

OVERVIEW OF 3 STEP PROCESS FOR CREATING TESTS

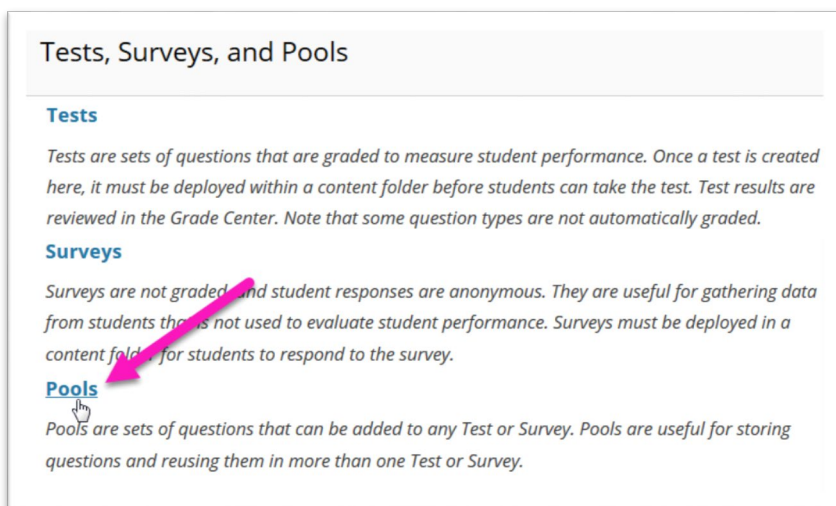
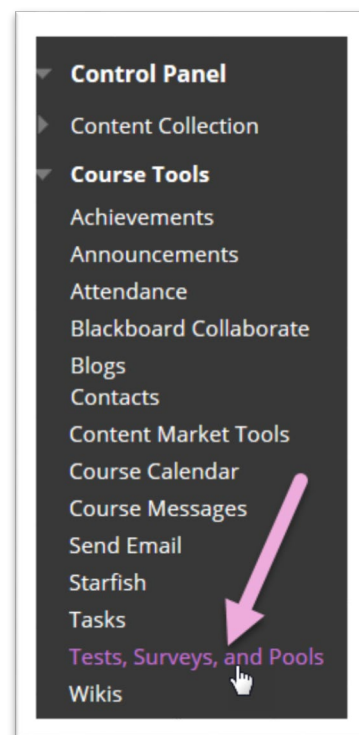
To create a new Test in Blackboard you will complete three steps. You will first need to create a Question Pool **(1)**, then the Test itself **(2)**, and finally, a link to the Test within a Content Area **(3)**.

This Faculty Guide will walk you through **STEP #1: Building a Question Pool**.

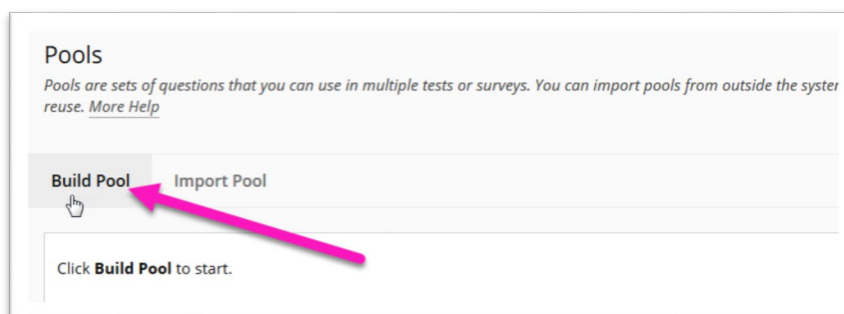
Step 1: Build a Question Pool

Creating a Pool in Blackboard allows you to manage your question banks. You can have multiple versions of the same exam utilizing a single pool or you can pull questions from multiple pools into a single exam.

