

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.

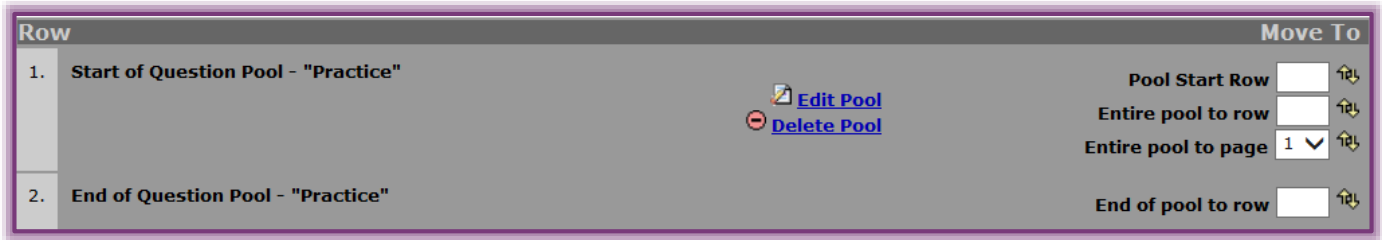
The screenshot shows the 'Week 2: Week 2 - Quiz 2' assessment editor. At the top, there are tabs for 'Content', 'Toolbox', and 'Test Banks'. Below the tabs, there is a section for 'Title & Introductory Text' with an 'Edit' link. The main area shows 'Page: 1 2' and links for 'Edit Page 1', 'Delete Page 1', and 'Add New Page'. On the right side, there are links for 'Preview Exam', 'Preview Graded Exam', and 'Exam Statistics'. At the bottom, there is a section for 'Assessment Page 1' with a dropdown menu set to 'New True/False Question' and a box for 'as row 4', followed by an 'Add' button.

- 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).

The screenshot shows the 'Add Question Pool' dialog box. It has a title bar 'Add Question Pool' and two buttons: 'Add' and 'Cancel'. The main area contains a 'Number of Questions' field with a text input box and a label 'Enter the total number of questions from the question pool that should display to the user in the exam.' Below this is a 'Pool Title' field with a text input box and a label '(Optional)'. At the bottom, there are two buttons: 'Add' and 'Cancel'.

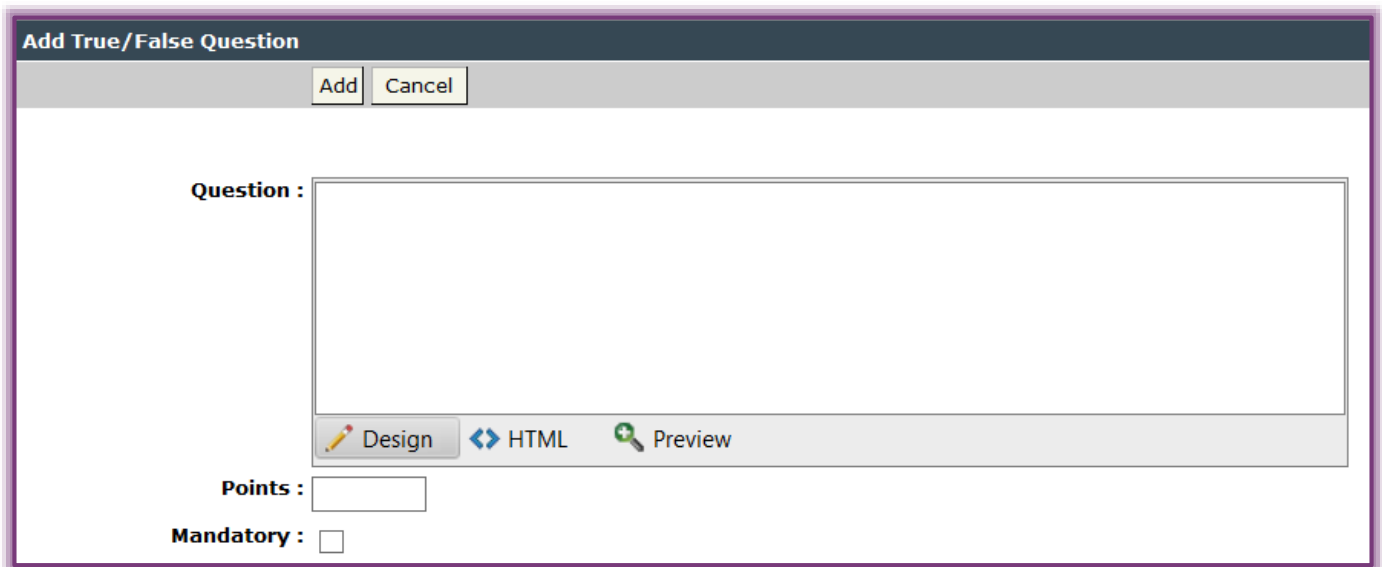
- In the **Number of Questions** box, input the total number of questions from the pool that each student is to answer.
- In the **Pool Title** box, input a title for the pool, if desired.
- Click the **Add** button.
- The **Pool Added Successfully** window will display.
- Click **OK** to complete the 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.



