Blackboard Question Pools
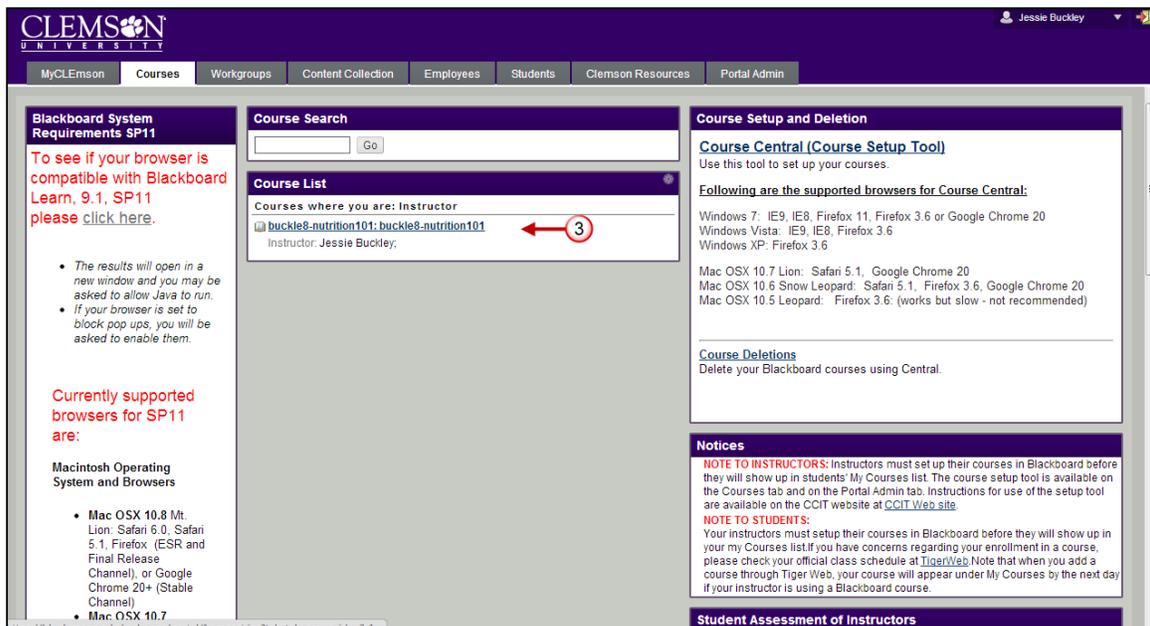
Blackboard Beginners
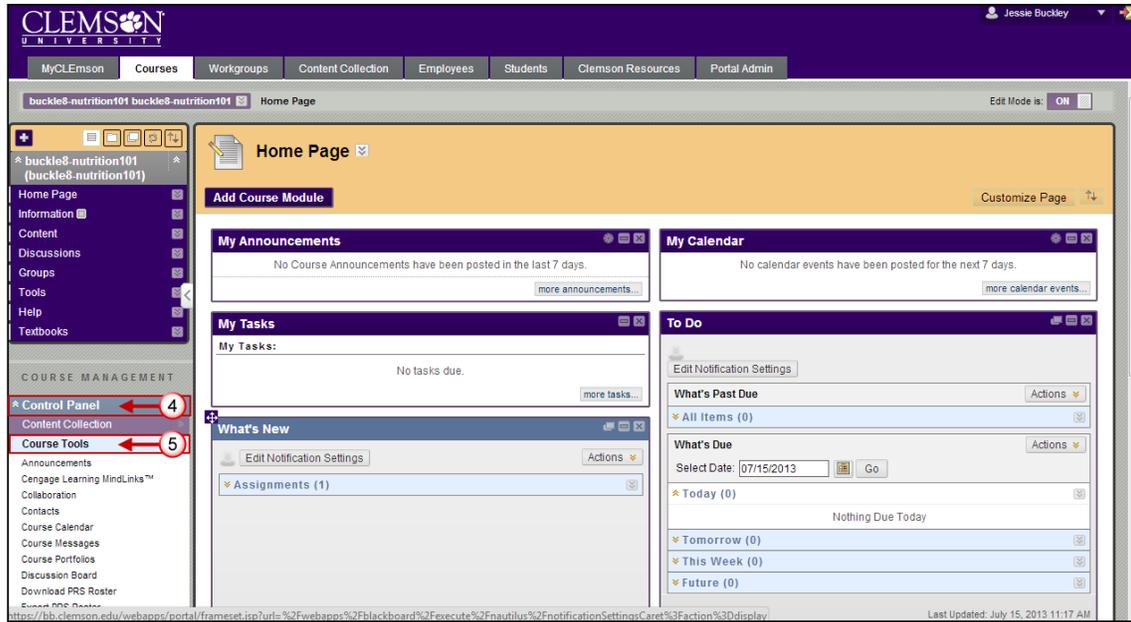
1. Login to Blackboard Learn.

