How do I transfer ownership of a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

However, question pool owners have more options for sharing and managing question pools than users with shared access. In some cases, you may wish to transfer ownership of a question pool to another user so that the new user has all of the available options going forward. For example, if the original owner of a pool is retiring or leaving the institution, he or she may need to transfer all of his or her pools to another faculty member in the department.

Note: Transferring ownership of a question pool also transfers ownership of any subpools within the selected pool.

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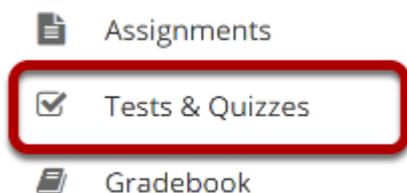
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.
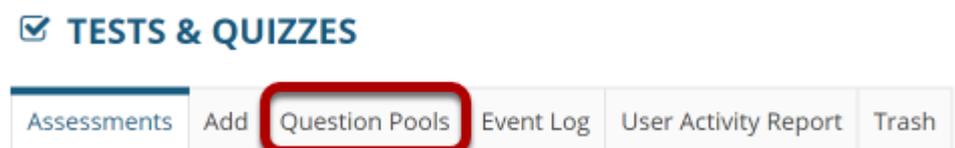
Select Transfer Ownership.

Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name⬆	Owner	Last Modified	Questions	Subpools	Delete?
▶ 🗀 Semester 1	Demo Instructor	Apr 13, 2020 11:28 PM	0	2	☐
Add Subpool | Copy | Move | Share					
▶ 🗀 Semester 2	Demo Instructor	Apr 13, 2020 4:28 PM	2	2	☐
Add Subpool | Copy | Move | Share					

Select the pools to be transferred and click Continue.

Transfer Ownership

☐ Select All Pools

Pool Name⬆	Owner	Last Modified	Questions	Subpools
☑ Semester 1	Demo Instructor	Apr 13, 2020 11:28 PM	0	2
☑ OCE201	Demo Instructor	Apr 14, 2020 7:08 PM	0	0
☑ Semester 2	Demo Instructor	Apr 14, 2020 7:27 PM	2	2
☑ Chapter 1	Demo Instructor	Apr 14, 2020 7:27 PM	0	0
☑ Chapter 2	Demo Instructor	Apr 14, 2020 7:27 PM	0	0
☐ Semester 2	Demo Instructor	Apr 13, 2020 4:28 PM	2	2
☐ Chapter 1	Demo Instructor	Apr 13, 2020 11:22 PM	0	0
☐ Chapter 2	Demo Instructor	Apr 13, 2020 11:22 PM	0	0

CONTINUE   Cancel

Select one or more pools to be transferred to another user. Then click **Continue**.

Note: If you select a pool containing subpools, the subpools will automatically be selected as well.

Enter the user ID of the new pool owner and click Continue.

Transfer Ownership

Enter the user ID for the new owner of the selected pools and click 'Continue'.

Guest

CONTINUE   BACK   Cancel

Click Transfer Ownership to confirm the transfer.

Transfer Ownership

Ownership of the following pools will be transferred to Guest Lecturer (guest):

Pool Name	Owner	Last Modified	Questions	Subpools
Semester 1	Demo Instructor	Apr 13, 2020 11:28 PM	0	2
OCE201	Demo Instructor	Apr 14, 2020 7:08 PM	0	0
Semester 2	Demo Instructor	Apr 14, 2020 7:27 PM	2	2
Chapter 1	Demo Instructor	Apr 14, 2020 7:27 PM	0	0
Chapter 2	Demo Instructor	Apr 14, 2020 7:27 PM	0	0

TRANSFER OWNERSHIP   BACK   Cancel

The transferred pool/s will no longer be listed under the original owner's question pools.

Question Pools

Add New Pool | Import Pool | Transfer Ownership

Pool Name⬝	Owner	Last Modified	Questions	Subpools	Delete?
▶ ▢ Semester 2	Demo Instructor	Apr 13, 2020 4:28 PM	2	2	☐
Add Subpool	Copy	Move	Share				

Note: If you want to keep the pool under the original owner, duplicate the pool, and transfer the copy to the other owner.