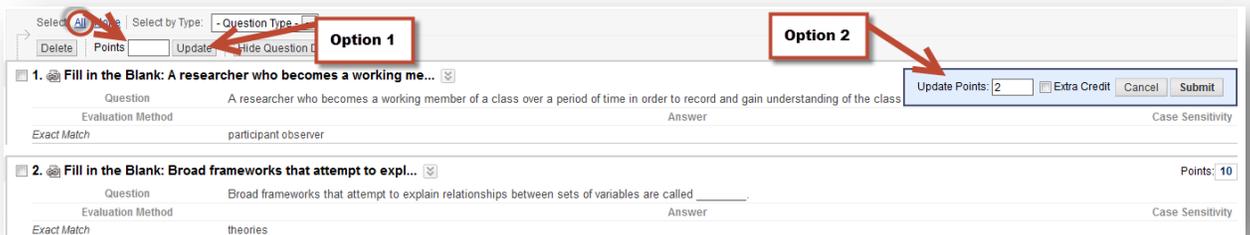


## Creating a Test from Questions in a Pool

1. First, make sure your course has questions in the Pools area of your course. You can check this out by navigating to the Control Panel, clicking on “Course Tools,” and then selecting “Tests, Surveys, and Pools” from the expanded menu. On the next page, select “Pools,” and you should be taken to all of the available question pools in your course.
2. Once you have established that the pools contain questions you would like to use to create a test, and have made note of which pool(s) they are in, navigate to the area where the test will be displayed (often this is a weekly module in Course Materials or a content area labeled Assessments).
3. Hover your mouse over the “Assessments” button at the top of the page, and select “Test.”
4. On the next page, choose “Create.” On the next page, provide a title—and if desired—a description and instructions for your test. Click “Submit.”
5. The next page should be the “Test Canvas.” This is where you can add your questions. To begin, hover your mouse over the “Reuse Question” button and select either “Question Set” or “Find Questions” from the drop-down menu.
  - a. A **Question Set** is a group of explicitly chosen questions that can be presented in a random fashion. Often times, instructors will choose many questions from the pool, but set up their test so that students only receive a random number of them. For example, you might choose to have 100 questions in your question set, but you can configure the setting so that each student received 25 of these questions at random. That way, each student will have a different test.
  - b. The **Find Questions** option allows you to select the questions you specifically want to include in the test. They will be displayed to the student in the order they are selected or arranged in the test canvas.
6. Assuming you are creating a question set or using the “Find Questions” option, a pop-up window should appear. On the left-hand side of the window, you should see a list of all available question pools. If you don’t see the list, you may need to expand this area; you can do so by clicking on the “Pools” heading in that window.
7. Once the list of pools is visible, select the pools you wish to use to create your test by checking the appropriate boxes.
8. Next, select the questions you wish to use in your test. Note that by default, only 25 questions display at a time, so you may need to scroll through several pages or “show all” in order to see all of the available questions.

- Once you've selected your desired questions, click "Submit." You should now be back on the Test Canvas.

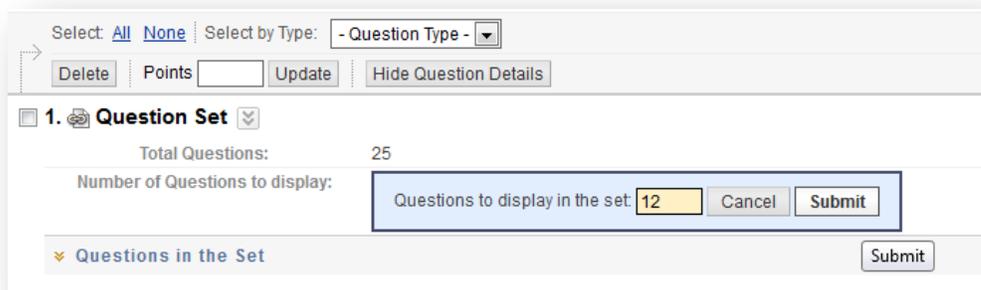
You can change the point values using two different methods. If all questions will have the same point value, click "All" next to Select, which is listed at the top of the questions, enter the point value in the Points box at the top, and click "Update." If you would prefer to assign a point value for each individual question, click on the text box to the right of "Points per question" next to each question, enter the number of points, and click Submit. Repeat for each question. See the illustration below.



\*If you are creating a test using "Find Questions," then your test canvas should be complete. Skip to step 11.

If you are creating a question set, you will change points in a manner similar to the process listed above, but note that all questions in a Question set have to have the same point value for each question. If you need to have different values for some questions, they will need to be either in a separate question set or just be a separate question that isn't included in a set. When you have finished updating the points, continue on to step 10.

- If you are creating a question set, you need to decide how many questions from the set the students should receive when taking their test. In order to this, click on the text box next to "Number of Questions to display," enter the number of questions you wish to display, and click Submit.



- You should now be ready to click "OK" in the bottom-right-hand corner.

12. Next, you need to deploy the test by clicking the test name in the box on the “Create Test” page that displays. Then click Submit.
  
13. Now you should edit the test display options according to your preferences. (The DE office recommends NOT using the Force Completion option since it often causes problems when a student’s internet connection gets interrupted while taking a test.) Then click Submit.