2. Click the **Courses** tab.
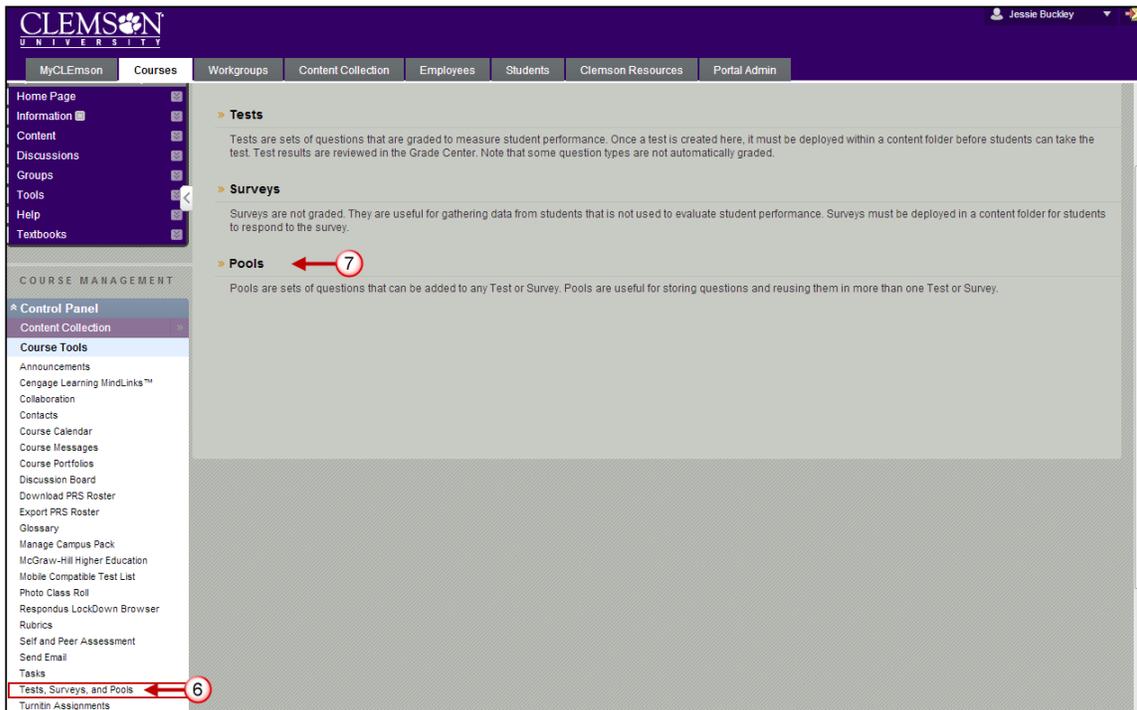

3. Click the course to open from the **Course List** module.

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**.
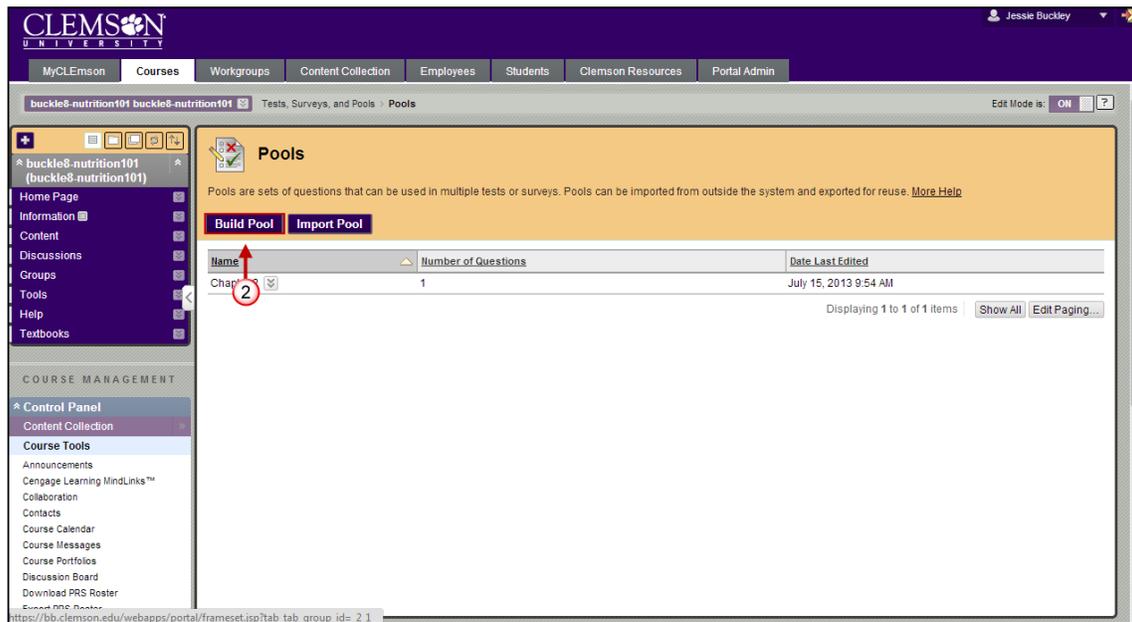

