

Blackboard

Tests, Surveys, and Pools

Creating a Question Pool

Test pools allow you to create a pool of unlimited questions. You would use this pool in tests to add questions to your test. For example, you have a pool of 300 questions, then in a test, you use 50 of these questions.

Building a Pool

1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your Towson University **Net ID** and **password**.
3. Enter the course you'd like to create a Pool in.
4. Click on **Course Tools** on your **Course Management Menu** on the left.
5. Select **Tests, Surveys and Pools**.
6. Choose **Pools**.
7. Click **Build Pool** to start from scratch.
8. Give the **Pool** a **Name**. This will only be used by you to reference the **Pool** later.
9. Click **Submit** and you'll be automatically redirected to a **Pool Canvas** page.
10. **Create Questions** as you normally would for any **Test** or **Survey**. In the link below, under Tests, Surveys, and Pools, see the [Creating Tests document](#) and the [Test Questions document](#)
11. When finished, click **OK** at the bottom of the screen.

Importing a Pool

1. Follow the above steps from 1 to 6.
2. Click **Import Pool** if one was provided to you by your department or a textbook publisher.
3. Click **Browse My Computer** and locate the file that was sent to you.
4. Choose to **Open** the file.
5. Click **Submit**.
6. This **Pool** will now be located on the **Pools** page.