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.

You can create a pool using the Pool Manager option as follows:

1. Under Control Panel, click Course Tools, then Tests, Surveys, and Pools.

2. Click Pools.
3. Click **Build Pool**.

![Build Pool button](image1)

4. Enter a name for the pool. You can also add a description of the pool and instructions on how to complete the pool as needed in the appropriate text boxes.

![Pool Information](image2)

5. Click **Submit**.

![Submit button](image3)
6. A success message is displayed.

After the pool is created, you can add questions to it for later use in creating tests.