6. Then click **Tests, Surveys and Pools**.

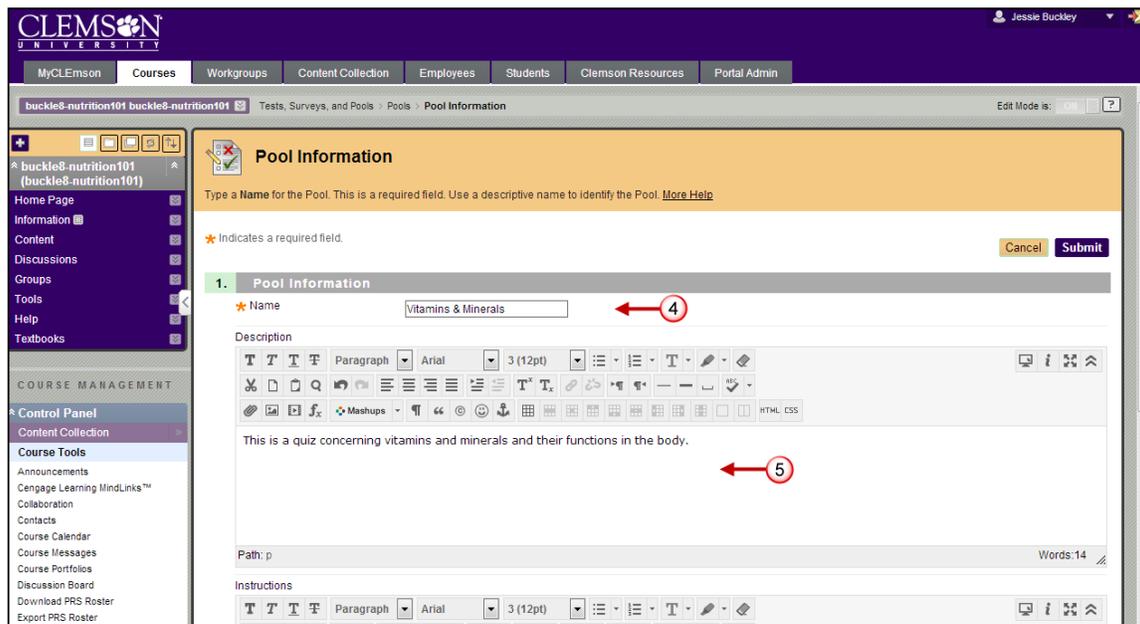7. The Tests, Surveys and Pools page is displayed. Click **Pools**.

