

Overview

These tools are primarily intended for formative assessments: if you would like to carry out summative assessments please contact learningtechnology@bournemouth.ac.uk for guidance. You are also strongly advised to contact Educational Development and Quality, or your DDE for advice on quality assurance issues.

A question pool is a collection of questions from which a sample can be selected and delivered through a test or survey. Question Pools can be reused and shared through importing and exporting between units and communities.

Building a Question Pool

Navigate to the **Pool Manager** page

1. Enter your unit/community.
2. Within the **Control Panel** (below the left hand menu), click **Unit/Community Tools**.
3. Click **Test, Surveys and Pools**.
4. Click **Pools**.

Creating the Pool

1. Click **Build Pool**.
2. Enter a **title**, **description** and **instructions**.
3. From the **Create Question** drop down select **Multiple Choice** (or any other question type required).
4. Add the **question text** and **point value** for the question.
5. Choose the **Options** where necessary. If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.
6. Provide a range of answers for the multiple choice question. You can add further answers via the **Number of Answers** drop down or remove answers using the **Remove** buttons.
7. 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.
8. Populate the **Categories and Keywords** as necessary.
9. Click **Submit**.

Continue to add questions to the **Pool Canvas** and use the drag and drop arrows (top left of each question) to order the questions as necessary.

For further information on other question type see the **Question Type** guide.

Importing a Pool

1. Navigate to the **Pool Manager** page (see above).
2. Click **Import Pool**.
3. Select the Pool file from your local drive or **Content Collection**.

Using Questions from a Pool

Pool questions can be added to the Test (or Survey) Canvas. To navigate to the Test (or Survey) canvas either build a new test (or survey) or edit an existing test (or survey).

To build a new test (or survey):

1. Enter your unit/community.
2. Within the **Control Panel** (below the left hand menu), click **Unit/Community Tools**.
3. Click **Test, Surveys and Pools**.
4. Click **Test (or Survey)**.
10. Click **Build Test (or Survey)**.
11. Enter a **title, description** and **instructions**.
12. Click **Submit**.

Or, to edit an existing test (or survey):

1. Enter your unit/community.
2. Within the **Control Panel** (below the left hand menu), click **Unit/Community Tools**.
3. Click **Test, Surveys and Pools**.
4. Click **Test (or Survey)**.
5. Click on the drop down chevron icon next to the Test (or Survey) that you wish to export.
6. Click **Edit**.

Adding Specific Questions from a Pool

1. From the Test (or Survey) Canvas, click on **Reuse Questions** and **Find Questions**
2. Select the Pool (or Test) from which you wish to import questions.
3. You must now search for the questions you wish to add, to aid this select from the available criteria to narrow your search results.
4. Select the point values that you wish to use.
5. Click **Search**.
6. Check the tick boxes against each question that you wish to add.
7. Click **Submit**.

Adding a Random Block of Questions

You can add a random selection of questions defined by specific criteria from a Pool. When each student takes the test or survey they will potentially receive a different set of questions (within specified constraints) from the Pool.

1. From the Test (or Survey) Canvas, mouse over the **Reuse Question** button and click **Create Random Block**.
2. Select the **Pool** from which you wish to import the questions.
3. Specify your criteria for the random block question set.
4. Specify **points per question**.
5. Click **Submit**.

Please note: If you wish to build a test using random blocks that take a selection of questions that cover different topics, difficulty levels or have different point values it is advisable to create a Pool for each.

For example:

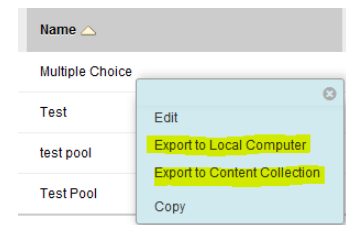
Question Number	Topic	Difficulty	Points
1-5	Topic 1	Easy	1 point each
6-10	Topic 2	Easy	1 point each
11-15	Topic 3	Medium	3 points each
16-20	Topic 3	Hard	5 points each

To ensure the correct distribution of topics and difficulty levels were delivered to all students, this test design would require **4 pools**:

- Topic 1 - Easy
- Topic 2 - Easy
- Topic 3 - Medium
- Topic 3 - Hard

Exporting a Pool

1. Navigate to the **Pool Manager** page (see above).
2. Click on the drop down chevron icon next to the Pool that you wish to export.
3. Select **Export to a Local Computer** to save locally or **Export to Content Collection** to save within the Content Collection.



Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.
- Blackboard resources: https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools