

### Using Blackboard's Pools Tool

Blackboard's name for a test bank is 'pool'. This document provides instructions for creating question pools and using pool questions in assessments and surveys. In it you will learn how to create pools, and/or import pools from other Blackboard courses.

- Import questions from existing Blackboard tests into a pool.
- Use pool questions to quickly put together an assessment or survey.
- Categorize questions in pools for easy searching.

**Important Note: Modifications to test questions are NOT synchronized with pools. If you modify a question in a test, it will not update that question in your pool.** If you want to permanently change a pool question, be sure to modify it in the Pool Canvas.

### Creating Test Question Pools

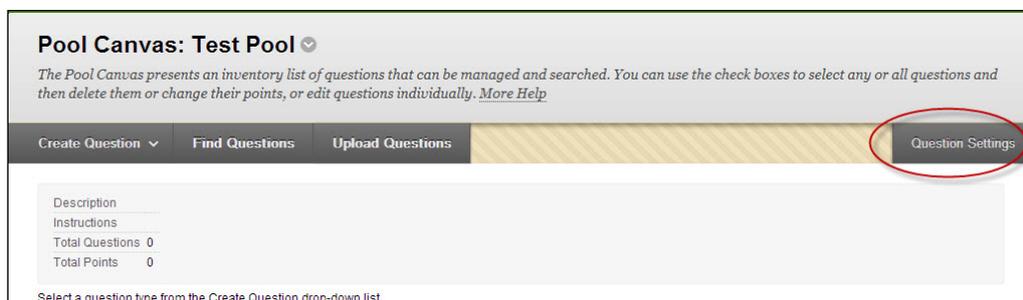
The **Pools** tool is used to add, import and export, modify, or remove question pools. It is accessed via the Control Panel. The **Pool Canvas** is used to add or modify questions within a specific pool. It is accessed when modifying an existing pool.

### Adding/Creating a Pool

1. From **Control Panel**, select **Course Tools** → **Tests, Surveys, and Pools**.
2. Select **Pools**.
3. Click on the **Build Pool** button in the upper left corner to start building a new pool.
4. Enter a name, description, and instructions (if any) for the pool. The description and instruction areas will help identify pool content for the instructor. Click **Submit**.

### Modify Pool Question Settings (optional)

After adding a pool and naming it, access the **Question Settings** for that pool. This page allows instructors to create overall settings for all questions created for the pool.



Selecting the Creation Settings Option to Enable Settings for the Pool

1. Select or deselect the following options (which are the same as used in *Test Canvas*):
  - a. **Feedback** – adds the option to enter specific feedback for each individual answer.
  - b. **Images, Files, and External Links** – adds the option to attach images, files, and URLs to questions and answers.
  - c. **Question Metadata** - adds the option to create categories, topics, levels of difficulty, and keywords to questions which further describe questions, and enable searching for questions in a pool or test. It is recommended you do this if you plan to use Blackboard pools, as they will help facilitate searching later.
  - d. **Scoring** – allows you to select the point value for each question or create a default value.
  - e. **Display** – adds the option to change how questions are displayed on a test, e.g., in random order or type of numbering.
2. Click **Submit** to save settings and click **OK** (bottom corner) to return to the *Pool Canvas*.

## Adding Questions to Pools

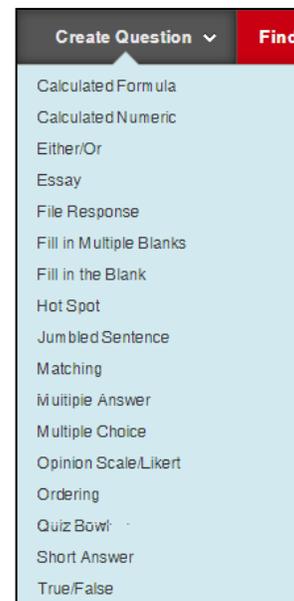
To open the pool and add questions to it, hover your mouse next to the pool name until an arrow appears. Click the arrow and then select **Edit** from the dropdown menu.

After adding a pool, the *Pool Canvas* will display all questions associated with the pool (if you just created it, you won't have any listed yet). There are three ways to add questions:

1. **Create Questions** within *Pool Canvas* (this works just like adding questions to a test).
2. **Find Questions** from other pools/tests/surveys from your Blackboard course.
3. **Upload Questions** from a specially formatted text file. Be careful - this is not as straightforward as it sounds! We do not recommend this option as it is not as efficient as creating questions directly on Blackboard.

