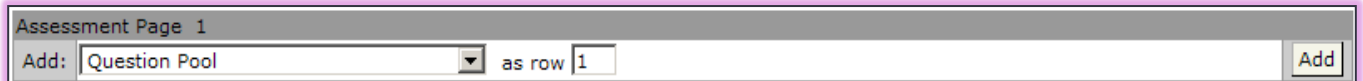


Question Pools

A question pool is a set number of questions that are drawn randomly from a large base of questions.

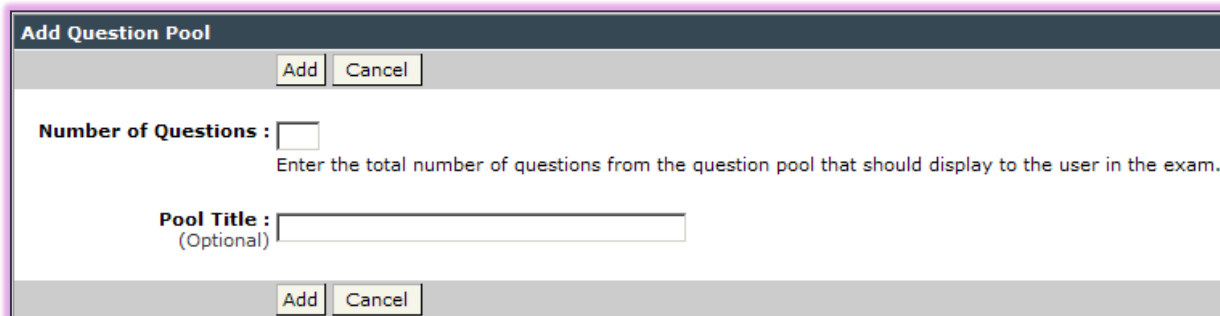
Create a Question Pool

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Item**.
- ❖ The **Edit Quiz/Test** window will display (see illustration below).



Assessment Page 1
Add: Question Pool as row 1 Add

- ❖ 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.
- ❖ Click the **Add** button.
- ❖ The **Add Question Pool** window will display (see illustration below).



Add Question Pool

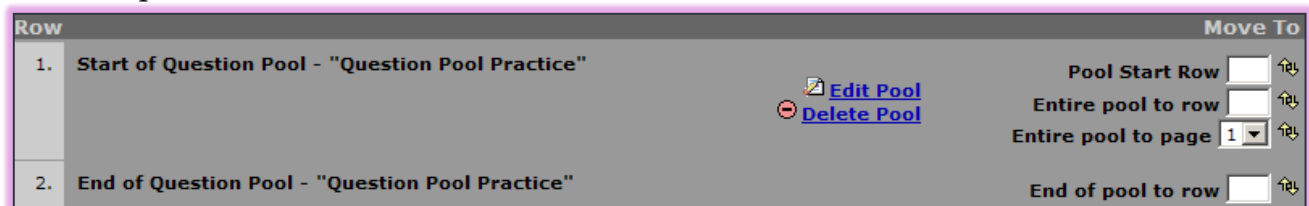
Add Cancel

Number of Questions :
Enter the total number of questions from the question pool that should display to the user in the exam.

Pool Title :
(Optional)

Add 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 **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.



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

Edit Pool
Delete Pool

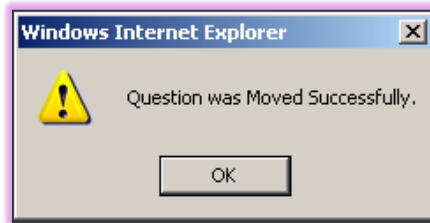
Add New Questions to a Question Pool

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Area** where the **Question Pool** is to be added.
- ❖ Follow the steps in the previous section to create the **Question Pool**.
- ❖ 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

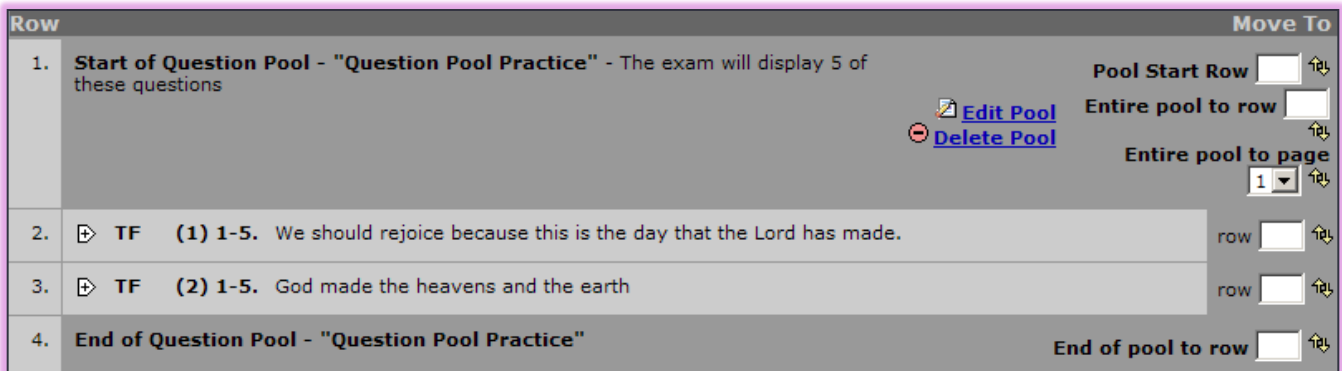
- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Area** where the **Question Pool** is to be added.
- ❖ Follow the steps in the first section of this document to create the **Question Pool**.
- ❖ Scroll to the question that is to be added to the **Question Pool**.
- ❖ In the **Row** box, 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.
- ❖ A message will appear saying the question was moved successfully (see illustration below).



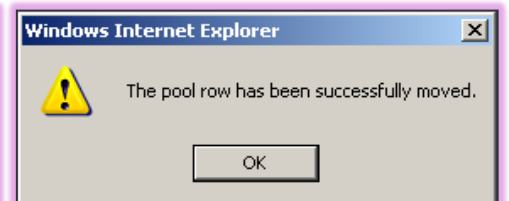
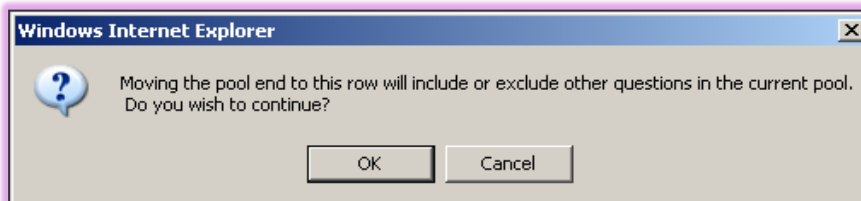
- ❖ Click **OK**.

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.
- ❖ Click the **arrow keys** at the end of the box to include the rows specified.
- ❖ The message in the illustration below will display.



- ❖ Click **OK**.

- ❖ A message will appear saying the pool row has been successfully moved (see illustration previous page 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.
- ❖ 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.