

# LEARNING MANAGEMENT SYSTEM USER GUIDE: QUESTION POOLS

This document explains how Pools may be created and used to store reusable questions that can then be used to populate tests and surveys.

Pools are only available to staff and are not presented to students. Questions may be created in the pool; found and copied from other tests and pools within the subject; or uploaded from file. Questions must be added to a test or survey before they are available to students.

A more detailed document about tests, surveys and question types is available:

[http://lms.unimelb.edu.au/user\\_guides/tests\\_surveys\\_workshop.pdf](http://lms.unimelb.edu.au/user_guides/tests_surveys_workshop.pdf)

## Create a question pool

1. From the *Control Panel* select **Subject Tools >> Tests, Surveys and Pools >> Pools**.
2. Click **Build Pool**.
3. On the *Pool Information* page, enter the name, description and instructions for the pool.
4. Click **Submit**.
5. On the *Pool Canvas* page, add questions using the **Create Question, Find Question** or **Upload Questions** options.

## Create Question

1. From *Create Question* select a question type – there are seventeen to choose from.
2. Enter the question title, text and options as required. An example that shows creating a multiple choice question follows.
3. Click **Submit**.

### Multiple Choice Question example

The options available when creating / modifying a question will depend on the *Creation Settings* that have been selected. The example below has the option for *Feedback* provided for individual answers.

1. From *Create Question* select **Multiple Choice**.
2. Enter a short title and the question text or statement.
3. Select the number format to be used, orientation of the question (vertical or horizontal), partial credit, and whether the answers should appear in random order.
4. Select the number of answers which this multiple choice question will use. If you want to use fewer than four answers, this may be selected by clicking the *Remove* button next to one or more of the default entries.
5. In the answer area, enter the correct and incorrect answers in the desired order. On completion of a test/survey, the feedback will appear for the student if you have allowed feedback options for that test/survey.
6. Indicate the correct answer by clicking the radio button that is positioned at the top left of the correct answer.
7. Enter feedback, categories, keywords, and instructor notes as appropriate.

Note: On completion of a test/survey, the feedback will only appear for the student if you have allowed feedback options for that test/survey.

8. Click **Submit**.

**What the multiple choice question will look like to students:**

Who is credited as being the first person to reach the South Pole?

Frederick Cook

Roald Amundsen

Robert E. Peary

Ernest Shackleton

Edmund Hilary

**Find Question**

1. Click **Find Question**.
2. On the left, select *Browse Criteria* to display a subset of questions on the right.

**Find Questions**

Questions are organised by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test. Click **Submit** to finish. Click **Cancel** to return to the previous page. [More Help](#)

Search current results:

**Criteria Summary**

Tests: **Animal behaviour**

Displaying 1 to 5 of 5 items

Question Display

<input type="checkbox"/>	Question Text <input type="button" value="v"/>	Question Type	Points	Source Name	Source Type
<input checked="" type="checkbox"/>	<input type="button" value="q"/> Animals are always reluctant to interact with humans.	True/False	10	Animal behaviour	Test behaviour
<input type="checkbox"/>	<input type="button" value="q"/> Click on the baby possum of this trio.	Hot Spot	10	Animal behaviour	Test behaviour
<input checked="" type="checkbox"/>	<input type="button" value="q"/> Match each animal with its native home.	Matching	10	Animal behaviour	Test behaviour
<input checked="" type="checkbox"/>	<input type="button" value="q"/> What is the collective noun for otters?	Fill in the Blank	10	Animal behaviour	Test behaviour
<input type="checkbox"/>	<input type="button" value="q"/> Which of the following have feet beautifully adapted for swimming?	Multiple Answer	10	Animal behaviour	Test behaviour

Displaying 1 to 5 of 5 items

Selected Questions: **3**

3. Click the check box to the left of the required question(s).
4. Click **Submit**.

**Upload Question**

1. Click **Upload Questions**.
2. Click **Browse** and locate the file containing the questions on your computer.
3. Click **Open**.
4. Set the default number of points per question (optional and may be altered via question settings later).
5. Click **Submit**.

## Create a Question Pool (continued)...


1. Questions added or created using the options above will be displayed in the lower half of the Pool Canvas screen.

The screenshot shows the 'Pool Canvas: Deep pool' interface. At the top, there are navigation tabs: 'Create Question', 'Find Questions', 'Upload Questions', and 'Question Settings'. Below the tabs, there is a description: 'This is a pool for the deep questions.' and instructions: 'Answer each question as best you can.' The total number of questions is 2, and the total points are 20.

The main area is titled 'Criteria Summary' and shows a list of questions. The first question is 'How many bones are in a healthy adult human skeleton?' with a 'Multiple Choice' type and 10 points. The second question is 'The cancellous layer of bones looks like a sponge and is very soft. This is w...' with a 'True/False' type and 10 points. Each question has a 'Delete' button, a 'Points' input field, an 'Update' button, and a 'Question Display' dropdown menu.

On the left side, there is a 'Browse Criteria' section with a 'View' dropdown and a 'Reset to Default' button. Below it, there is a 'Question types' section.

At the bottom right, there is an 'OK' button.

2. Put the cursor on a question – a down pointing arrow appears.
3. Click the downward arrow to see options to *Edit*, *Copy* or *Delete* the question.
4. Default points may be altered for a *single question* by clicking the **Default Points** box (to the right of the question), entering a new value and clicking the green arrow to accept the change.
 

Default points may be altered for *multiple questions* by selecting the check box (to the left of each question), entering a value in the **Points** box (top and bottom of the list of questions), and then clicking **Update**.
5. If more options are required e.g. feedback for individual answers, images/links to be added to questions or answers, click *Question Settings* on the top right, and select options as required and **Submit**. Additional options are then available when creating/modifying questions.
6. Click **OK** when you have finished editing the pool to return to the Pools page.

## Export a Pool

Once a pool has been created it may be exported for use in other subjects, or at other institutions using Blackboard (copyright permitting).

1. From the *Control Panel* select *Subject Tools*, **Tests, Surveys and Pools**.
2. Click **Pools**.
3. Put the cursor on a pool – a down pointing arrow appears. Click the arrow to see options.
4. Select **Export to Local Computer** to save a .zip file to your own computer, or **Export to Content Collection** to select a content collection folder to save the file.

## Import a pool

Questions can be created using a text file and then imported. The file must be an export of another pool, or in a particular format. Details of the format required for each question type can be found by clicking the **More Help** link within *Upload Questions*.

1. From the *Control Panel* select *Subject Tools*, **Tests, Surveys and Pools**.
2. Click **Pools**.
3. Click **Import Pool**.
4. **Browse My Computer** or **Browse Content Collection** to locate the pool to be imported.
5. Click **Submit**.

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[lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

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