

Create Question Pools & Questions (Question Pools)

Setting Up Pools

The first step to creating an assessment in Test Center is to put questions into question pools. If you've never worked with pools, this might be a good time to give some thought to the organization of your pools.

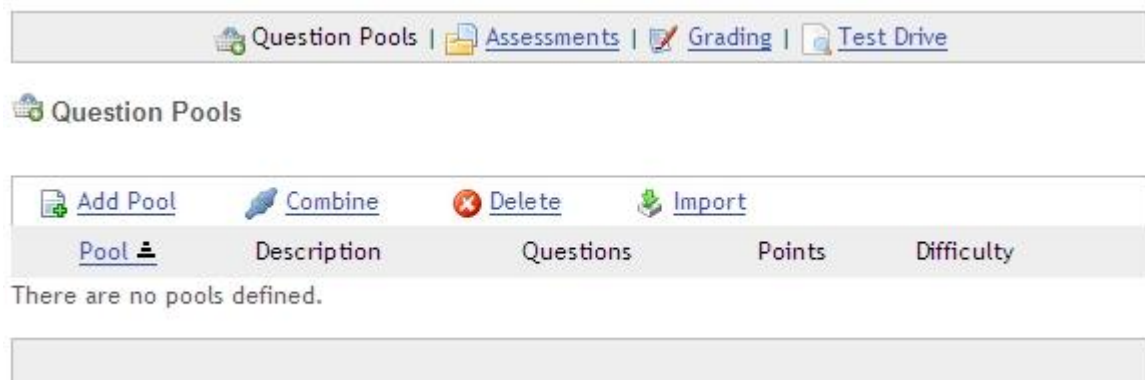
Some things to consider:

1. All questions within a pool will be worth the same number of points.
2. All questions within a pool will be marked the same difficulty, so it might be best not to mix essay and objective questions in the same pool.
3. You can create as many pools as you want/need.
4. Pools are site-aware: you only see pools for the site you're in, not from all your sites.
5. You will be able to import pools from one site to another, thus allowing you to use pools from several sites if desired. These do not remain linked, so changes made to/in one pool do not affect any others in other sites. This "import from site" functionality is similar to assignments, modules, announcements, etc. They are unique copies in each site that you import them into. This allows you to make changes to pools in one site without compromising the integrity of others. However, you will be able to import pools from site to site to reuse or share, as it is necessary.

Create a Pool

Click on the [Question Pools](#) link at the top of the Test Center page. The first time there, the pools area is empty.

Click on the [Add Pool](#) link.




The Edit Pool page appears.

Fill in the **Pool Title**, **Description** (*optional but useful*), **Point Value**, and **Difficulty** fields.

If you forget to enter a point value, you will be alerted to do so. If you still don't enter a value, the questions in this pool will be worth 0.0 points, and you will be alerted about it.

Click **Done** to return to Question Pools list page. Your newly added pool will be listed.

 **Edit Pool**

Pool Title

Description

Point Value

Difficulty


Level 1 - easiest

Level 2

Level 3

Level 4

Level 5 - most difficult

















 **Done**

ID: b101
 Created by kathy fransham, Nov 27, 2007 9:43:16 AM
 Last Modified by kathy fransham, Nov 27, 2007 9:43:16 AM

The question pool list shows all pools created. Some things to note here:

6. If you included a description, it shows here. If you didn't, that description area for the pool will be blank.
7. The number of questions is listed.
8. The number of points per question is listed.
9. The difficulty level is listed.
10. Click on the Edit icon to change any of the parameters you already set.
11. Click Duplicate if you want an exact copy of a pool to build another.
12. Click pool title to add questions

Question Pools

 Add Pool  Combine  Delete						
<input type="checkbox"/>	 Pool 	Description	Questions	Points	Difficulty	
<input type="checkbox"/>	 Chapter 1 - Essay	Essay questions about Thanksgiving	2	10.0	5	
<input type="checkbox"/>	 Chapter 1 - Objective	Easy questions about Thanksgiving	4	5.0	2	
<input type="checkbox"/>	 Chapter 2 - Essay	Essay questions about biological taxonomy	2	10.0	5	
<input type="checkbox"/>	 Chapter 2 - Objective	Easy questions about biological taxonomy	5	5.0	2	
<input type="checkbox"/>	 Survey		2	0.0	1	

After pools with questions have been created, you will use them to create assessments.

