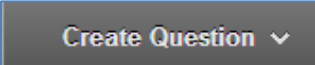


Adding Questions to a Pool

- questions in the same manner you create a test using Test Manager.
- Add questions from an already existing pool or an existing assessment.
- Upload questions from a text file.

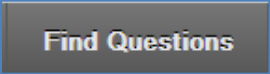
Creating Questions



Create Question ▾

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. Point to the **Create Question** button, and select the desired type from the menu. See the portions on Creating Tests and Creating Questions above for instructions.

Finding Questions



Find Questions

Select the pool you wish to edit by clicking the **Find Questions** button on the action bar.

The list of existing tests and pools is displayed in a separate browser window. From this list you can select the ones from which you would like to add the questions.

You can also filter questions by type, topic, category, level of difficulty, and keywords.

Find Questions

Questions are organized by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test. Click **Submit** to finish. Click **Cancel** to return to the previous page. [More Help](#)

A Search current tests:

Browse Criteria

View

Pools **B**

- All Pools
- Essay Pool
- Sample Pool 1

Tests **C**

- All Tests
- Equation Test
- Judicial Branch Test
- Test Gonz
- Test Chapter 1
- Training 02 Midterm Exam 22 October
- Training Test

Question types **D**

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response

Criteria Summary

Pools **All Pools** + Tests **Equation Test** + Question types **Essay** **F**

Displaying 1 to 2 of 2 items

Question Display

| <input type="checkbox"/> | Question Text <input type="button" value="v"/> | Question Type | Points | Source Name | Source Type |
|--------------------------|---|---------------|--------|---------------|-------------|
| <input type="checkbox"/> | <input type="checkbox"/> Suppose that you purchased a debt obligation three years ago at its par value... | Essay | 9 | Equation Test | Test |
| <input type="checkbox"/> | <input type="checkbox"/> Consider the following bond: Show that the yield to maturity for this bond ... | Essay | 10 | Equation Test | Test |

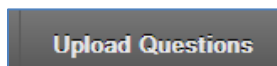
Displaying 1 to 2 of 2 items

Selected Questions: **E**

- Enter a keyword and click **Go** to search for questions containing that keyword.
- Browse existing Pools.
- Browse existing Tests.
- Filter the result by question type.
- In the right pane, track the criteria and view the result sets. Check the checkboxes for questions you wish to select, and click **Submit**.

The Pool Canvas with the questions you searched and added is displayed. You can continue to add questions to the pool.

Uploading 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 (.csv) containing your pool. When you have found the correct file, click **Submit**.