The steps for creating questions in the Pool Canvas are the same as those for creating a test:

1. Point to **Create Question** on the Action Bar.
2. Select a question type from the menu.
3. Enter question text and choose options.
4. Enter answers as required by the question type. By default, Blackboard sets the first answer as the correct one. Use the radio button to select the correct answer.
5. Provide feedback and/or other options, if desired.
6. Provide *Categories, Levels of Difficulty, Topics, or Keywords* to enhance searching capabilities.
7. Click **Submit** to add question to pool.
8. Repeat Steps 1 through 7 to continue adding questions, then click **OK**.



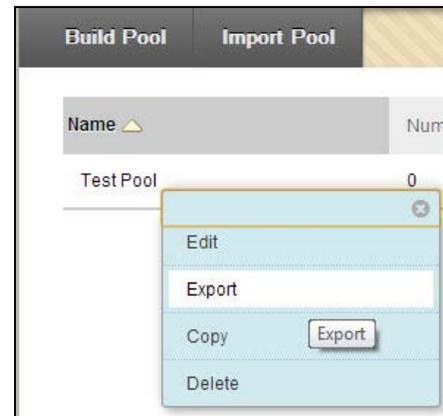
**Click Create Question**

## Add Questions from Existing Pools/Surveys/Tests into Pools

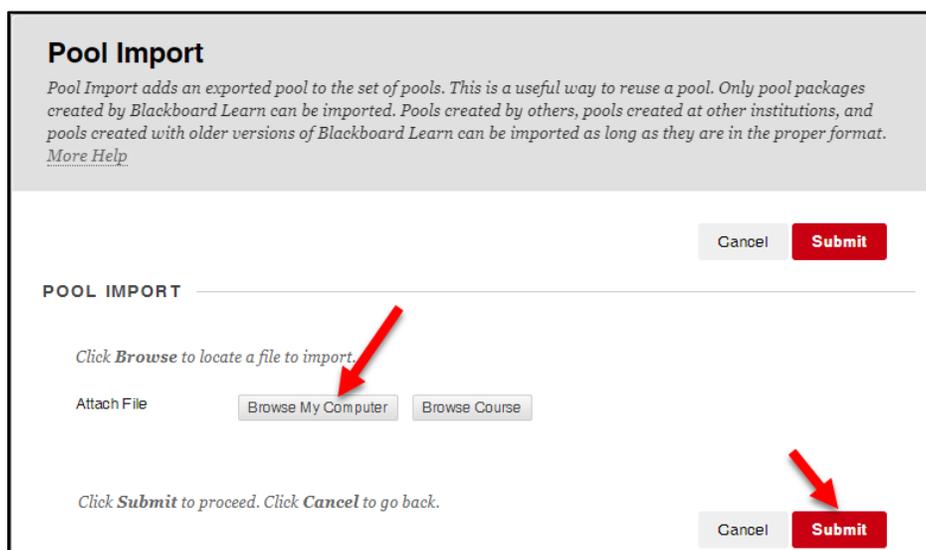
### Option 1: Export and Import Pools, Surveys, or Tests from Other Blackboard Courses

It is possible to Export/Import content from one Blackboard course to another. First, export the content to your local computer. Then, import the content into a specific course on Blackboard.

1. Enter the course that has the questions you need.
2. From the Control Panel, click **Course Tools**, then **Tests, Surveys and Pools**.
3. Click on Pools.
4. Hover next to the name of the pool you want to export until an arrow appears.
5. Click on the arrow and then select **Export** from the drop-down menu.
6. The file will download to your browser's Downloads folder.
7. Exit this course (the source course) and enter the destination course.
8. From the Control Panel, click **Tools**, then **Tests, Surveys and Pools**.
9. Point to the **Import Tool** button on the Action Bar.
10. Click on the **Browse my Computer** button, locate the exported package on your computer, and select it. The file name will have the words "**Pool\_ExportFile**" at the beginning of it.



Click on Export



Click Browse My Computer to find the "Pool\_ExportFile"



## Adding Pool Questions to Tests

### Importing Specific Questions into a Test or Survey

This process works exactly like the process above, only you start from a test, not a pool.

1. Enter a test (or create one if necessary).
2. Point to **Reuse Questions** on the Action Bar, and select **Create Question Set** from the drop-down menu.
3. Follow the steps above to add questions. When adding questions, you will be asked for point value. Questions will be added to the test. These questions can be modified before deploying that test.

### Importing Random Blocks of Questions from a Pool into a Test or Survey

One quick way to add questions to a test is to import a random block of questions from a pool. To add a random block:

1. **Control Panel → Tests, Surveys and Pools → Tests.**
2. Select an un-deployed test.
3. Click on the arrow next to the test name, and select **Edit**.
4. Point to **Reuse Questions** on the Action Bar, and select **Create Random Block**.
5. Select the name of the pool and the question types from which you want to draw questions. (It is not possible to import them from other tests.) The questions that meet these criteria will appear on the right side of the page.
6. Click **Submit**. This will insert a block of questions into your test.
7. Choose how many questions you would like to display and how many points you would like each question to be worth.