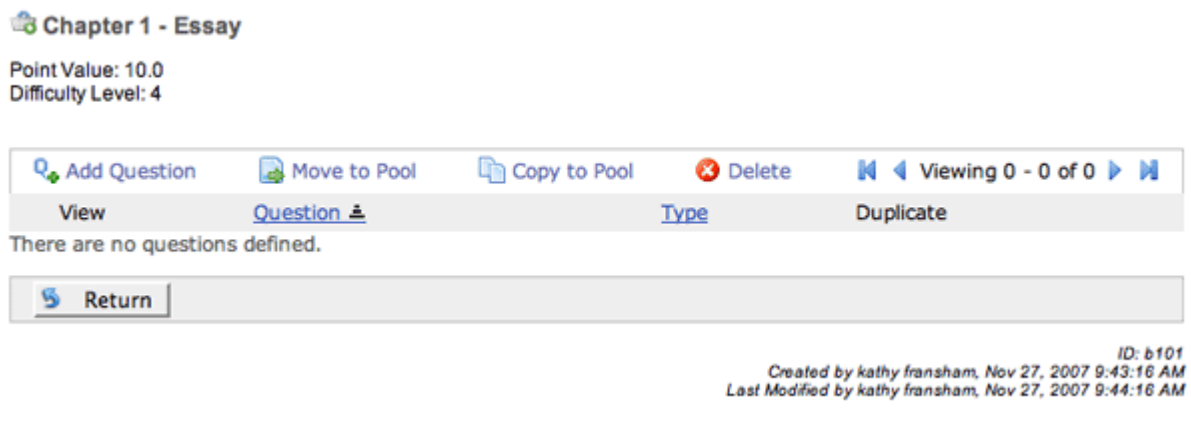
You cannot create assessments until the pools with questions have been made. *(You can always add more questions and more pools later, though.)*

You can randomly draw questions from pools, or select questions manually, one at a time, to add to your assessments. The assessment can include questions from many pools. You can have many parts on your test, and each part can contain questions from any number of pools.

Add Questions to a Pool

Now that you have a pool or two, you need to add questions to the pool for it to be any use at all. On the Question Pools list page, click on the title of a pool you want to add questions to.

If it is a new pool, there won't already be any questions listed. To add a question, click on the **Add Question** link at the top of the page.



The screenshot shows a user interface for a question pool. At the top, it says "Chapter 1 - Essay" with a folder icon. Below that, it lists "Point Value: 10.0" and "Difficulty Level: 4". A toolbar contains several icons: "Add Question" (with a question mark), "Move to Pool" (with a folder), "Copy to Pool" (with a document), "Delete" (with a red X), and "Viewing 0 - 0 of 0" (with left and right arrows). Below the toolbar, there are tabs for "View", "Question" (which is selected), "Type", and "Duplicate". The main area says "There are no questions defined." At the bottom, there is a "Return" button with a circular arrow icon. In the bottom right corner, there is small text: "ID: b101", "Created by kathy fransham, Nov 27, 2007 9:43:16 AM", and "Last Modified by kathy fransham, Nov 27, 2007 9:44:16 AM".

There are seven question types. How to fill out each type is described in the next few sections.

- [Multiple Choice](#)
- [True/False](#)
- [Essay](#)
- [Fill-in-the-blank](#)
- [Matching](#)
- [Likert](#)
- [Task](#)

At this point, choose a question type and click **OK**.

