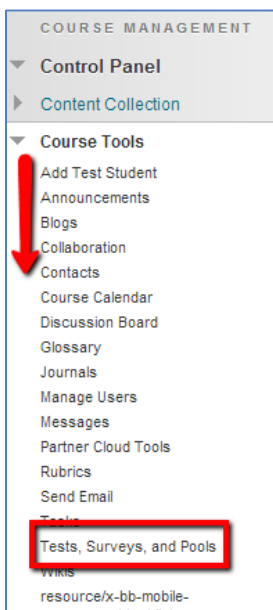


Using the Pool Manager

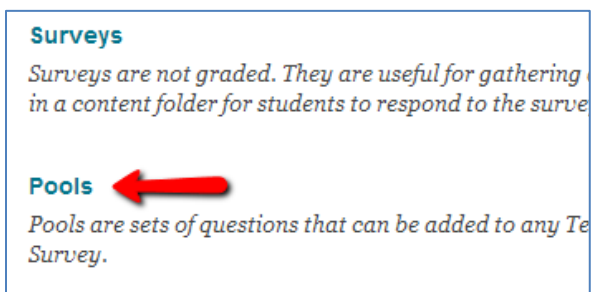
A pool is a repository of questions to be used in one or more tests. The process is very similar to creating a test. It is also possible to import a pool with questions generated elsewhere with a pool creation tool.

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

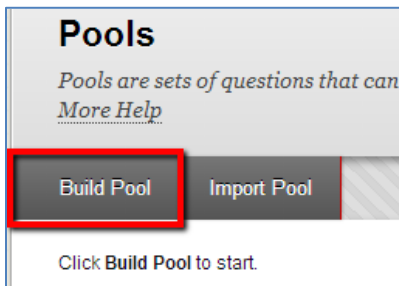
1. Under Control Panel, click **Course Tools**, then **Tests, Surveys, and Pools**.



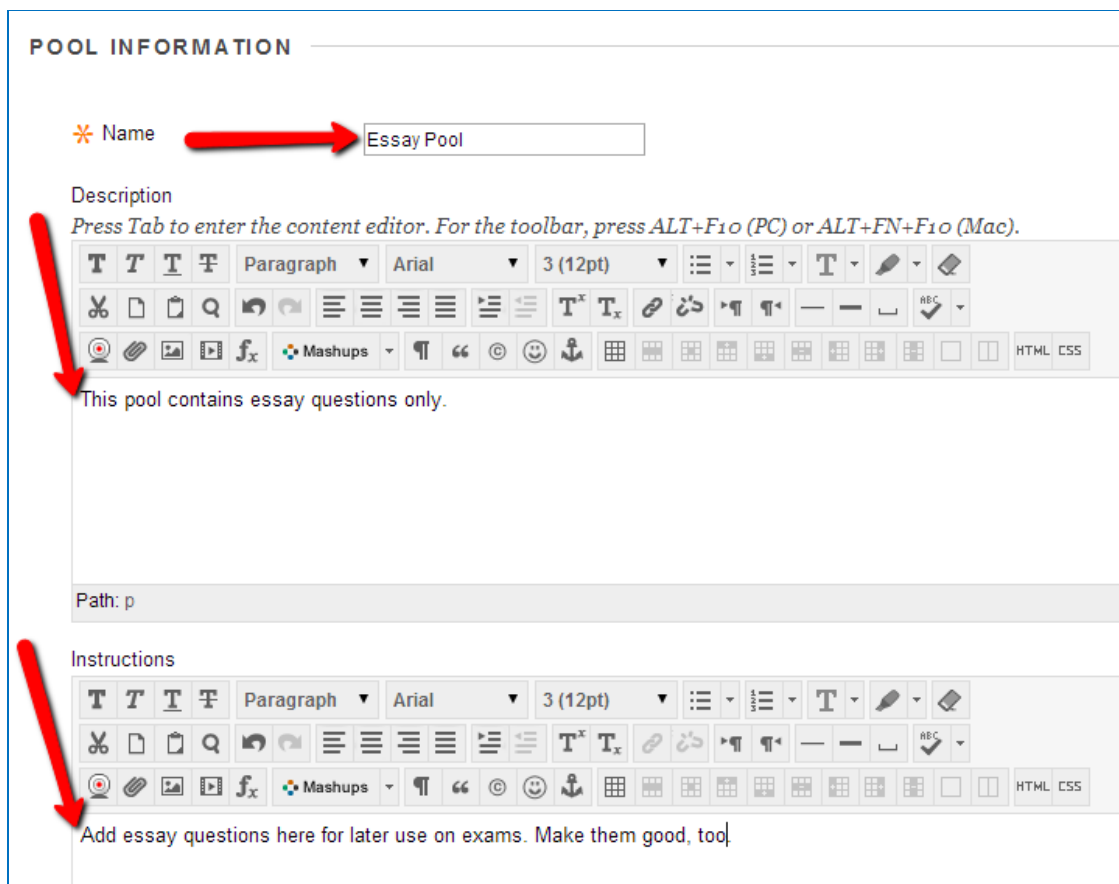
2. Click **Pools**.



3. Click **Build Pool**.



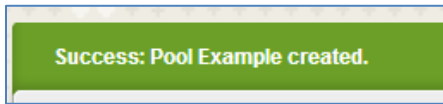
4. Enter a name for the pool. You can also add a description of the pool and instructions on how to complete the pool as need in the appropriate text boxes.



5. Click **Submit**.



6. A success message is displayed.



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