

## Module 10B - Working with Pools

### Introduction to Question Pools

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#### Setting Up Pools

It is a good idea to give some thought to the organization of your pools prior to getting started.

#### Some things to consider:

1. All questions within a pool are the same number of points (*except questions marked as survey questions are always worth 0 points regardless of the point value of the pool they are residing in*). However, you can set different points per question when you use them in an assessment (under the Assessments view) later.
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, meaning that you only work with and view pools for the course site you're in.
5. You will be able to import pools from one site to another, thus allowing you to re-use and build upon pools from other sites that you own, if desired. Changes made in one site's pools do not affect pools in other sites.

Note: "Import from site" works the same way for AT&S as it does in other tools, such as schedule, modules, announcements, etc. Copies of all the contents of a tool are copied from one site to another. Therefore, when you import the contents of AT&S into a site, you bring in unique copies of pools, assessments, and their settings into the new site. This allows you to make changes to pools or assessments in one site without compromising the integrity of copies in other sites.

#### Create a Pool

Click on the **Question Pools** link at the top of the AT&S page.

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.

 **Edit Pool**

**Pool Title**

Chapter 1 - Essay

**Description**


Essay questions for chapter 1

**Point Value**

10

**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

















If you forget to enter a point value, you will be alerted to do so. If you still don't enter a point value, the questions in this pool will be assigned 0.0 points, and you will be alerted about it. Again, you can assign points to your questions when you use them in an assessment later, as well. However, if you know the point value of your questions, you can set it now and these values will be auto-populated in the assessments where you use these questions.

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

[Question Pools List](#)

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

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

<span> Add Pool</span> <span> Combine</span> <span> Delete</span> <span> Import</span>						
<input type="checkbox"/>	Pool ▲	Description	Questions	Points	Difficulty	Edit
<input type="checkbox"/>	 course evaluation		10	0.0	3	 
<input type="checkbox"/>	 Essay		1	80.0	4	 
<input type="checkbox"/>	 Mid-Term Exam	Mid term questions	9	20.0	3	 
<input type="checkbox"/>	 World History		16	10.0	3	 

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## Add Questions to a Pool

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On the Question Pools list page, click on the title of a pool to view its contents.

To add a question, click on the **Add Question** link at the top of the page.

Chapter 1 - Essay  
Point Value: 10.0  
Difficulty Level: 4

Add Question Move to Pool Copy to Pool Delete Viewing 0 - 0 of 0

View	Question	Type	Duplicate
There are no questions defined.			

Return

ID: b101  
Created by kathy fransham, Nov 27, 2007 9:43:16 AM  
Last Modified by kathy fransham, Nov 27, 2007 9:44:16 AM

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

To add a question to a pool, choose a question type and click **OK**.

Add Question

Select Question Type

Multiple Choice  
 True / False  
 Essay  
 Fill In The Blank  
 Matching  
 Likert Scale  
 Task

OK Cancel

After you author the question, click on **Done** at the bottom of the page 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.)

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

Viewing 1 - 15 of 15

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

*All questions sorted by type*

To **edit** a question, click on the question's text (blue hot link) to open it in author view.

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 pools, or you can click on any of the action links at the menu bar to perform other actions.

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### Multiple Choice Question

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In this section, you will learn how to author a Multiple Choice question type.

At the top of the page (as shown in the screen shot below), you can see the name of the pool you're working in, the point value, and the difficulty level for all questions in this pool.

If you want to author a multiple-choice question for a survey, check the survey box at the top of the page. There will no correct/wrong answers and the question will be worth 0 points. (Surveys are covered in another section).

#### Edit Question

Chapter 1 Objective Questions

Point Value: 5.0  
 Difficulty Level: 2

Multiple Choice


#### Survey

Click to make this a survey question

#### Question

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

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

-  **Answer**
- Single Choice
  - Multiple Choice

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

**Choices**

- Correct** A.  [Delete](#)
- Correct** B.  [Delete](#)
- Correct** C.  [Delete](#)
- Correct** D.  [Delete](#)
- Correct** E.  [Delete](#)

**Add More Choices**

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- Shuffle Choices

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).

If you want the choices shuffled, click in the **Shuffle Choices** box. Otherwise, they will be displayed to students in the same order you enter them in this view.

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

Other options for the question include checking **reason** and adding **hints** and **feedback**.

