

## Create Questions Bank and using it to create a test

- 1 From Control Panel, Choose the Course Tools m then the choose the option "test, surveys, and pools".

The screenshot shows the 'Control Panel' menu with 'Course Tools' highlighted by a red box and a red arrow pointing to it. Below this, the 'Course Tools' sub-menu is expanded, and 'Tests, Surveys, and Pools' is highlighted by a red box and a red arrow pointing to it. The main content area of the page is blank.

- 2 From the "Test, Surveys, Pools" page choose the "Pools" Option.

The screenshot shows the 'Tests, Surveys, and Pools' page. It has three sections: 'Tests', 'Surveys', and 'Pools'. The 'Pools' section is highlighted by a red box and a red arrow pointing to it. The 'Tests' section contains the text: "Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded." The 'Surveys' section contains the text: "Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey." The 'Pools' section contains the text: "Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey."

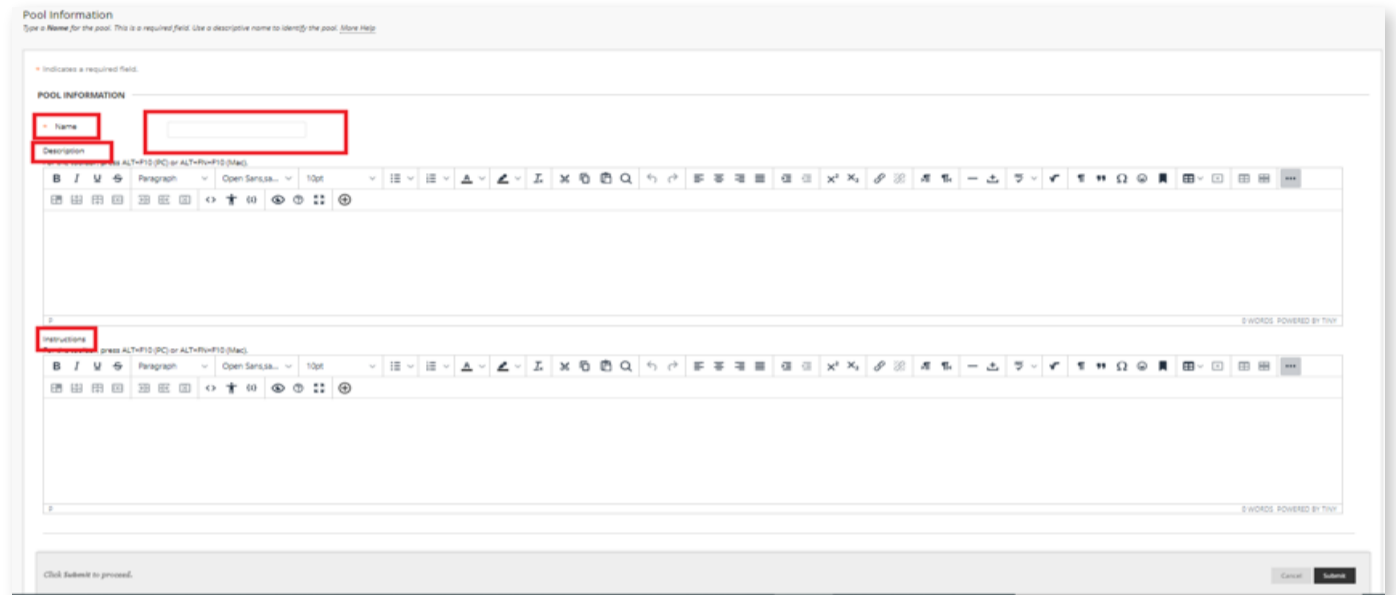
### 3 From the Pools page, Click on "Build Pool" Icon.