At the bottom of the question page, click on **Done** to return to the list of questions in the pool, or click on **Add Another** to add another question in the same pool.

You will be returned to the question pool. All the questions you've created will be listed.

You can sort the list by Question (A-Z) or Type (M/C, T/F, Essay, etc.)

When you're done adding questions to a pool, you can click the **Return** button at the bottom of the list to go back to the list of question pools, or you can click the **Assessments** link at the top of the page to leave Question Pools and return to the Assessments list page.

Midterm-Chapters 1-3

Point Value: 5.0
Difficulty Level: 3

All questions sorted by type

[Add Question](#) [Move to Pool](#) [Copy to Pool](#) [Delete](#) Viewing 1 - 15 of 15

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	

Multiple Choice Question Type

To the right, you can see the Edit Question page for a Multiple Choice question type.

At the top of the page, you can see the name of the pool you're working in, and the point value and difficulty for all questions in this pool.

At the bottom right of the page, there is information with the unique question id, as well as information as to when and by whom it was created and modified. (*This information does not show up in the example to the right.*)

In the **Question** box, type your question.

Check if it has a **single** correct or **multiple** correct answers. Single correct answers use radio buttons and multiple correct answers have check boxes to indicate the right answer(s).

If you need more choices than the default, choose how many more to add from the **Add More Choices** pop-down box. There is a 25-choice limit (that should be sufficient).

Put your choices into the boxes. Check the correct answers.

If you want the choices shuffled, click in the **Shuffle Choices** box. Otherwise they will show up in the same order you enter them every time the question is delivered, for every student.

If you check the **Reason** box, students will have a place where they justify their answer. Note that this will have no affect on their score unless you manually go into the test to see what they wrote and manually adjust their point total.

If you enter **Hints** into the hint box, these will be available for students to view *WHILE* they are taking the test, if "show hints" is enabled by you in the assessment settings. If "show hints" is enabled, students will click on a link which opens a pop-open window with whatever you put into the Hints box.

Edit Question
Chapter 1 Objective Questions
Point Value: 5.0
Difficulty Level: 2

Multiple Choice

Question
Some popular Thanksgiving foods include:

Answer
 Single Choice
 Multiple Choice

Choices

<input checked="" type="checkbox"/> Correct	A.	Turkey	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> Correct	B.	Mashed potatoes	<input type="button" value="Delete"/>
<input type="checkbox"/> Correct	C.	Chocolate fudge	<input type="button" value="Delete"/>
<input type="checkbox"/> Correct	D.	Chicken enchiladas	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> Correct	E.	Cranberry sauce	<input type="button" value="Delete"/>

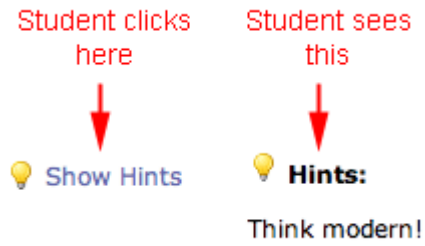
Add More Choices
-- --

Shuffle Choices

Reason
 Ask to explain reason for answer

Hints
Available during assessment, if provided

Feedback
Available in Review after delivery, as per settings



The **Feedback** area is for you to enter feedback for students about the question/answer. It will be seen by all students when they review their submission (if you allow feedback).

Click on **Done** to complete the question and return to the list of questions in the pool.

Click on **Add Another** to remain adding questions in this same pool without going back to the list of what you've already added.

Delete Choice: You can delete a choice by clicking on the Delete link to the right of that choice.

True-False Question Type

Below, you can see the Edit Question page for a True-False question type.

Edit Question

Chapter 1 Objective Questions

Point Value: 5.0

Difficulty Level: 2

True / False

Question

Turkey was the main dish at the first Thanksgiving.