Creating a Question Pool

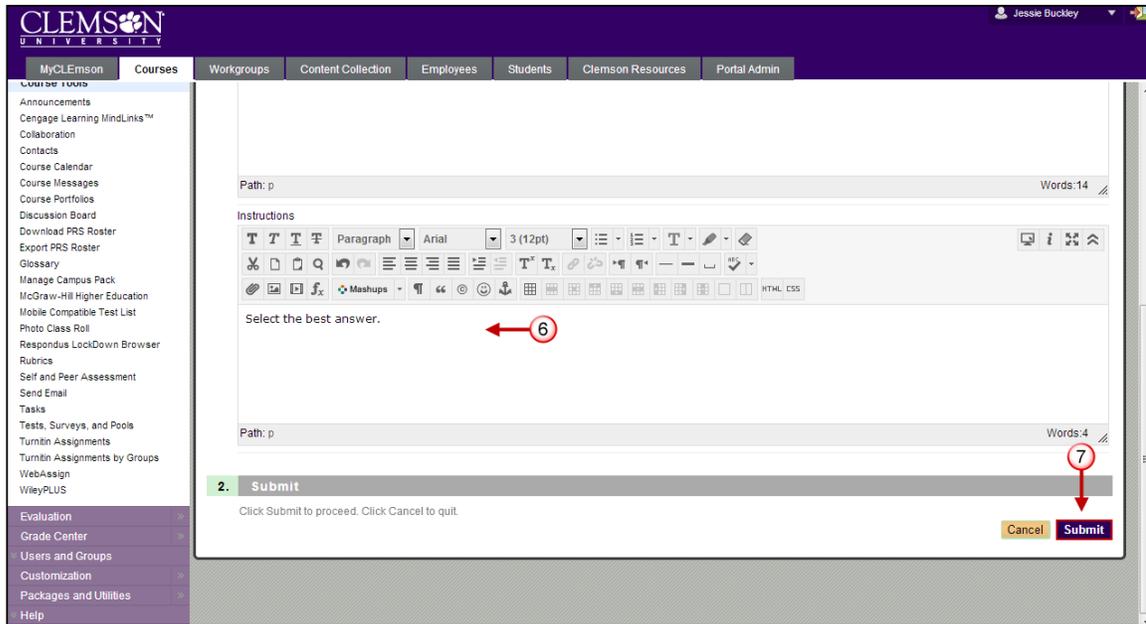To create a question Pool:

