Question Pools

A question pool is a set number of questions randomly drawn from a larger base of questions. For example, you might add 20 questions to your pool, and then have the system randomly select 5 questions from the pool for each student.

To create a question pool:
1. Click the Quiz/Exam > Click the ‘Author’ tab.
2. In the Add drop-down list, select Question Pool.
3. If you know where you would like the new Question Pool to display on the exam page in relation to existing questions, type a row number in the as row box; otherwise, the new Question Pool displays on the page.
4. Beside the as row box, click Add.
5. In the Number of Questions field, type the total number of questions from the pool that you want to include in the exam. For example, if you have 20 total questions in the pool, and you want each student to answer 10 questions, type 10. Each student sees 10 random questions drawn from your pool of 20 questions.
   a. (Optional) Type a title for your question pool. A pool title might help you organize your pooled questions.
6. Click Add. Your new question pool displays on the main Exam page.

To add new questions to a question pool:
Once you create a question pool, you can add new or existing questions to it.

1. Create a question pool.
2. In the Add drop-down list, select a question type: True/False, Multiple-Question, etc.
3. In the ‘as row’ box, type a row number that falls within your current question pool.
   a. For example, if your question pool currently occupies rows 5 and 6, type 6 in the as row box. This ensures that your new question is included in the question pool.
   b. To enter a new question outside of your question pool, type a row in the as row box that falls outside your question pool.
      i. For example, if your question pool currently occupies rows 5 and 6, type 7 in the as row box.
4. Beside the as row box, click Add. The page for the selected question type opens.
5. Enter information for the selected question type, and click Add. A confirmation message displays.
6. Click OK. Your changes display on the main Exam page.

To add existing questions to a question pool:
1. Go to the page in the exam on which the question pool you want to edit is located.
2. Click Edit > Edit Pool. The Edit Question Pool page opens.
3. Change the question so that its row number falls within the rows occupied by the question pool, and then click Update. Your changes display on the main Exam page.

To move an entire question pool:
1. Go to the page in the exam on which the question pool you want to move is located.
2. Do one of the following:
   a. To move the entire question pool to a new location on the current page
   b. Type a new row number in the Entire Pool To Row box for the question pool and click Reorder beside the box. This moves the entire question pool and all the questions within it to a new location on the current page. The pool does not absorb any new questions.
3. The new row number you enter must exist on the current page. Question pools cannot span multiple exam pages.

4. To move the entire question pool to a new page
   a. In the Entire Pool To Page drop-down list, select a new page number for the question pool and click Reorder beside the box. This moves the entire question pool and all the questions within it to the bottom of the page you designated. The pool does not absorb any new questions.
To move the start or end row for a question pool:

1. Go to the page in the exam on which the question pool you want to edit is located.
2. In either the Start of Pool To Row box or the End of Pool To Row box, type a new row number.
3. Click Reorder beside the new row number. Depending on your changes, the question pool starts or ends on the row you specified, absorbing all existing questions that fall between the new start/end row and the old start/end row.
4. When you enter a new row number, the row must exist on the current page. Question pools cannot span multiple pages. Also, you cannot enter a new start or end row that lies within another question pool.