 **Reason**

- Ask to explain reason for answer

 **Hints**

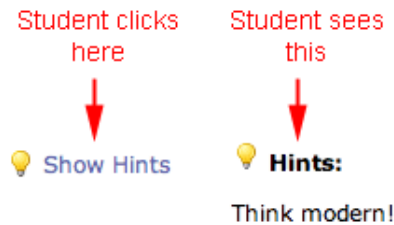
Available *during* assessment, if provided

 **Feedback**

Available in Review *after* delivery, as per settings

If you check the **Reason** box, students will have a place where they justify their answer. Note that this will have no effect on their score unless you review their rationale for answer and manually adjust their point total.

If you enter **Hints** in authoring, students will be able to view them *WHILE* they are taking the test, provided that you check "show hints" in the assessment settings. If "show hints" is enabled, students will be able to click on a link and they will see the hints you offered in an overlay pop-up window.



The **Feedback** area is where you can enter additional clarification information on the concepts covered in this question. This feedback will be seen by all students when they review their submission (if enabled in settings).

Click on **Done** to complete the question and return to the list of questions in the pool, or click on **Add Another** to add this question to your pool and continue authoring more questions for the same pool.

At the bottom right corner of the question page, Test Center provides information with the unique question id, as well as information as to when and by whom the question was created and modified.



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## True-False Question


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In this section, you will learn how to author a True-False question type.

At the top of the page (as shown in the screen shot below), you can see the name of the pool, the point value, and the difficulty level for all questions in this pool.

If you want to author a true-false question for a survey, check the survey box at the top of the page. There will no correct/wrong answers and the question will be worth 0 points.

 **Edit Question**

Chapter 1 Objective Questions

Point Value: 5.0  
Difficulty Level: 2 True / False **Survey** Click to make this a survey question**Question**

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

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

 **Correct Answer**

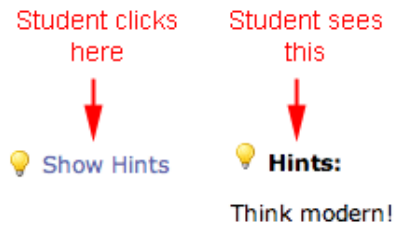
- True  
 False

Other options for the question include checking **reason** and adding **hints** and **feedback**.

 **Reason** Ask to explain reason for answer **Hints**Available *during* assessment, if provided **Feedback**Available in Review *after* delivery, as per settings 

If you check the **Reason** box, students will have a place where they justify their answer. Note that this will have no effect on their score unless you review their rationale for answer and manually adjust their point total.

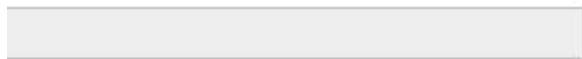
If you enter **Hints** in authoring, students will be able to view them *WHILE* they are taking the test, provided that you check "show hints" in the assessment settings. If "show hints" is enabled, students will be able to click on a link and they will see the hints you offered in an overlay pop-up window.



The **Feedback** area is where you can enter additional clarification information on the concepts covered in this question. This feedback will be seen by all students when they review their submission (if enabled in settings).

Click on **Done** to complete the question and return to the list of questions in the pool, or click on **Add Another** to add this question to your pool and continue authoring more questions for the same pool.

At the bottom right corner of the question page, Test Center provides information with the unique question id, as well as information as to when and by whom the question was created and modified.



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Last Modified by Vivie Sinou, Apr 18, 2008 4:10 PM

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## Essay Question


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In this section, you will learn how to author an essay question type.

At the top of the page (as shown in the screen shot below), you can see the name of the pool, the point value, and the difficulty level for all questions in this pool.

If you want to author an essay question for a survey (to gather information on student opinions or beliefs), check the survey box at the top of the page. The question will be worth 0 points.

 **Edit Question**

Chapter 1 - Essay

Point Value: 10.0

Difficulty Level: 4

Essay

**Survey** Click to make this a survey question**Question**

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

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

Choose a **Submission** type.

**Submission**

- Inline only
- Inline or attachments
- Attachments only

- **Inline only** means students have to submit their answer within the editor box. They can type directly in the box or copy & paste from a word-processed document.
- **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, as an attachment. No textbox will be offered to them.

