Creating a Test from a Pool

A test is a series of questions an instructor presents to students. The purpose of the test can be to evaluate concepts, provide drill, or practice exercises. Student answers can be submitted for grading, and the results are recorded under each student entry in the gradebook.

**Step 1:** Click on the **Test Manager link** in **Assessment area of Control Panel.**

![Test Manager Link](image)

**Step 2:** Click the **Add Test** icon.

**Step 3:** Type the **Name** of the Test, the **description** and **Instructions.** When finished click **submit**

- **Enter the name of the Test** This title should be as clear as possible
- **Enter the description of the test.** The students will see the description under the link to the quiz after you make the quiz available.
- **The instructions should be concise and clear.** This is what the **student will see** when they take the test
**Step 4:** This is where you normally choose the question types for your assessment.

**Step 5A: Random Block**

**Choose the either a random block (Step 5A) or from a question pool or assessment (Step 5B) and click go**

**Step 1:** Choose Test/Pool

**Step 2:** Choose type of questions

**Step 3:** Enter number of questions to use

**Step 4:** Enter the point per question

**Step 5:** Click Import
Step 5B: From a Question Pool or Assessment

Step 1: Choose Test/Pool

Step 2: Choose type of questions or leave the default selection to ALL

Step 3: Use the current point value assigned to the questions or assign your own

Step 4: Click Search

Step 5: Checkmark the questions you want to use.

Step 6: Click Submit

You can preview the question by clicking on the preview button to the right of the screen selections.

Step 7: Repeat steps 1 - 6 for each pool/test and/or page.

**Instructors may select 20 questions at a time from a pool or another assessment to add to a test. If more than 20 questions are found during the search (multiple pages), instructors may only select and submit questions from one page at a time.**