

Manage a Question Pool

Once you've created questions in a pool and click on the **Done** button, you return to the pool list, where all your questions are visible. From this window, you can add, edit, view, copy, move, duplicate, and delete questions.

Add Question: You've already added questions by clicking on the Add Question link.

Edit Question: Click on the text portion of the question to open it up for editing. You'll see the same window as when you added the question.

View Question: Click on the little page icon to the left of the question text to view it as it will be seen during the test. You'll also see the answer key, as well as other items such as add reason for answer, model answer, feedback, and hints, if you added them.

Midterm-Chapters 1-3
Point Value: 5.0
Difficulty Level: 3

Add Question Move to Pool Copy to Pool Delete Viewing 1 - 15 of 15

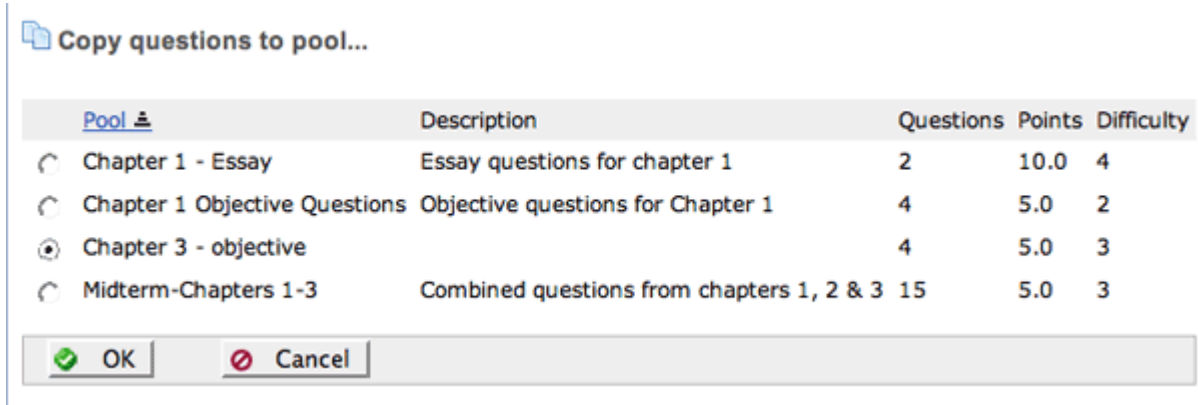
All questions sorted by type

| View | Question | Type | Duplicate |
|--------------------------|---|-----------------|-----------|
| <input type="checkbox"/> | Some popular Thanksgiving foods include: | Multiple Choice | |
| <input type="checkbox"/> | Which phyla do humans belong to? | Multiple Choice | |
| <input type="checkbox"/> | Turkey was the main dish at the first Thanksgiving. | True / False | |
| <input type="checkbox"/> | The first Thanksgiving was held in April, 1691. | True / False | |
| <input type="checkbox"/> | A phylum ranks below kingdom and above class in biological t... | True / False | |
| <input type="checkbox"/> | The most dominant phylum is the arthropods. | True / False | |
| <input type="checkbox"/> | Outer space within our solar system is called interplanetary... | True / False | |
| <input type="checkbox"/> | To perform an orbital spaceflight, a spacecraft can travel a... | True / False | |
| <input type="checkbox"/> | The Karman line is commonly used to define the boundary betw... | True / False | |
| <input type="checkbox"/> | How accurate is the way we celebrate Thanksgiving to the ori... | Essay | |

Copy to Pool: This feature allows you to copy a question and paste it into a different pool. The two are unique copies, so you can edit one version without affecting the other.

To do this, check on the question(s) you want to copy, then on the **Copy to Pool** link. A page appears listing other pools. Select the pool you want to copy to and click on **OK**.

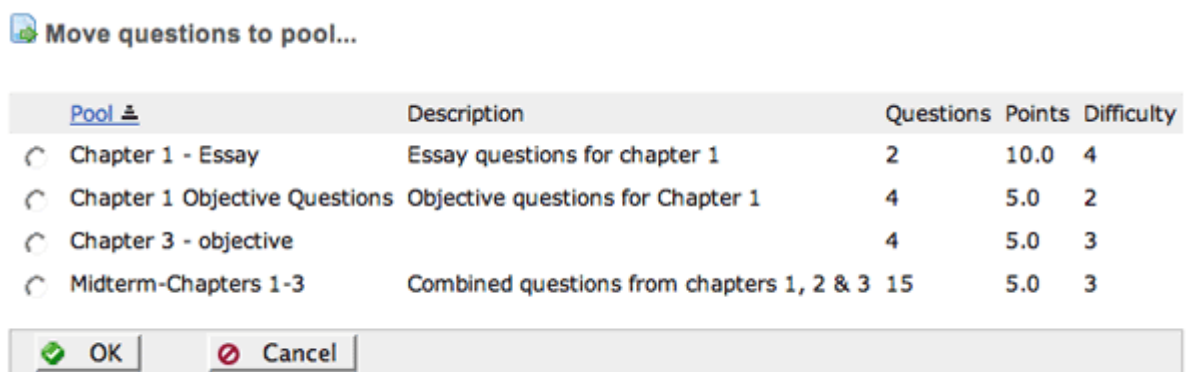
Click on **Cancel** if you decide not to copy.



Move to Pool: This feature is similar to copy to pool, except that it moves questions out of the original pool and into another pool. You are not creating copies; you are moving the selected items from one pool to another.

To do this, check on the question(s) you want to move, then on the **Move to Pool** link. A page appears listing other pools. Check next to the pool you want to move to, then click on **OK**.

Click on **Cancel** if you decide not to move.



Duplicate Question: There may be times when you want a duplicate question, and reuse

most of its language in the copy.

To duplicate a question, click on the duplicate icon. It's the one at the far right of the question row. Immediately a second version of the question appears in the list. It is an identical version of the original *EXCEPT* it has a different ID number. You can change either question without affecting the other.

Original question

ID: q103
Created by kathy fransham, Nov 29, 2007 10:49:58 AM
Last Modified by kathy fransham, Nov 29, 2007 10:50:54 AM

Duplicate question

ID: q116
Created by kathy fransham, Nov 29, 2007 2:09:12 PM
Last Modified by kathy fransham, Nov 29, 2007 2:09:12 PM

Delete Question: As you may suspect, it's easy to delete a question from a pool.

Check the box in front of the question, then check the **Delete** link at the top.

That brings up a pop-up window asking if you're sure you want to delete the question. Click that **Delete** button and it will be gone.

NOTE: You cannot undo deletions, so be careful when confirming deletions in the software. Deleted items are never to be seen again unless you type them again yourself.

The screenshot shows a question management interface. At the top, a yellow dialog box asks "Are you sure you want to delete the selected questions?" with "Cancel" and "Delete" buttons. The "Delete" button is circled in blue and labeled "Step 3". Below the dialog, a toolbar contains "Add Question", "Move to Pool", "Copy to Pool", and "Delete" buttons. The "Delete" button is circled in blue and labeled "Step 2". Below the toolbar is a table of questions. The first question is "Match the food with the celebration" (Matching type). The second and third questions are "Some popular Thanksgiving foods include:" (Multiple Choice type). The checkbox for the third question is checked and circled in blue, labeled "Step 1".

| Question | Type |
|--|-------------|
| <input type="checkbox"/> Match the food with the celebration | Matching |
| <input type="checkbox"/> Some popular Thanksgiving foods include: | Multiple Cr |
| <input checked="" type="checkbox"/> Some popular Thanksgiving foods include: | Multiple Cr |

Sort List: You can sort the list of questions in two ways. If you want to sort them into alphabetical order, click the **Question** header at the top of that column. That puts it into A-Z order. Click again to see Z-A order.

You can sort, instead, by question type. Click on the **Type** column header to sort questions into order by type of question (matching, t/f, essay, etc.) Click the header again if you want to see them the other way around (essay, t/f, matching, etc.)

The screenshot shows a user interface for managing a question pool. At the top, there are action buttons: "Add Question", "Move to Pool", "Copy to Pool", and "Delete". Below these is a navigation bar with "Viewing 1 - 4 of 4" and a "Sort by question type" dropdown menu. The main table has two columns: "Question" and "Type". The "Question" header is circled in red, and the "Type" header is also circled in red. The table lists four questions with their respective types: Multiple Choice, True / False, Fill In The Blank, and Matching.

| Question | Type |
|--|-------------------|
| <input type="checkbox"/> Some popular Thanksgiving foods include: | Multiple Choice |
| <input type="checkbox"/> Turkey was the main dish at the first Thanksgiving. | True / False |
| <input type="checkbox"/> The two groups of people who attended the first Thanksgiving... | Fill In The Blank |
| <input type="checkbox"/> Match the food with the celebration | Matching |