Using the Pool Manager

The Assessment tools allow you to create tests and surveys that automatically become an item in your Gradebook. Students complete these assessments and submit them through Blackboard.

The Pool Manager allows instructors to store questions for repeated use. When building a question pool, instructors can create new questions or they may add questions from existing assessments or other question pools.

In this tutorial you will learn how to navigate to the Pool Manager area and create a question Pool.

1. Scroll down to the Control Panel section, click on Course Tools, and select Test, Surveys, and Pools.


3. On the Pools page click the Build Pool button.

4. On the Pool Information page, enter a Name, a Description, and Instructions in the text boxes provided. Click Submit to continue.

5. On the Pool Canvas page, you're your mouse over Create Question and select a question. Next, select a question type from the menu.

6. On the Create/Edit page, enter the Question Text and a Point Value in the text boxes provided for the question type you choose.
7. In the **Answers** section, select the Number of Answers from the drop down menu. Enter the text for the Answer choices in the text boxes provided, and designate the Correct answer by clicking on the radio button to the left of the appropriate Answer box.

8. In the **Feedback** section, enter the text for a Correct and Incorrect Response. Click the Submit button to finish adding your question.

9. Click the **Submit** button to finish adding your question.

10. When finished entering a question you will return to the **Pool Canvas** page. You can add another question, choose a different question type, modify or remove an existing question, or change the order in which the questions are presented. When you have finished creating your assessment, you will need to make your test/quiz available.