#### Pools

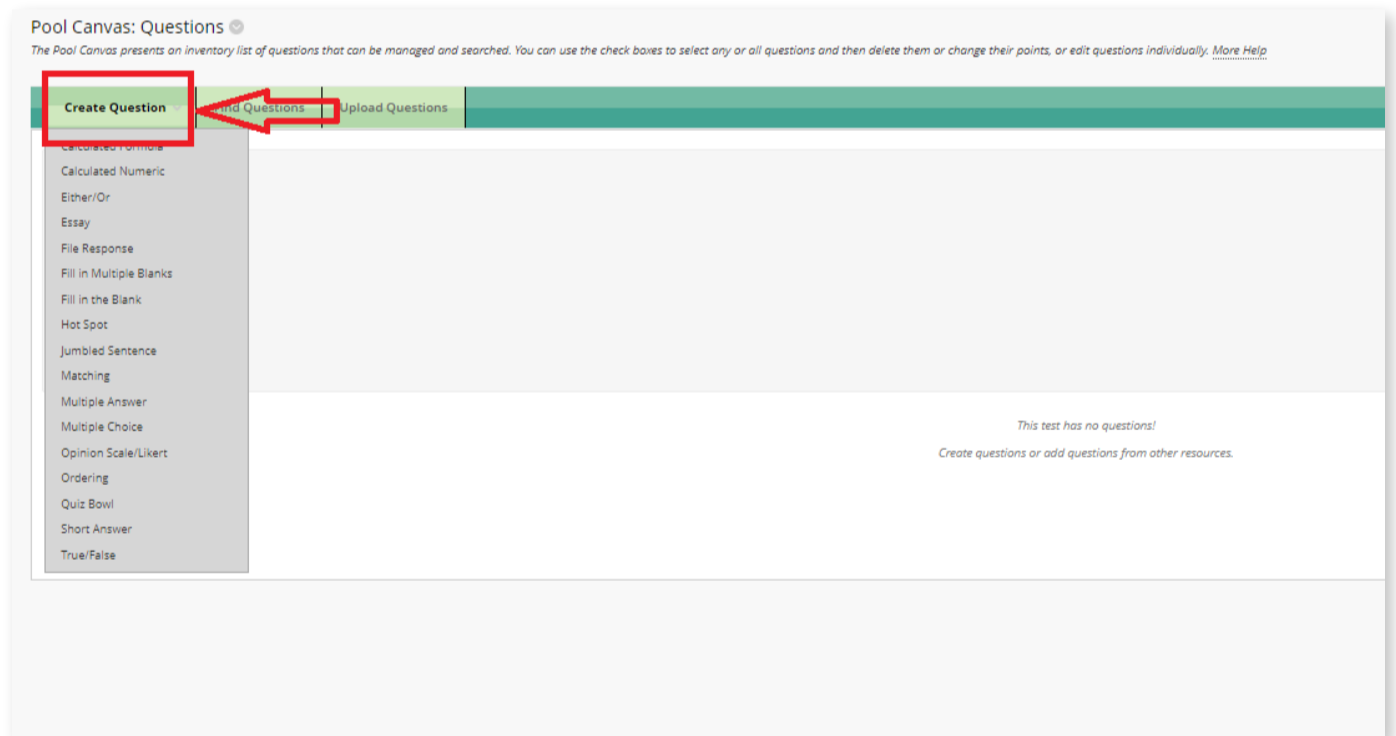
Pools are sets of questions that you can use in multiple tests or surveys. You can import pools from outside the system and export them for reuse. [More Help](#)



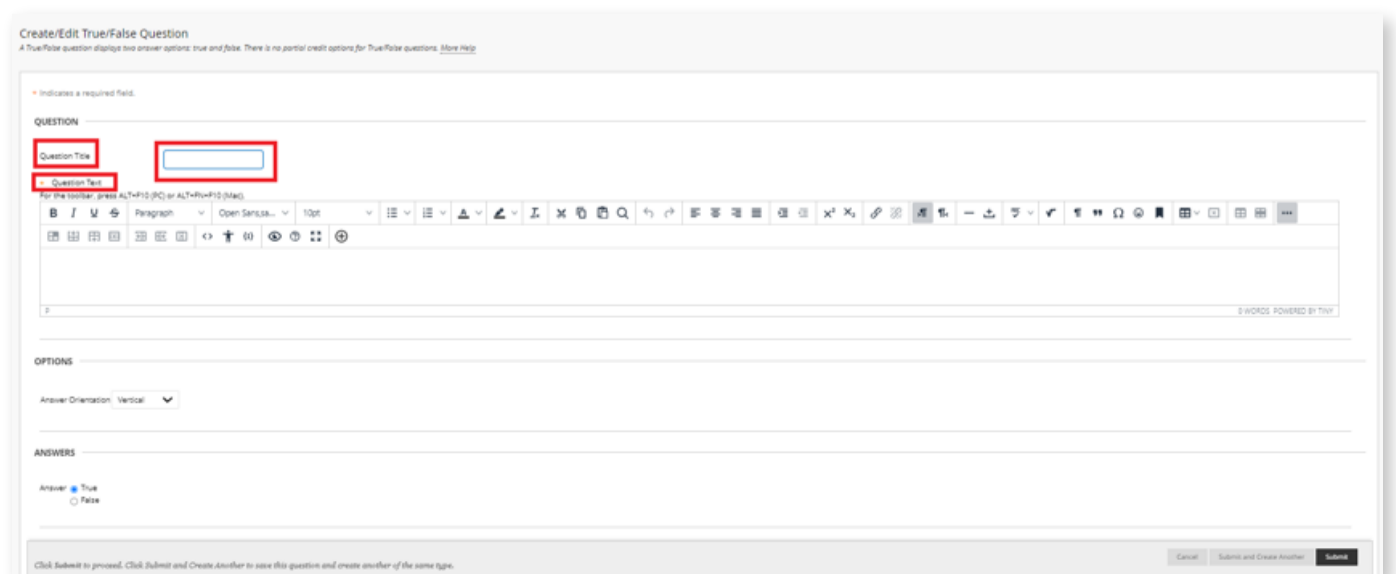
### 4 In this Page, choose descriptive name for the Pool, description, and instructions, and then Click on "Submit" Icon.



### 5 To Create Question, choose "Create Question" and then from the drop-down menu choose the preferred question type.



### 6 From the Qusetion pagem Type in the Question title, and the question text.



# 7 When you choose the option "Show Answers in random Order" answers will show up to the students randomly.

**OPTIONS**

*If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.*

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

# 8 Choose the Correct Answer, and then write it in the provided text box.

**ANSWERS**

*Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.*

Number of Answers

Correct  Answer 1.  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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# 9 You have the choice to provide students a Feedback for both the correct answers and the incorrect answers.

**FEEDBACK**

*Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.*

Correct Response Feedback  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Incorrect Response Feedback  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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