Correct Answer

- True
- False

Reason


Ask to explain reason for answer


Hints

Available *during* assessment, if provided

Feedback

Available in Review *after* delivery, as per settings

 Done

 Add Another

ID: q103
Created by kathy fransham, Nov 27, 2007 9:57:12 AM
Last Modified by kathy fransham, Nov 27, 2007 9:57:52 AM

As in all Edit Question pages, you see the name of the pool you're working in, the point value and difficulty for all questions at the top of the page.

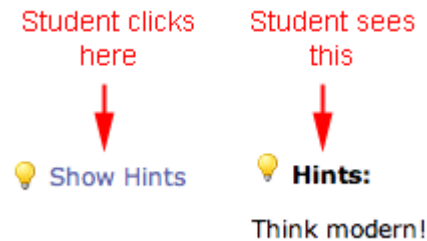
At the bottom right of the page is question identification information.

In the **Question** box, type your question.

Check **True** or **False**.

If you check the **Reason** box, students will have a place where they justify their answer. Note that this will have no affect on their score unless you manually go into the test to see what they wrote and manually adjust their point total.

If you enter **Hints** into the hint box, these will be available for students to view *WHILE* they are taking the test, if "show hints" is enabled by you in the assessment settings. If "show hints" is enabled, students will click on a link which opens a pop-open window with whatever you put into the Hints box.



The **Feedback** area is for you to enter feedback for students about the question/answer. It will be seen by all students when they review their submission (if you allow feedback).

Click on **Done** to complete the question and return to the list of questions in the pool.

Click on **Add Another** to remain adding questions in this same pool without going back to the list of what you've already added.

Essay Question Type

Below, you can see the Edit Question page for an essay question type.

Edit Question

Chapter 1 - Essay

Point Value: 10.0

Difficulty Level: 4

Essay

Question

How accurate is the way we celebrate Thanksgiving to the original Thanksgiving?

Submission

- Inline only
- Inline or attachments
- Attachments only

Model answer (optional)

The way we celebrate Thanksgiving today is NOTHING like the way the original celebration was. There was no turkey and pumpkin pie. There was venison supplied by Indians. The pilgrims drank, on average, 1/2 gallon of beer per day, preferring it to regular water. etc.

Hints

Available *during* assessment, if provided

Think from the viewpoint of a Massachusetts Indian.

Feedback

Available in Review *after* delivery, as per settings

If you didn't remember this topic, go back and read Chapter 1 in your book again. This question may appear on your midterm or final, so you'll want to know the answer by then.

 Done  Add Another

ID: q100
Created by kathy fransham, Nov 27, 2007 9:49:26 AM
Last Modified by kathy fransham, Nov 27, 2007 9:49:26 AM

As in all Edit Question pages, you see the name of the pool you're working in, the point value and difficulty for all questions at the top of the page. At the bottom right of the page is question identification information.

In the **Question** box, type your question.

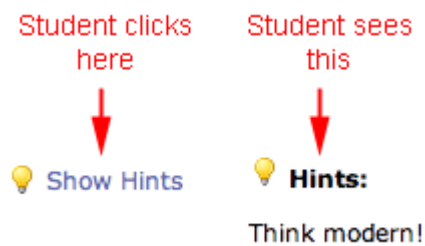
Choose a **Submission** type.

- **Inline only** means students have to submit their answer within the editor box (they can copy &

- paste from a word-processed document, though).
- **Inline or attachments** means students can submit their work either way, inline or as an attachment.
 - **Attachments only** means that students have to upload a document created in a different program, not paste into the editor box. No textbox will be offered to them.

The **Model Answer** area allows you to post an example model answer or solution, if you want. It's not required, but if you do create a model answer, it will be seen by students when they review their assessment, if one was provided for the question.

If you enter **Hints** into the hint box, these will be available for students to view *WHILE* they are taking the test, if "show hints" is enabled by you in the assessment settings. If "show hints" is enabled, students will click on a link which opens a pop-open window with whatever you put into the Hints box.



The **Feedback** area is for you to enter feedback for students about the question/answer. It will be seen by all students when they review their submission (if you allow feedback).