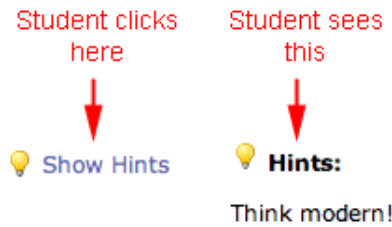
The **Model Answer** area allows you to post an example model answer or solution, optionally. If you enter a model answer, it will be seen by students when they review how they did in their assessment, if enabled in settings.

**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.

Other options for the question include adding **hints** and **feedback**.

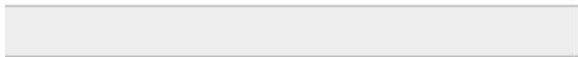
If you enter **Hints** in authoring, students will be able to view them *WHILE* they are taking the test, provided that you check "show hints" in the assessment settings. If "show hints" is enabled, students will be able to click on a link and they will see the hints you offered in an overlay pop-up window.



The **Feedback** area is where you can enter additional clarification information on the concepts covered in this question. This feedback will be seen by all students when they review their submission (if enabled in settings).

Click on **Done** to complete the question and return to the list of questions in the pool, or click on **Add Another** to add this question to your pool and continue authoring more questions for the same pool.

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#### Fill-in-the-Blank Question

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In this section, you will learn how to author a fill-in-the-blank question type.

At the top of the page (as shown in the screen shot below), you can see the name of the pool, the point value, and the difficulty level for all questions in this pool.

If you want to author a fill-in-the-blank question for a survey, check the survey box at the top of the page. There will no correct/wrong answer and the question will be worth 0 points.

 **Edit Question**

Chapter 1 - Objective

Point Value: 5.0

Difficulty Level: 2

Fill In The Blank

 **Survey**

Click to make this a survey question

**Question**

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

 [View Instructions](#)

In the **Question** box, type your statement. Include brackets { } around the word or words you want students to fill in. If you need assistance and examples on how to accept more than one correct answer in a blank, how to handle wildcards, etc., click the **View Instructions** link located below the question box. (see screen shot above).

Check the appropriate boxes for acceptable answers, textual or numeric, and case sensitivity, if desired. If multiple answers can be entered by students in any order, check the "Any Order" check box.

 **Answer**

Textual

Numeric

Case Sensitive

Any Order

Other options for the question include checking **reason** and adding **hints** and **feedback**.

 **Reason**

Ask to explain reason for answer

 **Hints**

Available *during* assessment, if provided

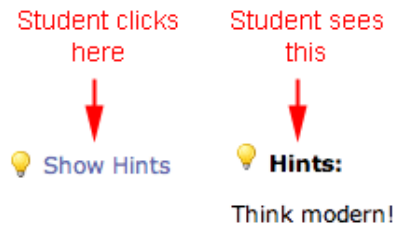
 **Feedback**

Available in Review *after* delivery, as per settings

 Done  Add Another

If you check the **Reason** box, students will have a place where they justify their answer. Note that this will have no effect on their score unless you review their rationale for answer and manually adjust their point total.

If you enter **Hints** in authoring, students will be able to view them *WHILE* they are taking the test, provided that you check "show hints" in the assessment settings. If "show hints" is enabled, students will be able to click on a link and they will see the hints you offered in an overlay pop-up window.



The **Feedback** area is where you can enter additional clarification information on the concepts covered in this question. This feedback will be seen by all students when they review their submission (if enabled in settings).

Click on **Done** to complete the question and return to the list of questions in the pool, or click on **Add Another** to add this question to your pool and continue authoring more questions for the same pool.

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## Likert-Scale Question

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In this section, you will learn how to author a likert-scale question type.

At the top of the page (as shown in the screen shot below), you can see the name of the pool, the point value, and the difficulty level for all questions in this pool.

By default, the survey question type box is checked. likert-scale questions are used to survey people on their opinions and beliefs and they do not have a right or wrong answer. Like all survey questions, Likert-scale questions are always worth 0 points, even if they are in a pool with assessment questions that have a point value

 **Edit Question**

Course Survey

Point Value: 0.0  
Difficulty Level: 3

Likert Scale

 **Survey**

Click to make this a survey question

**Question**

This class was the best I ever took

On the **Scale** list, choose the scale that you want students to use to rate the question. For some questions, you may want them to choose from a wider range of values (strongly agree < -- > strongly disagree), whereas in other questions, a Yes/No answer may be best.

 **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!


Other options for the question include checking **reason** and **feedback**.



 **Reason**

Ask to explain reason for answer

 **Feedback**

Available in Review *after delivery, as per settings*



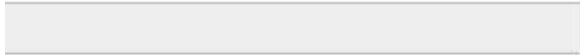
 Done
 Add Another

If you check the **Reason** box, students will have a place where they justify their answer. Note that this will have no effect on their score unless you review their rationale for answer and manually adjust their point total.

The **Feedback** area is where you can enter additional clarification information on the concepts covered in this question. This feedback will be seen by all students when they review their submission (if enabled in settings).

Click on **Done** to complete the question and return to the list of questions in the pool, or click on **Add Another** to add this question to your pool and continue authoring more questions for the same pool.

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## Matching Question

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In this section, you will learn how to author a matching question type.

At the top of the page (as shown in the screen shot below), you can see the name of the pool, the point value, and the difficulty level for all questions in this pool.

If you want to author a matching question for a survey, check the survey box at the top of the page. There will no correct/wrong answer and the question will be worth 0 points.

### Edit Question

Chapter 1 Objective Questions

Point Value: 5.0  
Difficulty Level: 2

Matching

### Survey

Click to make this a survey question

#### Question

Match the food with the holiday

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


In the **Choices** area, enter a value in the left (choice) box with its matching value in the right box next to it.

 **Choices**

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

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

 **Distractor Choice (optional)**

**Add More Pairs**

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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.

**Point Value of Matching Questions:**

If your question is worth 5 points and you have 5 pairs, then each pair 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.

**Other Question Options:**

Other options for the question include checking **reason** and adding **hints** and **feedback**.

**Reason**  
 Ask to explain reason for answer

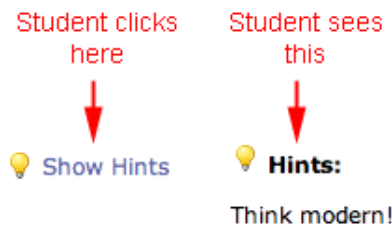
**Hints**  
 Available *during* assessment, if provided

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

[Done](#) [Add Another](#)

If you check the **Reason** box, students will have a place where they justify their answer. Note that this will have no effect on their score unless you review their rationale for answer and manually adjust their point total.

If you enter **Hints** in authoring, students will be able to view them *WHILE* they are taking the test, provided that you check "show hints" in the assessment settings. If "show hints" is enabled, students will be able to click on a link and they will see the hints you offered in an overlay pop-up window.



The **Feedback** area is where you can enter additional clarification information on the concepts covered in this question. This feedback will be seen by all students when they review their submission (if enabled in settings).

Click on **Done** to complete the question and return to the list of questions in the pool, or click on **Add Another** to add this question to your pool and continue authoring more questions for the same pool.

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Task Question

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In this section, you will learn how to author a task question type.

**Task** questions are identical to essay questions, except that they have an additional option under "Submission" options that does not require students to submit anything online for it; however, a task assessment gives you a place to provide students with instructions for a task, and return comments back to them on their performance.

For example, if your students give a speech in the traditional classroom, they don't need to turn in anything online. However, you can direct them online to the "Speech" assessment to read your evaluation comments on the high and low points of their speech and view their score. The advantage of the task question over creating an assignment in the Gradebook is that the Gradebook does not allow you to return comments to the student nor does it offer a place for you to include instructions, guidelines and documents for a task for students.

### How to Author Task Questions

At the top of the page (as shown in the screen shot below), you can see the name of the pool, the point value, and the difficulty level for all questions in this pool.

If you want to author a task question for a survey, check the survey box at the top of the page. There will no correct/wrong answer and the question will be worth 0 points.

#### Edit Question

Special Activities

Point Value: 5.0

Difficulty Level: 3

Task

#### Survey

Click to make this a survey question

#### Question

Grade for group performance

In the **Question** box, type your question or task that students must complete online or off-line.

Under **Submissions**, check which method you'll accept: inline, attachment or either. If students are not expected to submit something, choose the 4th option.

#### Submission

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

The **Model Answer** area allows you to post an example model answer or solution, optionally. If you enter a model answer, it will be seen by students when they review how they did in their assessment, if enabled in settings

#### 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.

Other options for the question include checking **reason** and adding **hints** and **feedback**.

