



Create a Pool in Blackboard

Pools are sets of questions that can be added to any test. Pools are useful for storing questions and reusing them in more than one test. You can import pools from outside the system and export them for reuse.

To build a new pool of questions:

- 1- Under “Course Management”, click on “Course Tools” to expand it.
- 2- Click on “Tests, Surveys, and Pools”.
- 3- Click on “Pools” in the “Tests, Surveys, and Pools” page.
- 4- In the Pools page, click “Build Pool”.

The image shows a sequence of three screenshots from the Blackboard interface, illustrating the steps to create a pool. Red callout boxes with numbers 1 through 4 highlight the specific actions.

Step 1: The 'Course Management' sidebar is shown. The 'Course Tools' option is highlighted with a red circle and the number 1.

Step 2: The 'Tests, Surveys, and Pools' page is shown. The 'Tests, Surveys, and Pools' option in the sidebar is highlighted with a red circle and the number 2. An arrow points from this step to the next screenshot.

Step 3: The 'Tests, Surveys, and Pools' page is shown. The 'Pools' option is highlighted with a red circle and the number 3. An arrow points from this step to the final screenshot.

Step 4: The 'Pools' page is shown. The 'Build Pool' button is highlighted with a red circle and the number 4. Below the button, there is a table with columns for 'NAME' and 'NUMBER OF QUESTIONS'.

Pool Information

- 1- Enter the **Name** of the pool.
- 2- Enter pool description and instructions (optional)
- 3- Click **“Submit”**

The screenshot shows the 'POOL INFORMATION' form. At the top, there is a 'Name' field containing 'Chapter 2', with a red callout '1' pointing to it. Below is a 'Description' section with a rich text editor toolbar and a text area containing 'This pool will contain a bank of questions for chapter 2', with a red callout '2' pointing to the text area. At the bottom right, there are 'Cancel' and 'Submit' buttons, with a red callout '3' pointing to the 'Submit' button. The form also includes a 'Path' field with 'p' and a 'Words:11' counter. A footer note says 'Click **Submit** to proceed.'

Pool Canvas

Pool canvas allows you to add, edit, and delete questions in the pool.

- 1- **“Create Question”** allows you to create a new question. More details are in the *“Create Questions in Blackboard Tests”* tutorial. Add as many questions as you can to be able to reuse in different tests.
- 2- **“Find Questions”** will allow you to add existing questions from other tests or pools
- 3- **“Upload Questions”** will allow you to upload questions from a formatted text file.
- 4- **Question Settings** will allow you to change some of the default settings for this pool such as the default points per question. The default points per question is 10, in case you would like to change it for all questions, please use this feature.

The screenshot shows the 'Pool Canvas: Chapter 2' interface. At the top, there is a title and a description: 'The Pool Canvas presents an inventory of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their settings or edit questions in place. More Help'. Below this is a navigation bar with four buttons: 'Create Question', 'Find Questions', 'Upload Questions', and 'Question Settings'. Each button is circled in red and has a corresponding red callout number (1, 2, 3, and 4 respectively). Below the navigation bar, there is a table with the following information:

Description	This pool will contain a bank of questions for chapter 2
Instructions	
Total Questions	0
Total Points	0