Click on **Done** to complete the question and return to the list of questions in the pool.

Click on **Add Another** to remain adding questions in this same pool without going back to the list of what you've already added.

Fill-In-The-Blank Question Type

Below, you can see the Edit Question page for a Fill-in-the-Blank question type. When you create the question, you'll put brackets { } around the word or words you want students to fill in. Students will get the statement with a blank line where they insert the missing word.

Edit Question

Chapter 1 - Objective

Point Value: 5.0

Difficulty Level: 2

Fill In The Blank

Question

The two groups of people who attended the first Thanksgiving were Pilgrims and {Indians}.

 [View Instructions](#)

Answer

- Textual
- Numeric

Case Sensitive

Any Order

Reason


Ask to explain reason for answer


Hints

Available *during* assessment, if provided

Feedback

Available in Review *after* delivery, as per settings

 Done

 Add Another

As with all other question types, the top of the page lists the name of the pool, the point value, and

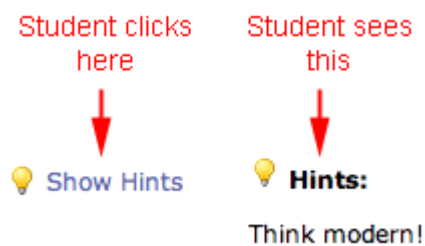
the difficulty for all questions in the pool.

In the **Question** box, type your statement. Include brackets around words you want to be left blank. If you want assistance on how to include more than one correct answer, or how to handle wildcards, click the **View Instructions** link. In addition to the fill-in-the-blank rules, inline help with examples is provided.

Check the appropriate boxes for textual or numeric answers, case sensitivity, and if multiple blanks can be entered by students in any order.

If you check the **Reason** box, students will have a place where they justify their answer. Note that this will have no affect on their score unless you manually go into the test to see what they wrote and manually adjust their point total.

If you enter **Hints** into the hint box, these will be available for students to view *WHILE* they are taking the test, if "show hints" is enabled by you in the assessment settings. If "show hints" is enabled, students will click on a link which opens a pop-open window with whatever you put into the Hints box.



The **Feedback** area is for you to enter feedback for students about the question/answer. It will be seen by all students when they review their submission (if you allow feedback).

Click on **Done** to complete the question and return to the list of questions in the pool.

Click on **Add Another** to remain adding questions in this same pool without going back to the list of what you've already added.

Likert-Scale Question Type

Below, you can see the Edit Question page for a Likert-Scale question type. These types of questions are generally used on surveys and do not contain a right or wrong answer. Instead, they ask for users to rate something from good to bad - high to low.

Edit Question

Course Survey

Point Value: 0.0

Difficulty Level: 3

Likert Scale

Question

This class was the best I ever took

Scale


- Strongly Agree / Agree / Undecided / Disagree / Strongly Disagree
- Excellent / Good / Poor / Unacceptable
- Above Average / Average / Below Average
- Yes / No
- 5 (Highest) / 4 / 3 / 2 / 1 (Lowest)
- Rocks! / Sucks!


Reason

- Ask to explain reason for answer

Feedback

Available in Review *after* delivery, as per settings

 Done

 Add Another

It's a good idea to put likert-scale questions into a separate pool, as they should not get a point value, since there's no right or wrong answer. You can use these questions within a normal assessment, if you wish, as they will not affect the scoring of the rest of the questions if they are worth no points. Or you can create a pool that has likert-scale questions using only 0.0 value, and perhaps an essay question that you are using to survey students on a topic (*Is there anything you'd*

like to add?). Save these in the same pool and make it worth 0 points.

The top of the page lists the name of the pool you're working in, and the point value and difficulty for all questions in this pool.

At the bottom right of the page, there is information identifying the question, when and by whom it was created. (*This does not show up in this screen shot.*)

On the **Scale** list, choose the scale that you want students to use to rate the question. For some questions, you may want them choose from five values (strongly agree -- strongly disagree), whereas another question may work better with a Yes/No answer.