**Reason**  
 Ask to explain reason for answer

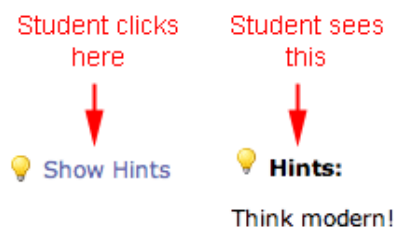
**Hints**  
 Available *during* assessment, if provided

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

[Done](#) [Add Another](#)

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 Last Modified by Vivie Sinou, Apr 18, 2008 4:10 PM

07/06/2010

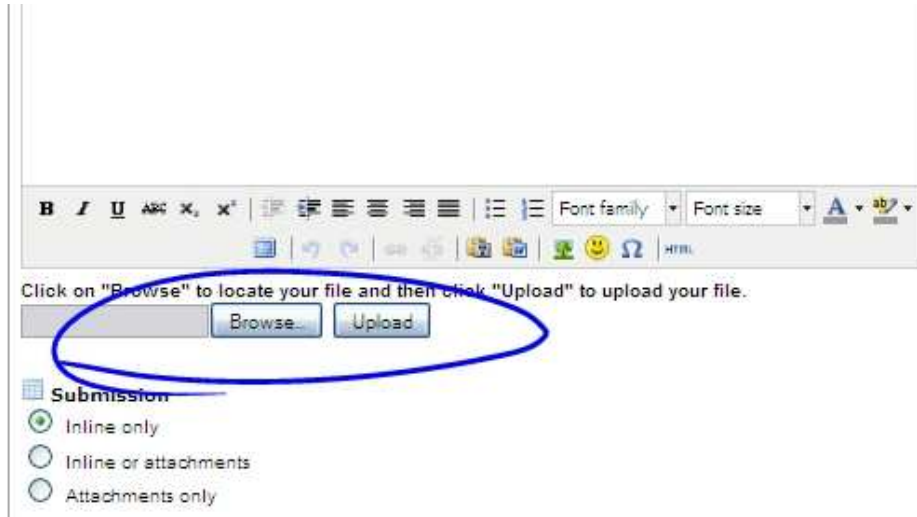
Add Attachments

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[Attach Files to Essay and Task Questions](#)

Essay and task questions include an attachment widget just below the question box which allows you to attach supportive documents to assignment and essay or task exam questions quickly.

There is no limit in the number of attachments. And there are no restrictions in file extensions.



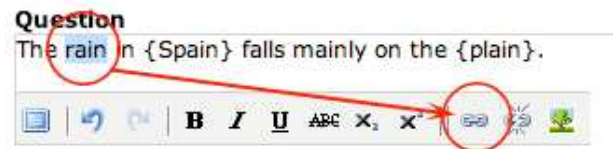
Students submit attachments to you in the same way. Additionally, you can return documents back to students when grading their submissions by using the attachment widget that is available in these areas, too.

[How to Attach Files in Other Editors in AT&S](#)

You CAN add an attachment to other assessment question, test and part instructions, model answers, and other editors throughout the tool. Just follow these steps. It looks complicated, but it's easier than it seems.

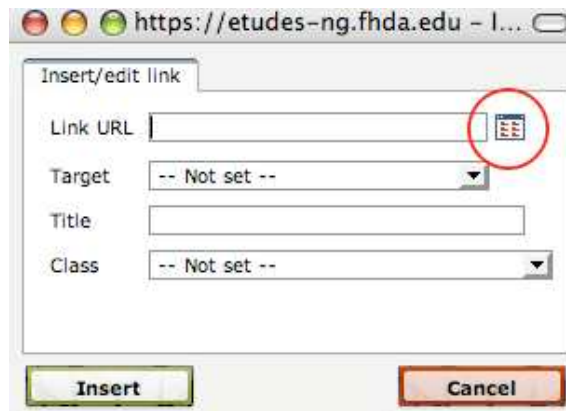
**Step 1:**

Type your question text and select a word or two to be the link to the attachment. When students click on that link, the attachment will download.



**Step 2:**

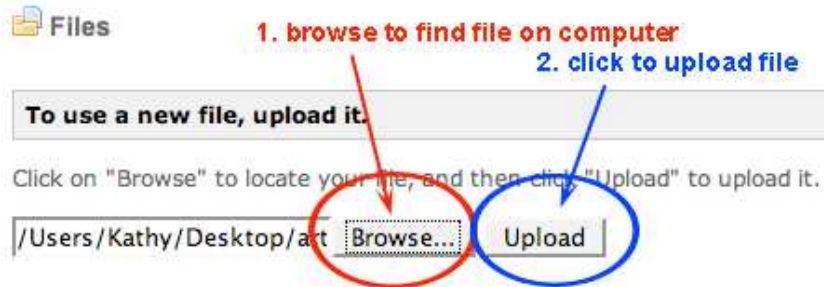
In the Insert/Edit link box, click on the little table-looking icon next to the Link URL box.



