **Remove** link.
4. To proceed, click the **Remove** button. The CLE displays the Question Pools screen.

Copying a Question from a Question Pool to an Assessment

When you add questions to an assessment, you use a pulldown list on the Questions screen to select the type of question to add. One of your options is **Copy from Question Pool**. To copy one or more questions from a question pool, follow these steps:

1. Click **Copy from Question Pool** to select it from the pulldown list.
2. Find the pool or subpool you want according to the instructions in Viewing and Finding Question Pools and Subpools.
3. Click the name of the pool or subpool that contains the question you want to add. The CLE displays the Question Pool screen.
4. Check the **Copy** box for each question you want to copy from the pool.
5. Using the pulldown list, select the part of the assessment to which you are adding the question.
6. To copy this question or these questions, click **Copy**.

Creating a Random-Draw Assessment Entirely from a Question Pool

To create a random-draw assessment entirely from a question pool, access the Tests & Quizzes tool and follow these steps:

1. Enter a title for this assessment in the **Title** box and click **Create**.
2. Click **Edit**.
3. Proceed according to the instructions in Creating a Part or Parts for the Assessment, steps 4-6, and steps 8 and 9 (skip step 7).



The Tests & Quizzes Tool: *Teacher Guide for Working with Question Pools*

4. To add questions from another pool, click **Add Part**. If you do not want students to realize that this is a new part, enter **Default** in the **Title** box.