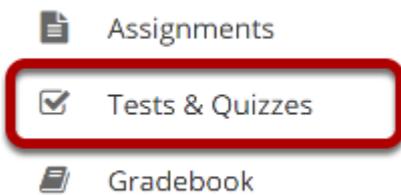


How do I add a question to a question pool?

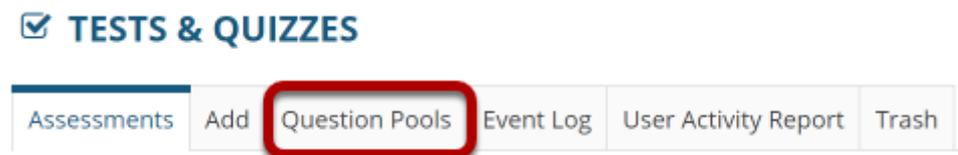
A question pool consists of questions developed in advance and saved for use in assessments.

Go to Tests & Quizzes.



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

Click Question Pools.



Select the pool.

Question Pools

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

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

Select the pool that you wish to augment by clicking on its name.

Click Add Question.

Question Pool: Semester 1

Pool Name

Owner Demo Instructor

Department/Group

Description

Objectives

Keywords

2 Subpools

[Add Subpool](#) | [Preview](#)

Pool Name	Owner	Last Modified	Questions	Subpools
 OCE201 Add Subpool Copy Move Remove Preview	Demo Instructor	Apr 14, 2020 7:08 PM	0	0
 Semester 2 Add Subpool Copy Move Remove Preview	Demo Instructor	Apr 14, 2020 7:27 PM	2	2

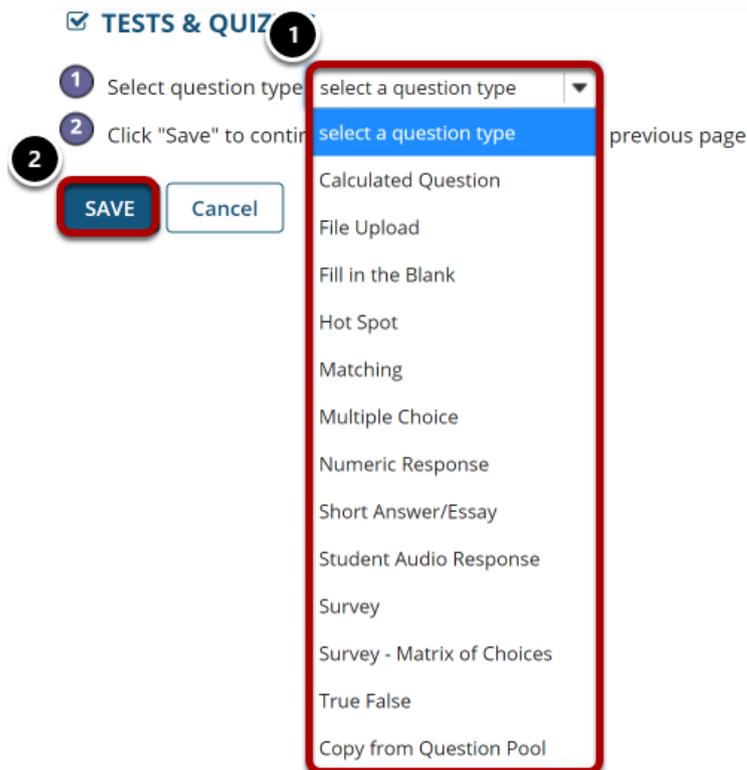
0 Questions

[Add Question](#)

| |

You will see the question pool details, and links for adding subpools and questions. In the Questions section, click the **Add Question** link on the right hand side of the screen.

Create a new question by choosing its type.



All of the standard question types are available in the drop-down menu. (See the help articles on individual question types for more information on adding specific types of questions to the pool.)

1. Select the type of question you want to add.
2. Click **Save**.