If you check the **Reason** box, students will have a place where they justify their answer. This offers an opportunity to students to explain reason for answer.

The **Feedback** area is for you to enter feedback for students about the question/answer. It will be seen by all students when they review their submission (if you allow feedback).


Click on **Done** to complete the question and return to the list of questions in the pool.

Click on **Add Another** to remain adding questions in this same pool without going back to the list of what you've already added.

Matching Question Type

Below, you can see the Edit Question page for a Matching question type.

As with other edit question pages, the top of the page lists the name of the pool you're working in, the point value and the difficulty for all questions in this pool.

 **Edit Question**

Chapter 1 Objective Questions





Point Value: 5.0
Difficulty Level: 2

Matching

Question

Match the food with the holiday

Choices

	Choice	Match	
A.	Turkey	Thanksgiving	 Delete
B.	Hot Dogs & Ice Cream	4th of July	 Delete
C.	Champagne	New Year's Eve	 Delete
D.	Peppermint candy canes	Christmas	 Delete

Distractor Choice (optional)



Tacos

Add More Pairs

--

Hints
Available *during* assessment, if provided

Feedback
Available in Review *after* delivery, as per settings

 Done  Add Another

At the bottom right of the page is information identifying the question, when and by whom it was created or modified. (*This information does not show up in the example to the right.*)

In the **Question** box, type your question.

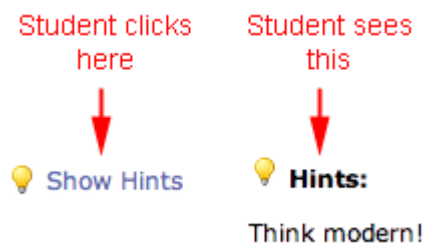
In the **Choices** area, put one value in the left box with its matching value in the right box next to it. When creating the choices, it's important to keep choices on the left and matches on the right, consistently. Don't mix them up. For example, if you want students to be able to match cars with country of origin, put all the cars on one side, and all the countries on the other side.

The **Distractor Choice (optional)** allows you to add one more choice than you have a match for. This makes the question a little more difficult. You don't need to add a distractor if you want everything to have a match. It is optional.

You can add more pairs of choices by choosing how many more from the **Add More Pairs** drop-down box. There is a limit of 25 choice/match pairs.

Scoring of Matching Question: *If your question is worth 5 points and you have 5 pairs, then each is worth 1 point. If your question is worth 5 points and you have 25 pairs, then each pair is worth only 1/5 point. Keep that in mind when assigning points to a pool and deciding how many pairs to put in the question. If students choose incorrect pairs, they get penalty points for them, up to zero.*

If you enter **Hints** into the hint box, these will be available for students to view *WHILE* they are taking the test, if "show hints" is enabled by you in the assessment settings. If "show hints" is enabled, students will click on a link which opens a pop-open window with whatever you put into the Hints box.



The **Feedback** area is for you to enter feedback for students about the question/answer. It will be seen by all students when they review their submission (if you allow feedback).

Click on **Done** to complete the question and return to the list of questions in the pool.

Click on **Add Another** to remain adding questions in this same pool without going back to the list of what you've already added.

Delete Pairs: You can delete a pair of choice / match by clicking on the Delete link to the right of the pair.

Task Question Type

Below, you can see the Edit Question page for a Task question type.

Task questions can be used when you want to grade something that may not require a submission, but that you want to return comments to the student about it. For example, if you have students do an in-class oral report, they don't need to submit anything in Test Center. But if you want to post your evaluation on their performance and their score, so you can use this question type. The advantage over just creating an item in the Gradebook for this is that using the Gradebook does not allow you to return comments to the student, nor does it allow you to post instructions and a description for the task. It is another type of assessment, possibly done in class or elsewhere.

