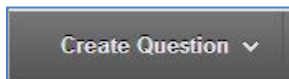


Adding Questions to a Pool

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.

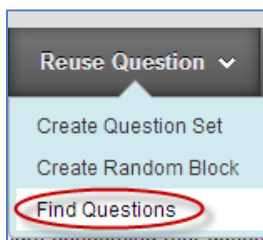
Creating Questions, in the same manner you created a test using a test manager.



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.



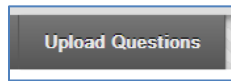
Select the pool you wish to edit by selecting the drop-down arrow, then Edit.

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.