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## Blackboard

Tests, Surveys, and Pools

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### Using Question Pools

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Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

#### *Using a Pool in a Test or Survey*

1. Enter a content area (i.e. Content, Information)

**Please Note:** For this example, we'll be creating a new Test – however, you can also add **Pools** to already existing **Test** or **Surveys** by locating the item, clicking the **down arrow** to the right of the item's name, and selecting **Edit Test/Survey**

2. Hover your mouse over **Assessments** at the top of the page
3. Select **Test** or **Survey**
4. **Create** a new **Test** or **Survey**
5. Give the **Test** or **Survey** a **Name**
6. Click **Submit** and you'll be redirected to the **Test Canvas**
7. Hover your mouse over **Reuse Question**
8. Select **Find Questions**
9. Choose whether to **link** to a question or copy it. The difference between linking and copying is that if you **link** to a question, any edits you make to the question will be reflected across all **Tests** or **Surveys**. However, if you **copy** the question, any edits you make will only be reflected in this particular **Test** or **Survey**.
10. On the **Find Questions** window, select the **Pools** you'd like to use
11. To the right of the list, you'll be able to pick and choose the questions you'd like
12. When finished, click **Submit**

#### *Exporting a Pool*

1. To give your **Pool** to another professor, click on the **Course Tools** in your **Course Management Menu**
2. Select **Tests, Surveys, and Pools**
3. Choose **Pools**
4. Locate the **Pool** you'd like to share and click the **down arrow** to the right of the **Pool's name**
5. Select **Export to Local Computer**
6. Save the file to your computer. You can now send this file via email.