

### How to Import a Pool

Instructors may import a pool of questions for use in tests.

1. Go to **Control Panel > Course Tools > Test, Surveys, and Pools**
2. Click **Pools** to go to **Pool Manager** page
3. Click **Import Pool**. Pool Import adds an exported pool to the set of pools. This is a useful way to reuse a pool. Only pool packages created by Blackboard Learn can be imported. Pools created by others, pools created at other institutions, and pools created with older versions of Blackboard Learn can be imported as long as they are in the proper format.



4. Click **Browse for Local File** or **Browse for Content Collection Item** to locate the exported .zip package and click **Submit**.