**Step 3:**

In the search box that opens, click on Browse to locate the file you want to attach to the highlighted text.

That will close the search box and fill in the empty area with the path to that file. Simply click the Upload button.



**Step 4:**

The file name is now listed in the bottom portion of the box in alphabetical order. Notice that images show a small thumbnail above their title, while other documents just show the document title.

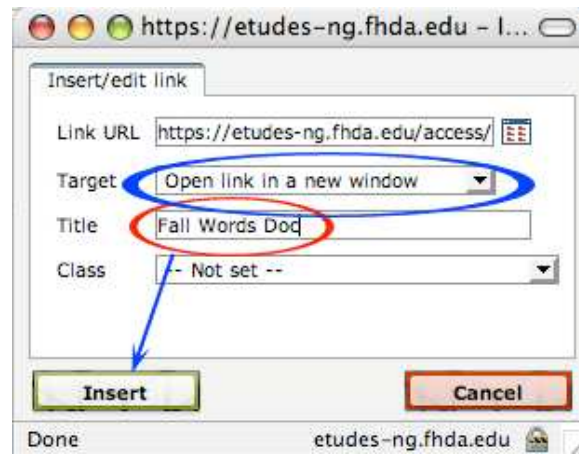
Click on the title of the file you want to be attached, and then Done.



**Step 5:**

You are returned to the Insert/edit link dialog box with the Link URL filled in. It's a good idea to choose for Target to open link in a new window, and you should also give this file a Title.

Then click Insert at the bottom of the window.

**Step 6:**

You can preview your question. The text you had highlighted is now a link. When students click on that link, the file will download for them.

You might want to put into your question instructions a paragraph about how they can click on the link to see the attached document.



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**Manage A Question Pool**

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To access a question pool, click on its title.

From this screen, 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 (hot link) to open it up for editing. You'll see the same window as when you added the question. You can click on 'next' or 'prev' to move through the pool and edit other questions without returning to the main pool list.

**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. To continue previewing more questions in the pool, click on the 'next' or 'prev' buttons.

**Preview All Questions:** Check the box of one or more questions that you would like to preview and then click on Preview on the action bar. Or, you can preview all of the questions in a pool at once by clicking on the preview button on the left of the pool title.

In the below example, clicking on the preview icon will bring up all 48 questions of the Quiz 2 pool.

**Question Pools**

<input type="checkbox"/> <a href="#">Pool</a>	Description	Quest	
<input type="checkbox"/>	Assignments - Modules	17	
<input type="checkbox"/>	Assignments - Practice Site Reviews	1	
<input type="checkbox"/>	Assignments - Welcome & Final	2	
<input type="checkbox"/>	Feedback Survey	5	
<input type="checkbox"/>	Quiz 1 Question Bank	38	
<input type="checkbox"/>	Quiz 2 Question Bank	48	

**Copy to Pool:** This feature allows you to copy one or more questions from one pool to another. The two versions 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 to abandon the copy operation.

**Copy questions to pool...**






<a href="#">Pool</a>	Description	Questions	Points	Difficulty
<input type="radio"/> Chapter 1 - Essay	Essay questions for chapter 1	2	10.0	4
<input type="radio"/> Chapter 1 Objective Questions	Objective questions for Chapter 1	4	5.0	2
<input checked="" type="radio"/> Chapter 3 - objective		4	5.0	3
<input type="radio"/> Midterm-Chapters 1-3	Combined questions from chapters 1, 2 & 3	15	5.0	3

**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.

 Move questions to pool...