1. The Pools page is displayed.

2. Click **Build Pool**.

3. The Pool Information page is displayed.

4. Enter a **Name** for the Question Pool.

5. Enter a **Description** of the questions that are in the Question Pool.

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_Practices_for_Instructors.pdf
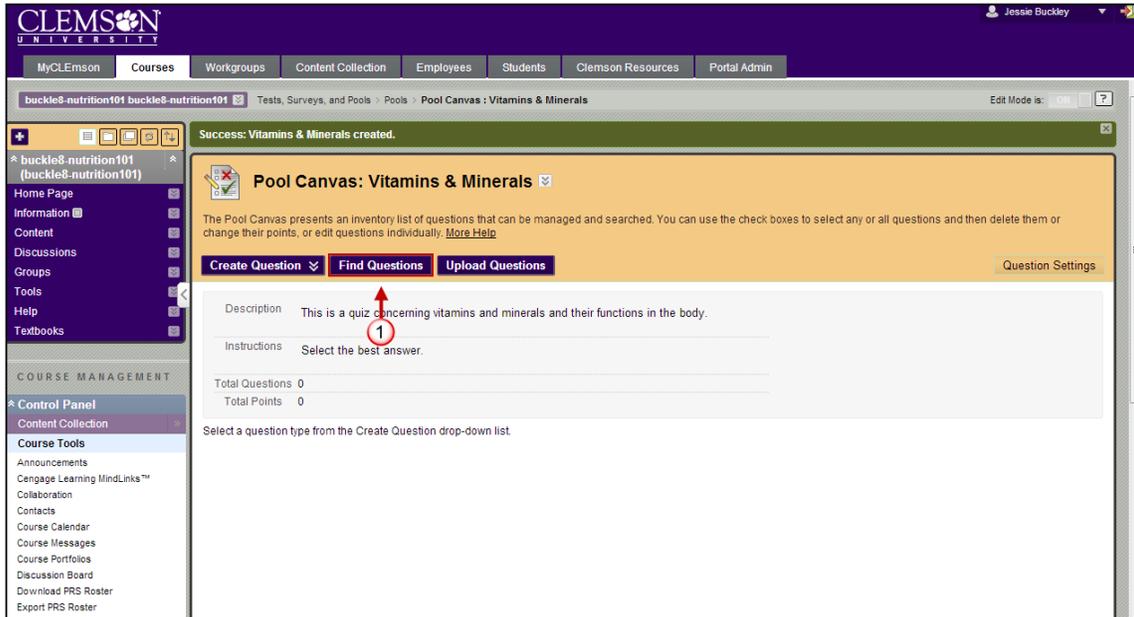
7. Click **Submit**.
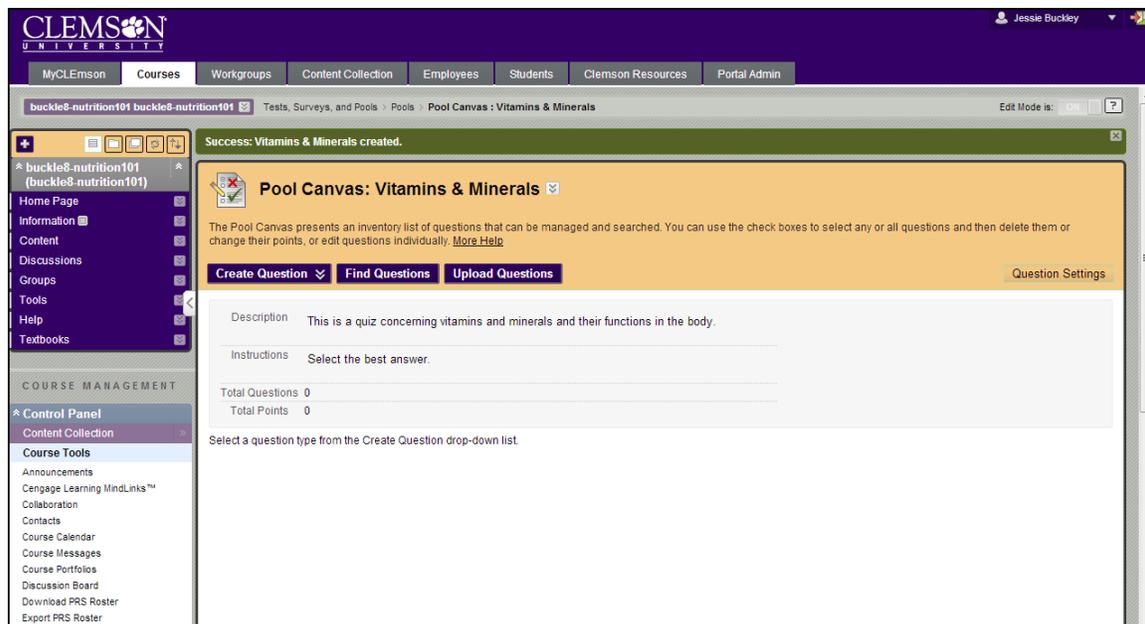
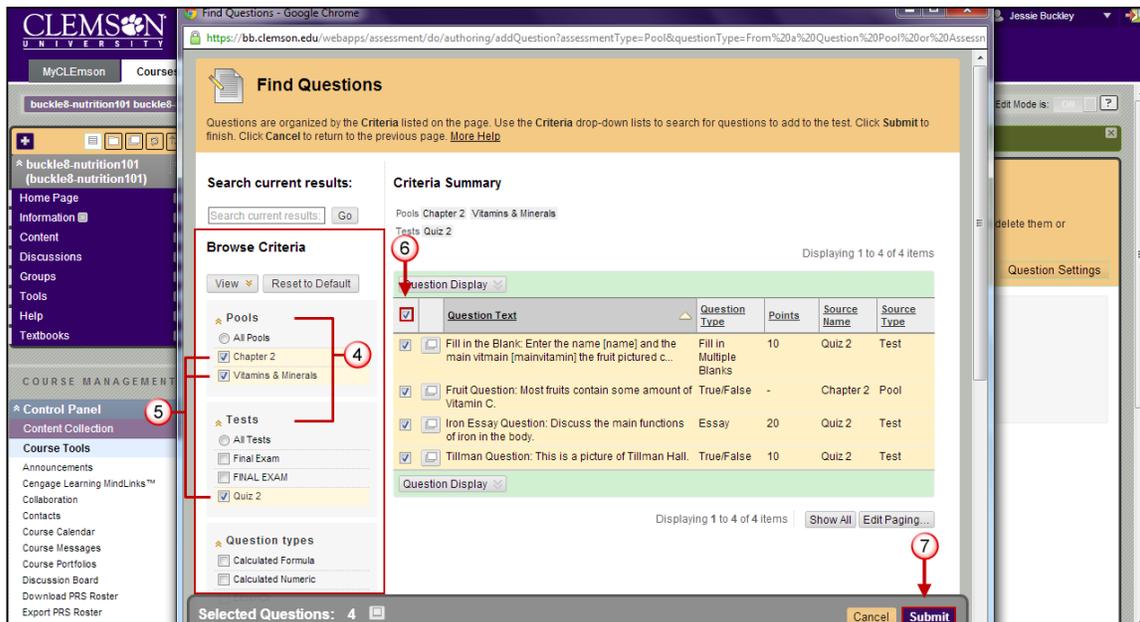8. The system displays the Pool Canvas page.