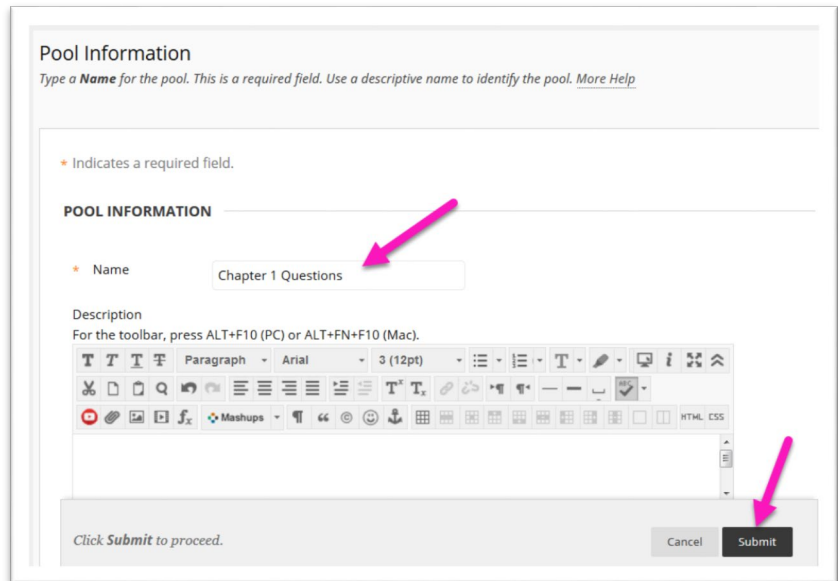
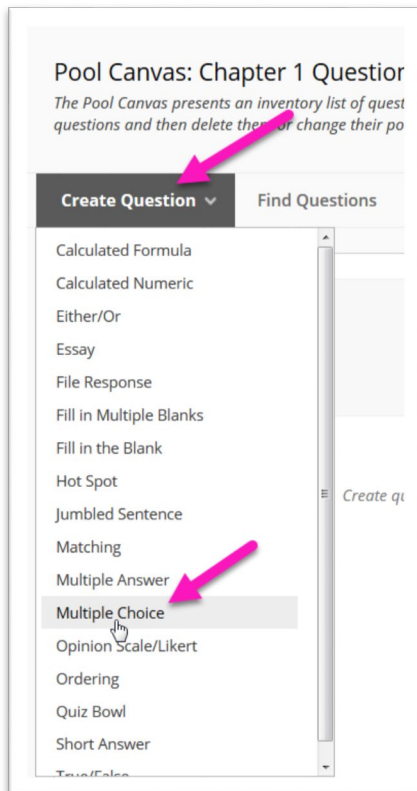
1. In the Course Management Area, under Course Tools, Select **“Tests, Surveys, and Pools.”**
2. Select **“Pools.”**



3. Select **“Build Pool”** on the Action Bar.



4. Give the Pool a **Name** and Click **Submit**.
(Description and Instructions are optional)



5. When the Pool is successfully completed, point to “**Create Question**” on the Action Bar and **select the type of question** you would like to add to the pool. In this example, we will be adding a multiple choice question
6. There are a number of optional settings for questions. For a complete description of these settings, you can always click on “**More Help**” for any item/page in Blackboard. A pop-up window will display the detailed descriptions of the settings. These instructions are different for each question type.



7. Enter the **Question text**, select your desired **Options**, enter the possible **Answers** (be sure to indicate which response is correct if the question type requires it), provide any feedback, and click **Submit**. Please note that point values are assigned at a later point in this process.
8. You will now see your question in the Question Pool. Continue adding questions by clicking on the “**Create Question**” button in the Action Bar. You should see all of your questions appear in the Question Pool area.

9. Once you have created all of your questions, you can adjust the point values for individual questions, or for multiple questions. To select all questions, **click on the checkbox** indicated by the **(1)** label in the diagram, **enter a point value (2)** and click the **Update** button **(3)**.

If you would like to change the point value of a single question, you can **click on the individual point value** in the pool, **type in a new number**, and **click the green checkmark (4)**.

10. When all questions have point values, click the **OK** button **(5)**.

The screenshot shows the 'Criteria Summary' interface. At the top, there is a 'Go' button and a 'Question types' dropdown set to 'All Pool Quest'. Below this, a table displays three questions. The first two questions are highlighted in yellow. The table has columns for 'QUESTION TEXT', 'QUESTION TYPE', and 'DEFAULT POINTS'. The first question is 'What is the color of a healthy grass yard?' with a 'Multiple Choice' type and a point value of 5. The second question is 'The sound a dog makes is "oink".' with a 'True/False' type and a point value of 5. The third question is 'The Learning Management System we have at SUNY Broome is _____' with a 'Short Answer' type and a point value of 10. The interface includes 'Delete', 'Points', and 'Update' buttons for each question, and a 'Question Display' dropdown. A 'Go' button is at the top left, and an 'OK' button is at the bottom right. Numbered callouts (1-5) indicate: (1) checkboxes for selecting all questions; (2) the 'Points' input field; (3) the 'Update' button; (4) the green checkmark in the point value input field; (5) the 'OK' button.

Continue Adding Pools as needed. Once your pools are created, you can create a test that links to questions in your pool(s). See the “**Tests/Quizzes: STEP #2 (Create the Test)**” document for more information.

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