In the example shown to below, there are eleven multiple choice questions in the pool “Campaigns and the Media.” The test will display five random questions from this pool to each student, and each question will be worth ten points.

4 - 7. Random Block

Points per question: 10

Success: Random block saved. Edit number of questions to display and points.

Total Questions: 11

Number of Questions to display: 4

Source Pool: Campaigns and the Media

Question Types: Multiple Choice

Total Points: 40

Preview questions that match selected criteria

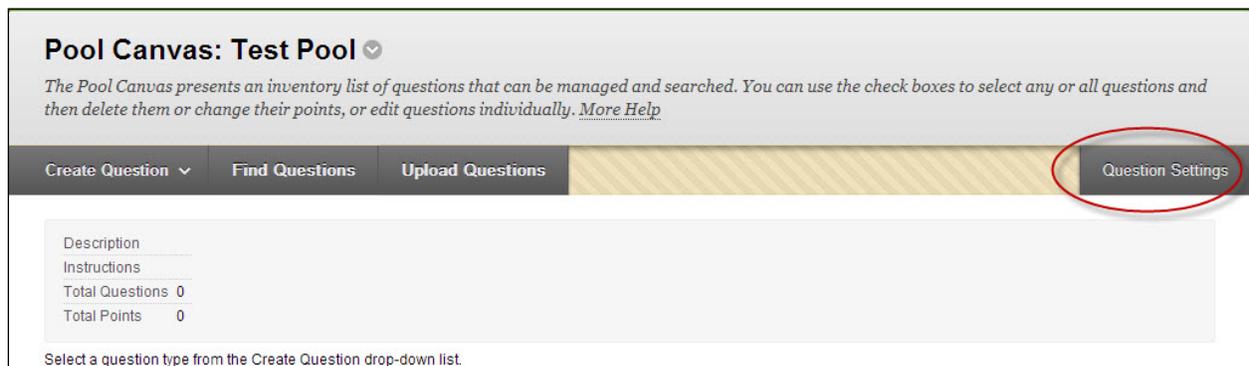
#### Creating a Question Block

After importing, the questions appear to be **one question** in the test, because Blackboard dynamically ‘grabs’ random questions when students actually take a test. In other words, the block of questions is basically a link back to the pool, activated during test taking. This means the instructor should complete all question modifications in the pool before adding any random block to a test.

## Categorizing Pool Questions

It might be helpful to categorize pool questions and mark them with keywords for easy searching in the future. To categorize questions and add keywords:

1. From the *Pool Canvas*, select **Question Settings**.



### Accessing Question Settings

2. Make sure all selections are made for *Feedback, Images, Files and External Links, Question Metadata* are selected.
3. Click **Submit**. This adds the option ‘Categories and Keywords’ to each question. Now, you must open each question and assign it a category, etc.
4. If there are already questions in the pool, select **Modify** to the right of each question. This opens the question for editing.
5. Assign keywords to a question by typing them in the space provided. Adding keywords will help you when searching for questions later.
6. To assign the question to a category, scroll down to the bottom section, *Categories and Keywords*. Click **Add** to add categories, topics, levels of difficulty or keywords.

## CATEGORIES AND KEYWORDS

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	None	<input type="button" value="Add"/>
Topics	None	<input type="button" value="Add"/>
Levels of Difficulty	None	<input type="button" value="Add"/>
Keywords	None	<input type="button" value="Add"/>

### Adding Categories, Topics, Level of Difficulty and Keywords to Test Questions

7. If you have categories already, click on the button **Choose from Existing** and select a category from the list. The more questions associated with a category, the larger the category link will be.
8. Once you have added the categories, scroll down to the bottom of the page to click **Submit**.

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## Getting Help with Technology at the University of Hartford

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### **Faculty Center for Learning Development (FCLD)**

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

**Phone:** (860) 768-4661      **Email:** [fcl@hartford.edu](mailto:fcl@hartford.edu)

**Website:** <http://www.hartford.edu/fcl>

### **Student Blackboard Support**

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

**Phone:** (860) 768-4636      **Email:** [bbsupport@hartford.edu](mailto:bbsupport@hartford.edu)

**FAQ/Submit a Ticket:** <http://www.hartford.edu/studentbbsupport>

### **Information Technology Services (ITS) Help Desk**

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

**Phone:** (860) 768-4357      **Email:** [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu)

**Website:** <http://hartford.edu/its>

### **Media Technology Services (MTS)**

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

**Phone:** (860) 768-4357      **Website:** <http://www.hartford.edu/mts>