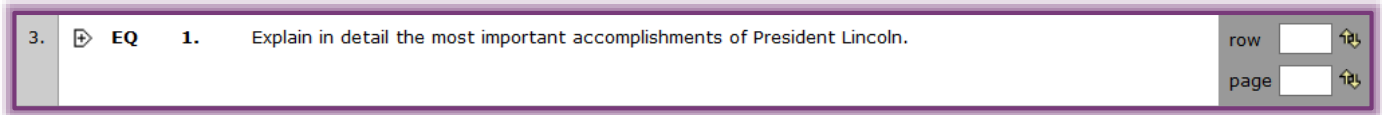
Add New Questions to a Question Pool

- ☞ 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**.

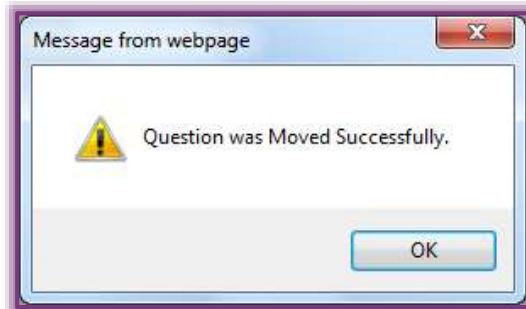


Add Existing Questions to a Question Pool

- ☞ 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**.

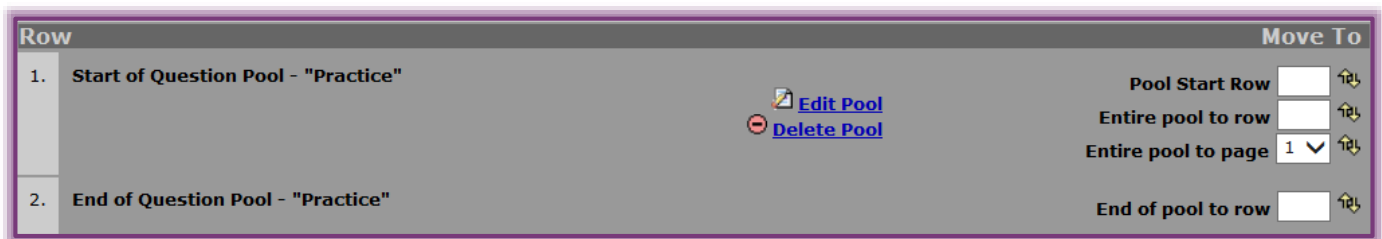
Click the **Exam Content Area** where the **Question Pool** is to be added.

Follow the steps in the first section of this document to create the **Question Pool**.

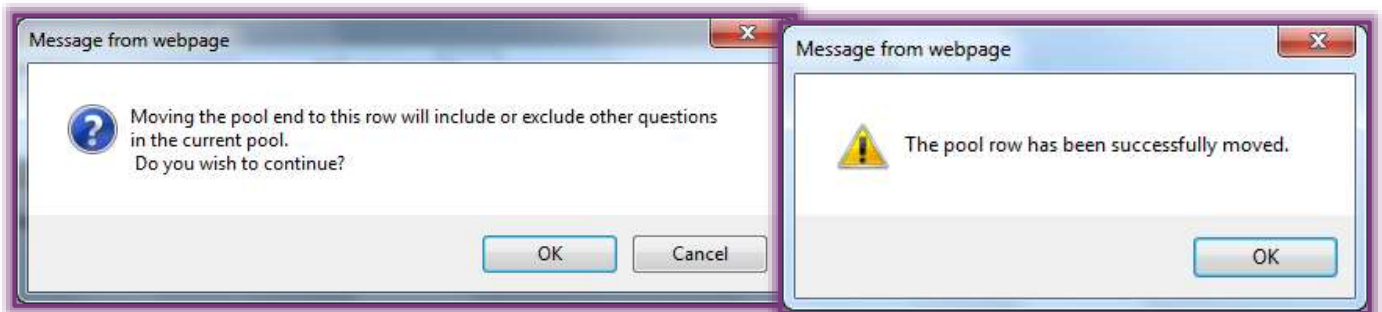
Input a new row number in either **Pool Start Row** or **End of Pool to Row** box.

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.

Row		Move To
1. Start of Question Pool - "Practice"	Edit Pool Delete Pool	Pool Start Row <input type="text"/> ↑↓ Entire pool to row <input type="text"/> ↑↓ Entire pool to page <input type="text" value="1"/> ↓↑
2. End of Question Pool - "Practice"		End of pool to row <input type="text"/> ↑↓

🖨️ 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.