

Blackboard Question Pools

Blackboard Beginners

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1. Login to Blackboard Learn.

2. Click the **Courses** tab.



3. Click the course to open from the **Course List** module.



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- 4. The course Home Page is displayed. Click the chevron for the **Control Panel** to view the tools in the Control Panel.
- 5. From the **Control Panel**, click the chevron to expand **Course Tools**.



- 6. Then click **Tests**, **Surveys and Pools**.
- 7. The Tests, Surveys and Pools page is displayed. Click **Pools**.

Creating a Question Pool

To create a question Pool:

- 1. The Pools page is displayed.
- 2. Click Build Pool.

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3. The Pool Information page is displayed.

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- 4. Enter a **Name** for the Question Pool.
- 5. Enter a **Description** of the questions that are in the Question Pool.



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6. Enter **Instructions** for the Pool Questions. This can also be a link for Best Practices for taking a test for students:

http://media.clemson.edu/ccit/CRLT/media/learning_tech/blackboard_learn/media/pdf/Best_Practice s_for_Instructors.pdf

7. Click Submit.

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8. The system displays the Pool Canvas page.



Find Questions to add to a Question Pool

To select questions from a Question Pool or Assessment to add to a Question Pool:

1. Click the **Find Questions** button.



2. The Find Questions page is displayed.

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- 3. Questions are organized by **Criteria** listed on the page. Criteria include: Pools, Tests, Question Types, Categories, Topics, Levels of Difficulty, and Keywords.
- 4. Click the Criteria name to expand the drop down list.
- 5. Then select the checkbox for the **Criteria** to filter by.



Note: The list of questions on the right side of the page narrows or expands as additional **Criteria** are selected.

- 6. Select the checkbox for the questions to import into the Pool. To select all the questions, click the checkbox at the top of the checkbox column.
- 7. Then click Submit.

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* Control Panel	Total Points 50	
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Download PRS Roster Export PRS Roster	Question types ☐ Fill in the Blank Enter the name [name] and the main vitmain [mainvitamin] the fruit pictured c ③	Fill in Multiple 10 Blanks

8. The system displays the Pool Canvas with the new questions added to it.



Publish a Pool from Respondus

To generate a Pool of questions from Respondus to Blackboard Learn:

1. Double-click the **Respondus 4 Campus-Wide** icon on the Windows desktop. Respondus opens displaying the Start page.

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	Create a new Respondus file.	
	Test Bank And select questions for an exam.	
	Exam Wizard Create an exam by copying items from other Respondus Files.	
	Import questions from a text file.	
	Archive Wizard Create a Responduz archive file so that questions media, and equations are stored as a single, compressed file.	

2. Click the Open button. A list of previously saved Respondus files is displayed.

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- 3. Select the Respondus file that contains the questions to include in the Pool.
- 4. Then click **Open**.



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- 5. Next, click the **Preview & Publish** tab.
- 6. Click the **Publish to Blackboard** tab.
- 7. Then click the **Publish Wizard** button. The Publish Wizard window is displayed.

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- 8. Select the **Publish to single course** radio button.
- 9. Then click Next.



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- 10. Choose the course to publish to from the available drop down list.
- 11. In step 2, select the **Create Pool** radio button.
- 12. Enter a Name for the Pool in the field provided, or select an existing Pool from the Replace existing pool drop down list.
- 13. Then click Next.

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- 14. The status window will update after each step of the Publish process.
- 15. Once the publish process is complete, click the **Finish** button.
- 16. The questions are uploaded into a pool in Blackboard.