

## University of St. Thomas – Blackboard 9 Training

### Adding Questions to a Pool

There are three ways by which questions could be added to this pool.

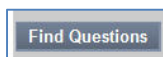
- **Creating questions**, in the same manner you created a test using a test manager.
- **Add questions** from an already existing pool or an existing assessment.
- **Upload questions** from a text file.

**Creating Questions**, in the same manner you created a test using a test manager.



- You can create a pool with different types of questions such as Multiple Choice, True/False, Multiple Answer, Ordering, Matching, Fill in the Blank and Essay.
- See “Creating a Test” above for instructions.

**Find Questions**, from an already existing pool or an existing assessment.



- Select the pool you wish to edit by selecting the drop-down arrow, then Edit.
- The list of assessments and pools that already exists is displayed, and you can select the ones that you would like to add the questions from.
- You also have an option to select the type of questions that you would like to add.
- The pool canvas with the questions you searched and added is displayed. You can continue to keep adding questions to the pool.

**Upload Questions**, from a text file.



- Clicking the Upload Questions button will open a window for you to click on the browse button and find the text file containing your pool, then click Submit.