Pool 	Description	Questions	Points	Difficulty
 Chapter 1 - Essay	Essay questions for chapter 1	2	10.0	4
 Chapter 1 Objective Questions	Objective questions for Chapter 1	4	5.0	2
 Chapter 3 - objective		4	5.0	3
 Midterm-Chapters 1-3	Combined questions from chapters 1, 2 & 3	15	5.0	3

**Duplicate Question:** There may be times when you want a duplicate question and reuse it in some other way.

To duplicate a question, click on the duplicate icon, located to 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 to help you identify the copies. 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:**

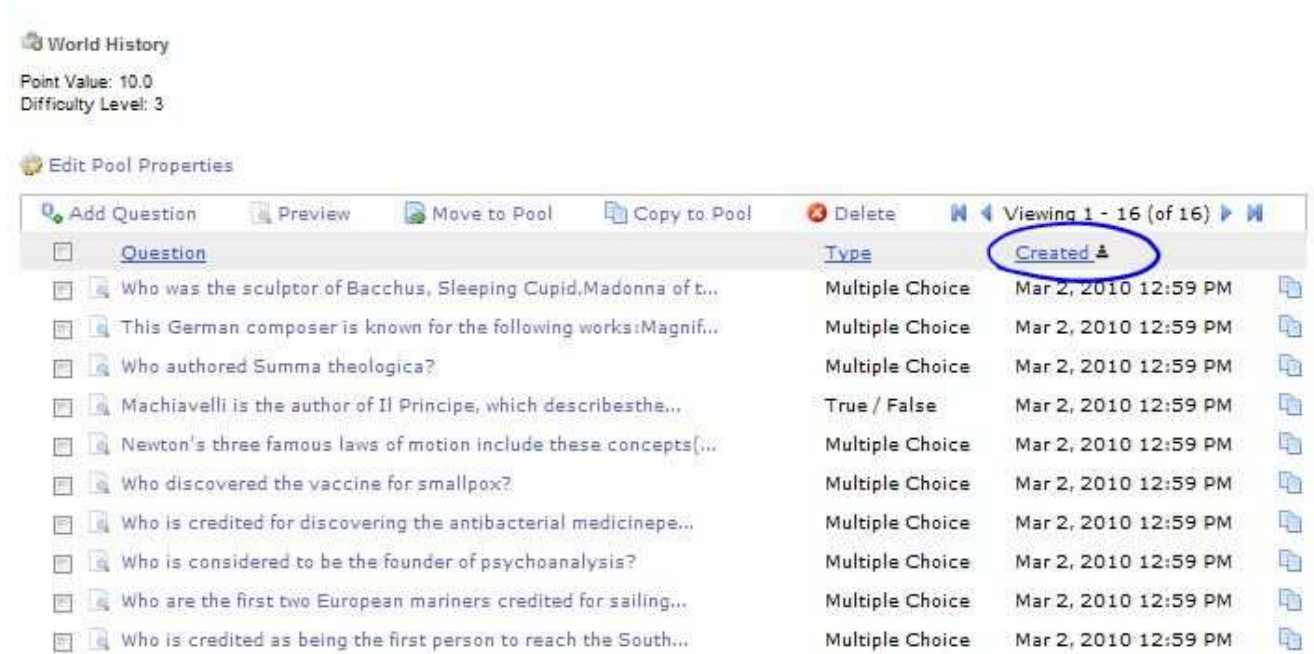
To delete one or more questions permanently from a pool, check the box in front of the question(s), then check the **Delete** link at the top. You will be prompted to confirm whether you want to proceed or not with the deletion. You cannot undo deletions, so be careful when confirming deletions in the software.

Click the **Delete** button to proceed with the deletion or cancel to abandon the process.



**Sort List:**

Your pool questions are sorted by creation date by default.



You can change the default sort order to by type or alphabetical.

- 1) If you want to sort them into alphabetical order, click the **Question** header at the top of that column. They are sorted into A-Z order. Click again to see Z-A order.
- 2) You can also sort your questions by type. Click on the **Type** column header to sort questions by type (matching, t/f, essay, etc.) Click the header again to order them the other way around (essay, t/f, matching, etc.)

Viewing 1 - 4 of 4

Sort in alpha order
Sort by question type

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

You new sort order will remain in effect when previewing your questions. It will return to by 'created' date when you leave the Question Pools area.

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### Manage Many Question Pools

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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.