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.

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.
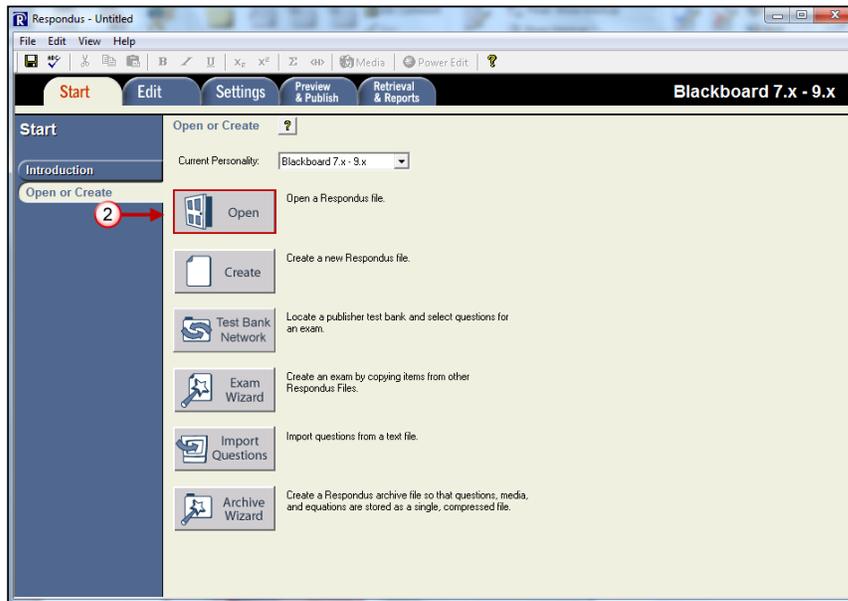
7. Then click **Submit**.
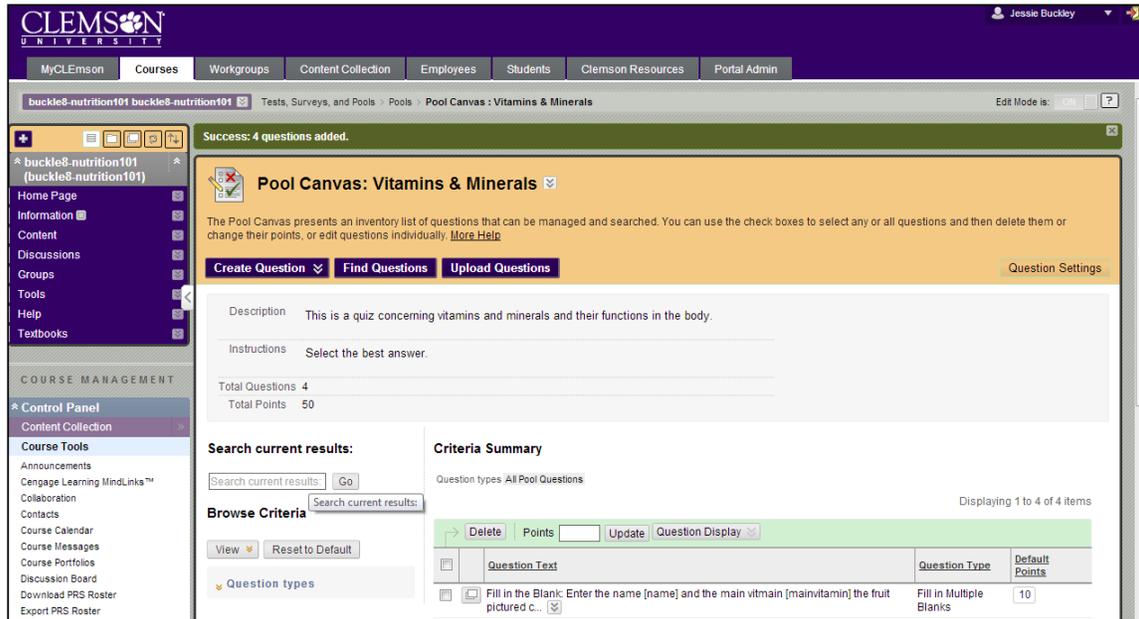
8. The system displays the Pool Canvas with the new questions added to it.
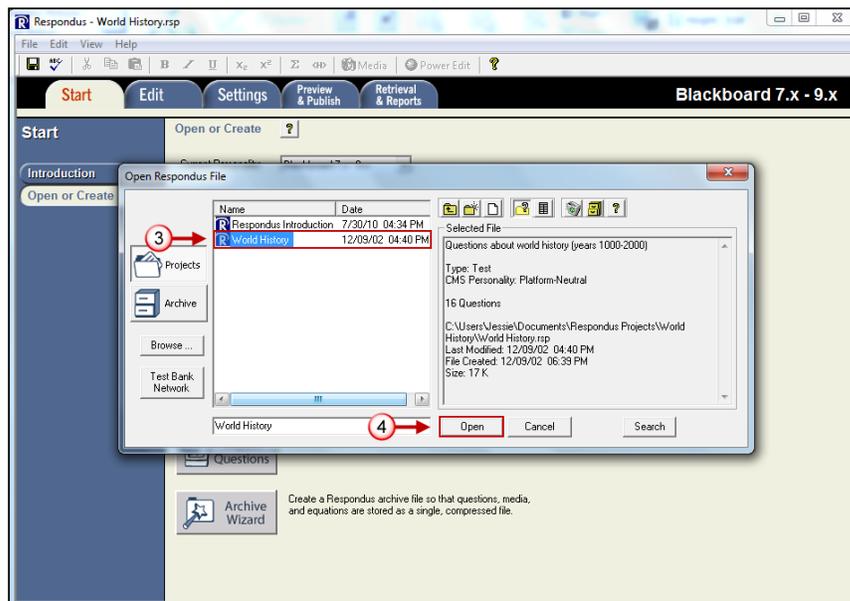
Publish a Pool from Respondus

