



How do I use the Pool Manager?

Pool Manager

The Pool Manager allows instructors to store questions for repeated use. Instructors can create new questions to include in pools and add questions that have been created in other tests or pools. Pools from other courses can be imported through the Pool Manager. With the exception of minor text changes, such as correcting a typo, a pool should not be edited if students have already begun taking an assessment that draws questions from the pool.

The Pool Manager functions in the same way as the Tests page and offers all of the same options for creating and managing pools. The difference between pools and tests is that tests can be added to Course Areas for users to view and complete. Pools contain questions that can be included in a Test. Pool questions cannot be presented to students unless they are included in a Test.

Pools also differ from tests in the following ways:

- Random Blocks cannot be added to pools.
- Pool questions do not have point values associated with them. When a Pool question is added to a test the Instructor can assign a point value.

How to Create a Pool


1. Go to **Control Panel > Course Tools > Tests, Surveys, and Pools**
2. Click **Build Pool** on the **Pool Manager** page.



3. Enter pool name, description, instructions, and click **Submit**.
4. Create, edit, and delete questions. Select a question type from the **Build Pool** drop-down list to add questions. Use **Creation Settings** to establish which default options, such as feedback and images, are available for question creation.


 **Pool Canvas** 

Create, edit, and delete questions. Select a question type from the Add Question drop-down list to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation. [More Help](#)

Create Question  **Reuse Question**  **Upload Questions** **Creation Settings**

- Instructor can also add questions by selecting **Find from Pool or Test** from the **Reuse Questions** drop-down list.

Reuse Question  **Upload Questions**

> **Find from Pool or Test** 