Edit Question

Special Activities

Point Value: 5.0

Difficulty Level: 3

Task

Question

Grade for group performance

Submission

- Inline only
- Inline or attachments
- Attachments only
- No answer is expected for this question.

Model answer (optional)

Hints

Available *during* assessment, if provided

Feedback

Available in Review *after* delivery, as per settings



Done



Add Another

As expected, the top of the page lists the name of the pool you're working in, the point value and the difficulty for all questions in this pool.

At the bottom right of the page is information identifying the question, when and by whom it was

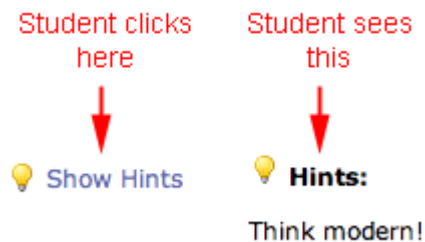
created or modified. (*This information does not show up in the example to the right.*)

In the **Question** box, type your question, or some identifier so you'll know what this question is all about. Describe what task students must complete.

Under **Submissions**, if you do want students to submit anything for your task, check which method you'll accept: inline, attachment or either. If students are not expected to submit something, choose the 4th option. It is the default.

The **Model Answer** area allows you to post an example model answer or solution, if you want. It's not required, but if you do create a model answer, it will be seen by students when they review their assessment, if one was provided for the question.

If you enter **Hints** into the hint box, these will be available for students to view *WHILE* they are taking the test, if "show hints" is enabled by you in the assessment settings. If "show hints" is enabled, students will click on a link which opens a pop-open window with whatever you put into the Hints box.



The **Feedback** area is for you to enter feedback for students about the question/answer. It will be seen by all students when they review their submission (if you allow feedback).

Click on **Done** to complete the question and return to the list of questions in the pool.
















Click on **Add Another** to remain adding questions in this same pool without going back to the list of what you've already added.

Manage Question Pools List

When you've added each of your pools and added questions to them, click **Return** at the bottom of the last Question Pool. You will return to the list of all question pools.

You have pools and information about each pool. Working our way across the row, we have a check box, an icon to edit pool properties (title, description, points, and difficulty), a hot link of the pool title which takes you to its questions, a description if provided, number of questions, how many points each is worth, and the difficulty level. The last icon allows you to make a duplicate of the pool - down to the last question.

Question Pools

 Add Pool  Combine  Delete  Import						
<input type="checkbox"/>	 Edit <u>Pool</u> 	Description	Questions	Points	Difficulty	
<input type="checkbox"/>	 Course Evaluation		6	0.0	3	
<input type="checkbox"/>	 Pre-Assessment Questionnaire		20	0.0	3	
<input type="checkbox"/>	 Quiz 1 - E-Learn		20	1.0	3	
<input type="checkbox"/>	 Quiz 2 - E-Learn		15	1.0	3	

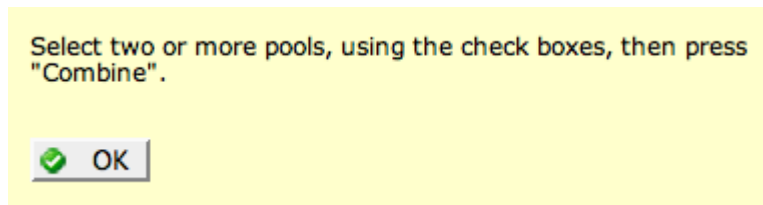
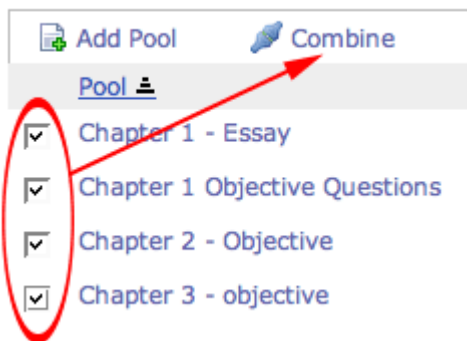
Combine Pools:

You can combine questions from two or more pools into a new pool that includes unique copies of all questions from the combined pools that you selected.