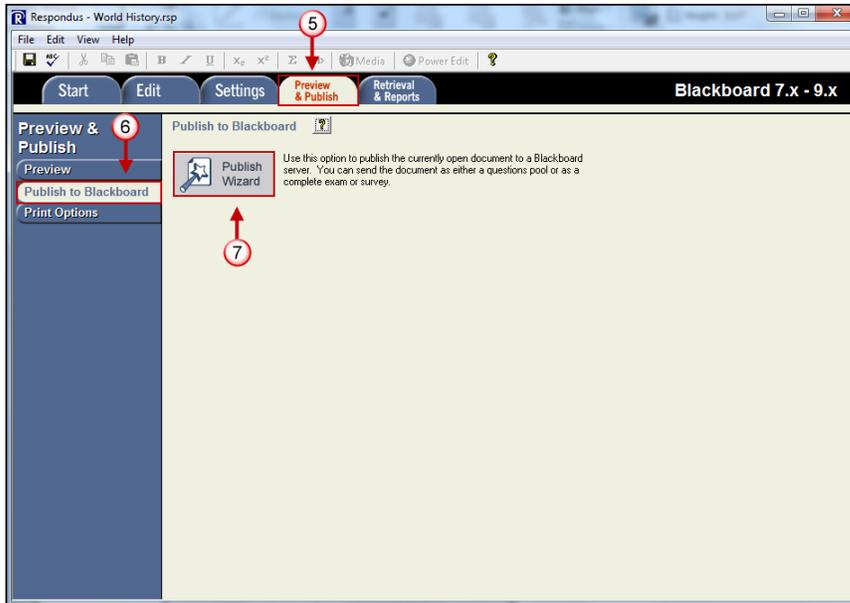To generate a Pool of questions from Respondus to Blackboard Learn:

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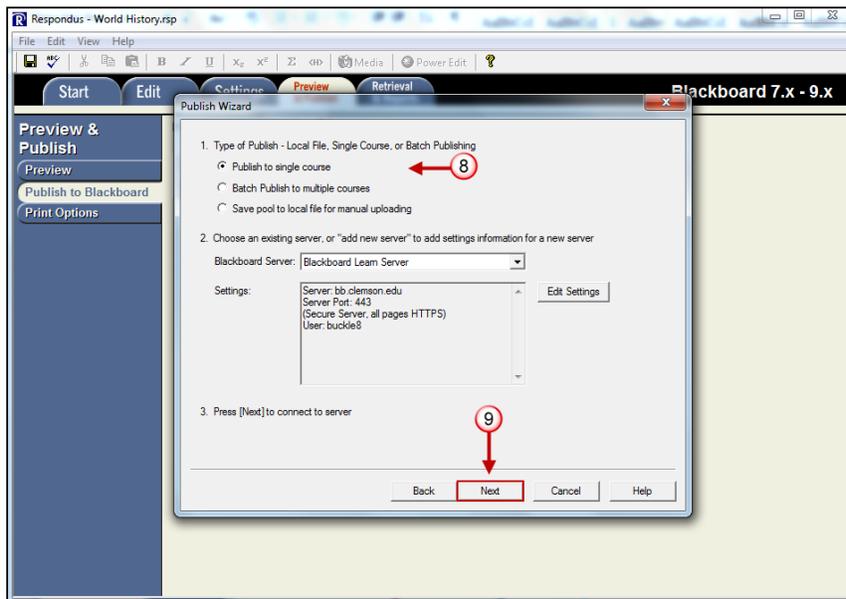