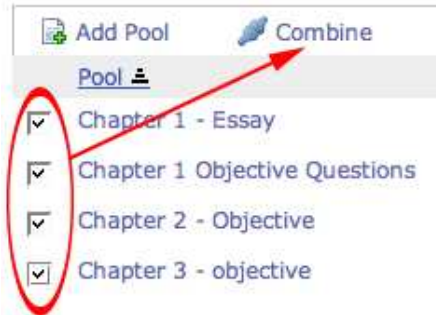
You can see your question pools and information about each pool. Working our way across the row, we have a check box, an icon to preview one or more questions, a hot link of the pool title which takes you to its questions, a description if provided, number of questions, how many points each question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

<input type="checkbox"/>	Pool	Description	Questions	Points	Difficulty	Edit
<input type="checkbox"/>	course evaluation		10	0.0	3	
<input type="checkbox"/>	Essay		1	80.0	4	
<input type="checkbox"/>	Mid-Term Exam	Mid term questions	9	20.0	3	
<input type="checkbox"/>	World History		16	10.0	3	

### Combine Pools

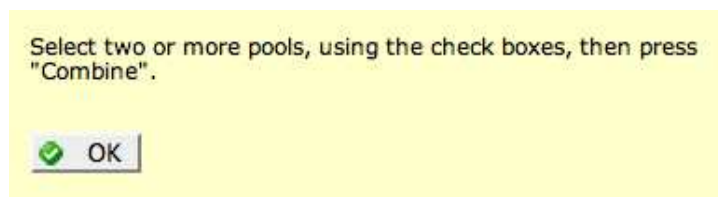
You can combine questions from two or more pools into a new pool, that includes unique copies of all questions from the combined pools that you selected.

To combine two or more pools, check the box to the left of the pools you want to combine into a new one. Then click on the **Combine** link at the menu. You'll be asked to set all the properties: title, description, point value and difficulty. Upon clicking on **Done**, 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.

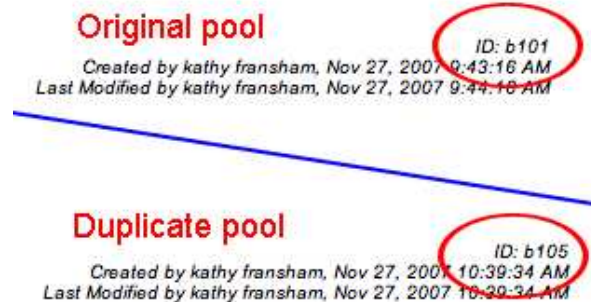


### Duplicate Pools

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. You can recognize the duplicated version as it has the date and time it was copied appended on its title. You can modify either pool's properties without affecting the other.



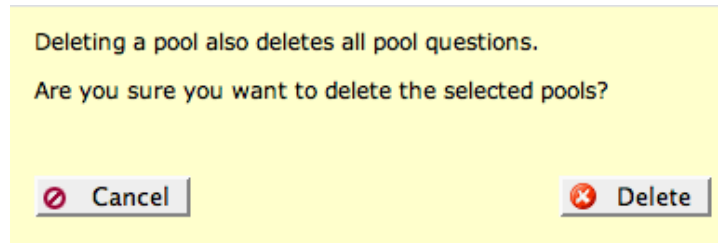
### Delete Pools

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 action menu.

This brings up a pop-up window asking if you're sure you want to delete the pool.

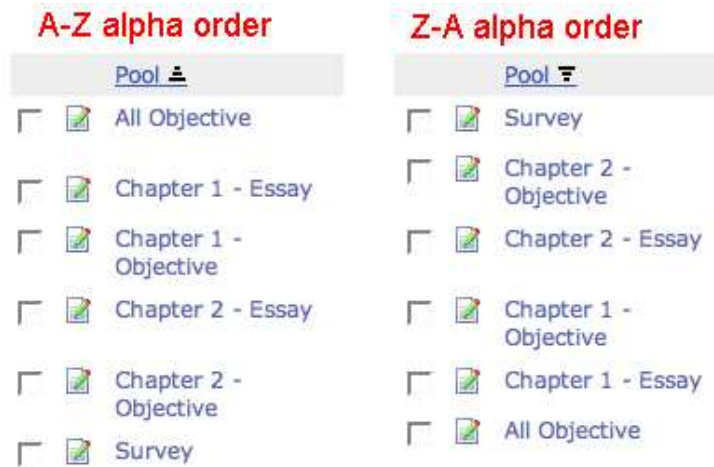
Click that **Delete** button and it will be gone forever more. **There is no undo command!**



**Sort Lists**

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.



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Offline Question Authoring

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*Instructions:* You can author your questions offline, using a word process or text editor, and then you can paste and import them right into a question pool in AT&S. It is easy and can save you a lot of time.

[Offline Question Authoring Instructions & Examples](#)