

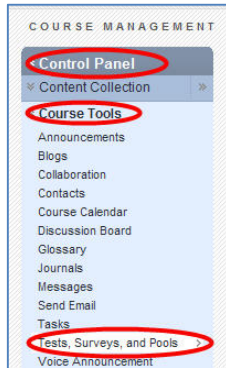
## University of St. Thomas – Blackboard 9 Training

### Using the Pool Manager

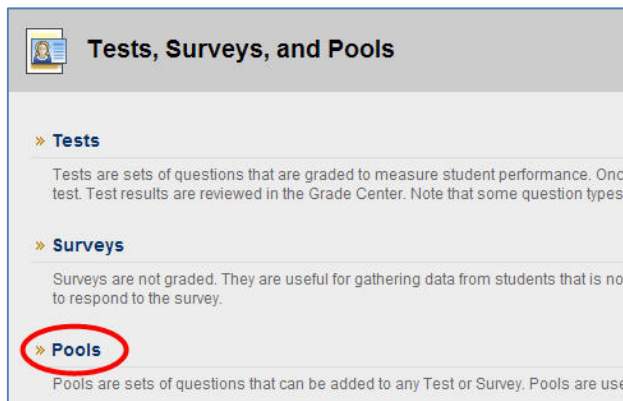
A Pool is a repository of questions to be used in one or more tests. The process is very similar to creating a test. It is also possible to import a pool with questions generated elsewhere with a pool creation tool.

Create a pool using the pool manager option as follows:

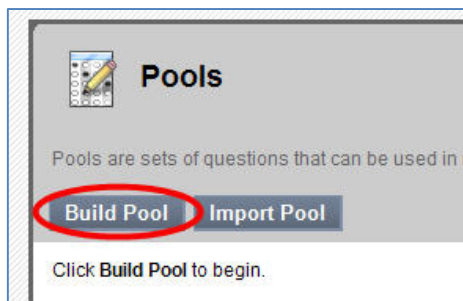
1. Click on the **Control Panel | Course Tools | Tests, Surveys, and Pools**.



2. Click on Pools.



3. Click Build Pool.



4. Enter a name for the pool in the Name field. You can also add a description in the description field and instructions in the instruction field.

1. Pool Information

Name

Description

Normal 3 Arial B I U ebe x<sub>2</sub>

Type description here.

Path: [body](#)

Instructions

Normal 3 Arial B I U ebe x<sub>2</sub>

Type instructions here.

5. Click Submit.

Cancel Submit

6. A success message is displayed.