2. Click the **Open** button. A list of previously saved Respondus files is displayed.

3. Select the Respondus file that contains the questions to include in the Pool.

4. Then click **Open**.

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.

8. Select the **Publish to single course** radio button.
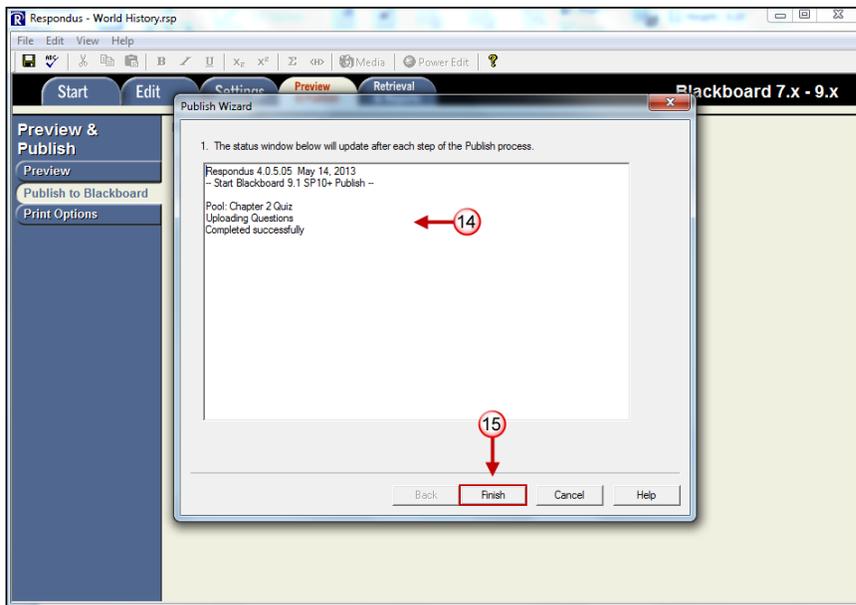
9. Then click **Next**.
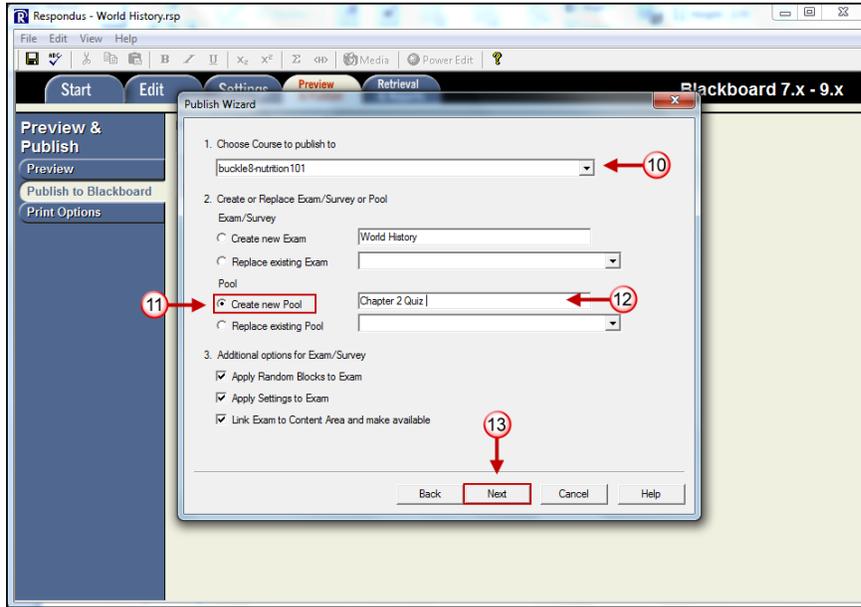
10. **Choose the course to publish to** from the available drop down list.

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**.

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.