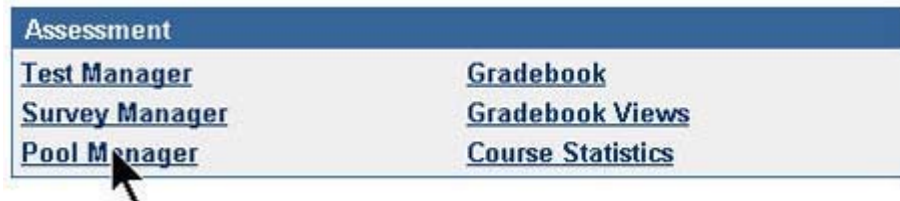


Pool Manager

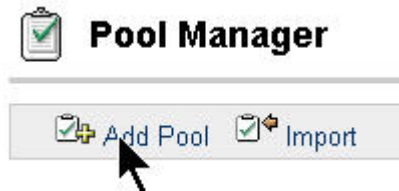
This tutorial explains how to create a pool of questions for a specific chapter, topic, or unit. The **Pool Manager** allows instructors to store questions for repeated use.

Note: When you add questions to a Pool you do not include point value, this will be done when the questions are added to a test.

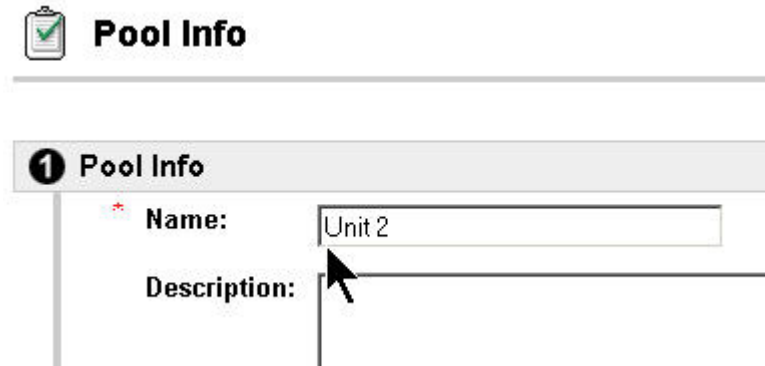
- From the **Control Panel**, click on **Pool Manager**.



- Click on **Add Pool**.



- Name the **Pool**. Add a **Description** and **Instructions** if desired.



- Click on **Submit**.



- 5 To add a question to the pool, click on the down arrow next to **Add Question**. Highlight the type of question you would like to create and click on **Go**.



Pool Canvas

Add Question: Multiple Choice

Name: Unit 2

Description:

Instructions:

Choose a question type from the dropdown menu: Multiple Choice, True/False, Multiple Answer, Ordering, Matching, **Fill in the Blank**, Essay, From a Question Pool or Assessment, Upload Questions.

- 6 After you add all of your questions, click **OK** on the **Pool Canvas**.



Pool Canvas

Add Question: From a Question Pool or Assessment

Name: Unit 2

Description:

Instructions:

[Add Question Here](#)

Question 1	True/False	2 points	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
Question:	I took Stats 221 prior to this course.			
Answer:	<input checked="" type="checkbox"/> True <input type="checkbox"/> False			
Correct Feedback:	Great! Stats 221 will give you a great advantage in this course.			
Incorrect Feedback:	I suggest that you enroll in Stats 221 instead of this course.			

[Add Question Here](#)

- 7 Click **OK** on the **Pool Manager** page.

Pool Manager

 Add Pool  Import

Name	Deployed	Date			
<input checked="" type="checkbox"/> Unit 1	No	November 3, 2003	<input type="button" value="Export"/>	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/> Unit 2	No	November 5, 2003	<input type="button" value="Export"/>	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>