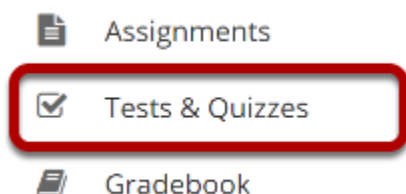


How do I add, copy, move, or delete a question pool?

Creation of a question pool consists of assigning a name and composing the questions, analogous to composing the questions of an exam. Question pools can serve as test banks for assessment questions, including random draw questions. For an overview, see [What is a Question Pool?](#)

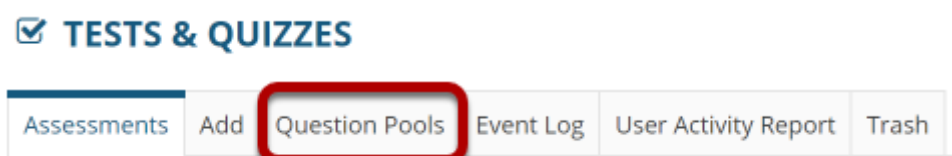
Note: Because a question pool cannot be given to students as is, no exam settings are available.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.






Add a question pool.

You can add a new Question Pool as an empty container for future questions.

Click Add New Pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner	Last Modified	Questions	Subpools	Delete?
 Semester 1 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 11:28 PM	0	0	<input type="checkbox"/>
 Semester 2 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 4:28 PM	2	2	<input type="checkbox"/>

Any question pools already available to you will show. Choose to either add a new one, or import a pool from another site. (See [How do I import questions into an assessment or a Question Pool?](#))

Enter the pool details and Save.

Add Pool

Required items marked with *.

Pool Name*

Owner Demo Instructor

Department/Group

Description

Objectives





Keywords

Enter the data you desire and **Save** the Question Pool.

The question pool is ready for adding questions.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)





Pool Name 	Owner	Last Modified	Questions	Subpools	Delete?
 OCE201 Add Subpool Copy Move Share	Demo Instructor	Apr 14, 2020 7:08 PM	0	0	<input type="checkbox"/>
 Semester 1 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 11:28 PM	0	0	<input type="checkbox"/>
 Semester 2 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 4:28 PM	2	2	<input type="checkbox"/>

To open the pool for authoring and editing of questions, click on its name. (For more information on adding questions to a pool, see [How do I add a question to a question pool?](#))

Copy a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner	Last Modified	Questions	Subpools	Delete?
 OCE201 Add Subpool Copy Move Share	Demo Instructor	Apr 14, 2020 7:08 PM	0	0	<input type="checkbox"/>
 Semester 1 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 11:28 PM	0	0	<input type="checkbox"/>
 Semester 2 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 4:28 PM	2	2	<input type="checkbox"/>

Copying a pool will duplicate the pool and all of its questions and subpools in a new location. The original pool, subpools, and questions will remain in the original location.

Click the **Copy** link for the pool you would like to copy. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Specify the destination.

Copy Pool

Select the destination pool(s) for Semester 2

Question Pools TOP

	<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>
<input type="checkbox"/>	OCE201	Demo Instructor	Apr 14, 2020 7:08 PM	0	0
<input checked="" type="checkbox"/>	Semester 1	Demo Instructor	Apr 13, 2020 11:28 PM	0	0

COPY

Cancel

On the Copy Pool screen, select the destination for the copied pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Copy.

Copy Pool

Select the destination pool(s) for Semester 2

Question Pools TOP

	<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>
<input type="checkbox"/>	OCE201	Demo Instructor	Apr 14, 2020 7:08 PM	0	0
<input checked="" type="checkbox"/>	Semester 1	Demo Instructor	Apr 13, 2020 11:28 PM	0	0



COPY

Cancel

Move a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner	Last Modified	Questions	Subpools	Delete?
 OCE201 Add Subpool Copy Move Share	Demo Instructor	Apr 14, 2020 7:08 PM	0	0	<input type="checkbox"/>
 Semester 1 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 11:28 PM	0	1	<input type="checkbox"/>
 Semester 2 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 4:28 PM	2	2	<input type="checkbox"/>

Moving a pool will relocate the pool and all of its questions and subpools to a new location.



Click the **Move** link for the pool you would like to move. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Specify the destination.

Move Pool

Select the destination pool for OCE201

Question Pools TOP

<input type="radio"/>	Pool Name 	Owner	Last Modified	Questions	Subpools
<input checked="" type="radio"/>	 Semester 1	Demo Instructor	Apr 13, 2020 11:28 PM	0	1
<input type="radio"/>	 Semester 2	Demo Instructor	Apr 13, 2020 4:28 PM	2	2

MOVE

Cancel

On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Move.

Move Pool

Select the destination pool for OCE201

Question Pools TOP

	<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>
<input checked="" type="radio"/>	▶ Semester 1	Demo Instructor	Apr 13, 2020 11:28 PM	0	1
<input type="radio"/>	▶ Semester 2	Demo Instructor	Apr 13, 2020 4:28 PM	2	2

MOVE

Cancel

Delete a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>	<u>Delete?</u>
▶ Semester 1 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 11:28 PM	0	2	<input checked="" type="checkbox"/>
▶ Semester 2 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 4:28 PM	2	2	<input type="checkbox"/>

DELETE

Deleting a question pool will remove the pool and all of its questions and subpools.

To delete a pool, select the check box for the pool you would like to remove.

Click the Delete button.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

<u>Pool Name</u> ▲	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>	<u>Delete?</u>
▶ Semester 1 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 11:28 PM	0	2	<input checked="" type="checkbox"/>
▶ Semester 2 Add Subpool Copy Move Share	Demo Instructor	Apr 13, 2020 4:28 PM	2	2	<input type="checkbox"/>

DELETE

Click Remove to confirm deletion.

Remove Pool Confirmation

ⓘ Are you sure you want to remove the selected pool(s) and ALL associated subpools and questions? This will remove the selected question pools and their questions from your account, removing their availability from all your sites.

Pools to be removed:

- Semester 1

REMOVE

Cancel