To combine two or more pools, check next to the pools you want to combine into a new one. Then click on the **Combine** link at the top of the window. You'll be asked to set all the properties: title, description, point value and difficulty. Immediately, you'll have a new pool which includes all the questions from all checked pools.

The combined pool questions are not linked to the original pools; they are unique copies, so editing questions in either pool will not affect the text of questions elsewhere.

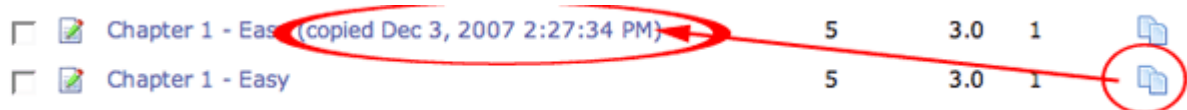
If you click on the Combine link without checking pools first, you'll get a warning.

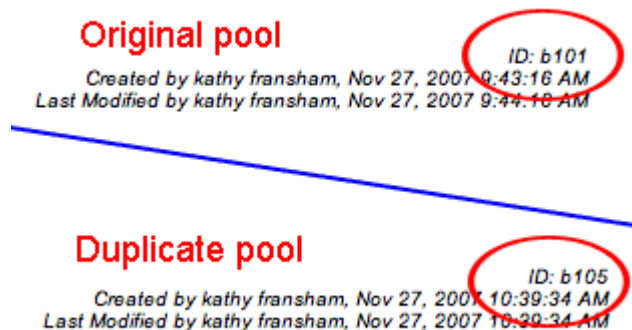


Duplicate Pool: You can duplicate a pool with all the questions in it. You will be able to differentiate the two copies by the following:

1. The duplicate pool will show that it's a copy on its title (appended)
2. The ID number at the bottom right of each pool page will be unique.

To duplicate a pool, click on the **Duplicate** icon. It's the one at the far right of the pool row. Immediately, a second version of the pool appears in the list, with the note it is a copy, as well as the date / time. You can change either pool without affecting the other.



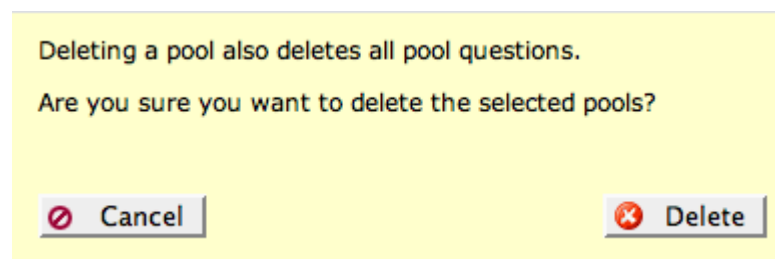


Delete Pool: As you may suspect, it's easy to delete a pool.

Check the box in front of the pool, 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 pool.

Click that **Delete** button and it will be gone forever more. **There is no undue command!**



Sort List: The list of question pools can only be sorted in alpha order by the title of the pool.

To do so, click the Pool column header once for A-Z order and once again for Z-A order.

A-Z alpha order	Z-A alpha order
<input type="checkbox"/> All Objective	<input type="checkbox"/> Survey
<input type="checkbox"/> Chapter 1 - Essay	<input type="checkbox"/> Chapter 2 - Objective
<input type="checkbox"/> Chapter 1 - Objective	<input type="checkbox"/> Chapter 2 - Essay
<input type="checkbox"/> Chapter 2 - Essay	<input type="checkbox"/> Chapter 1 - Objective
<input type="checkbox"/> Chapter 2 - Objective	<input type="checkbox"/> Chapter 1 - Essay
<input type="checkbox"/> Survey	<input type="checkbox"/> All Objective

Let's get started!