Exams-Question Pools

A question pool is a set number of questions that are drawn randomly from a large base of questions. The instructor specifies how many questions are to be displayed to the students during the test or quiz.

Create a Question Pool

- Click the Author tab in the Navigation Tree.
- Click the Exam Content Item.
- The Edit ___ window will display (see illustration below). What is displayed here will be determined by the name of the test or quiz.

  ![Edit Window](image)

- In the Add list, select Question Pool.
- In the as row box, input the row number where the new Question Pool is to display in relation to other questions in the test or quiz.
  - If a number is not input, the Question Pool will display at the end of the test or quiz.
  - The row number defaults to the last row in the test or quiz.
  - If all the questions are to appear in the Question Pool, then the number 1 should be entered.
- Click the Add button.
- The Add Question Pool window will display (see illustration below).

  ![Add Question Pool Window](image)

- In the Number of Questions box, input the total number of questions from the pool that each student is to answer.
- In the Pool Title box, input a title for the pool, if desired.
- Click the Add button.
- The Pool Added Successfully window will display.
- Click OK to complete the process.
The **Question Pool** will appear in the **Assessment** window (see illustration below).
- If a row number was specified when the Question Pool was created, the pool will display in that location.
- If there are questions already in the **Assessment**, the **Question Pool** will appear at the end of the questions.

Add New Questions to a Question Pool
- Click the **Author** tab in the **Navigation Tree**.
- Click the **Exam Content Area** where the **Question Pool** is to be added.
- Select the type of question that is to be created in the **Add** list.
- In the **as row** box, input a number that corresponds with the **Question Pool** rows. If the **Question Pool** starts with number 1, input 2 in the **as row** box.
- Click **Add**.
- Input the information for the question.
- If the question is to appear on every test, click the **Mandatory** button when creating the question.
- If **Mandatory** is not used, all the questions will be randomized.
- Click **Add**.
- The new question will appear in the **Question Pool**.

Add Existing Questions to a Question Pool
- Click the **Author** tab in the **Navigation Tree**.
- Click the **Exam Content Area** where the **Question Pool** is to be added.
- Scroll to the question that is to be added to the **Question Pool**.
- In the **Row** box (see illustration on next page), input a number within the **Question Pool**. If the last row of the Question Pool is 4, then input the number 4 to add the question to the pool.
Click the arrows at the end of the row (see illustration above).

A message will appear saying the question was moved successfully (see illustration below).
Click OK.

**NOTE:** The question pool is the gray area of the test or quiz. Questions not included in the pool will show in the white area.

**Move the Start or End Row of a Question Pool**
- Click the **Author** tab in the **Navigation Tree**.
- Click the **Exam Content Area** where the **Question Pool** is to be added.
- Follow the steps in the first section of this document to create the **Question Pool**.
  - Input a new row number in either **Pool Start Row** or **End of Pool to Row** box.
  - These appear on the right side of the window at the top and bottom of the pool (see illustration below).
  - Click the **arrow keys** at the end of the box to include the rows specified.

The message in the illustration below left will display.

Click **OK**.
A message will appear saying the pool row has been successfully moved (see illustration above right).
☐ Click OK.

**Move an Entire Question Pool**
☐ Click the **Author** tab in the **Navigation Tree**.
☐ Click the **Exam Content Area** where the **Question Pool** is to be added.
☐ Go to the page in the exam where the **Question Pool** that is to be moved is located.

![Image of question pool interface](image)

☐ Do one of the following:
   • **Move the entire question pool to a new location on the current page**
     - Type a new row number in the **Entire Pool to Row** box.
     - Click the arrows beside the box.
     - The pool and all the questions within it will be moved to a new location on the current page.
       - The pool will not absorb any new questions.
       - The row number that is entered must exist on the current page.
       - Question Pools cannot span multiple exam pages.
   • **Move the entire question pool to a new page**
     - In the **Entire Pool to Page** list, select a new page number for the question pool.
     - Click the arrows at the end of the box.
       - The entire pool and all the questions in it will be moved to the bottom of the specified page.
       - The pool will not absorb any new questions.

**NOTE:**
☐ The questions in the Test or Quiz that are not part of the **Question Pool** will be included when the students take the test or quiz.
☐ The questions from the pool will be selected randomly.
☐ The questions that are not part of the pool will be available to all the students in the course.