

BLACKBOARD HOW TO MODIFY TEST QUESTIONS

Course Management

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From the Pool Canvas, you can manage and search for questions to add to a pool. You can edit the pool name and instructions, create or edit questions, and upload questions. You can also delete them or change the point values.

When you select pool questions for a test, links are created between the test and the pool questions. So, if you change the original question, the revised version of the question appears.

PLEASE NOTE: *You cannot change a question type (example: from multiple choice to true and false). You must create a new question and delete the old question.*

EDIT A QUESTION

To get started, go to the Control Panel, expand the Course Tools section and select **Tests, Surveys, and Pools**.

On the Tests, Surveys, and Pools page, select **Pools**.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys
Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

On the Pools page, access a pool's menu and select **Edit**.

The screenshot shows a table of question pools. The 'Unit 1 Multiple Choice' pool is highlighted, and its context menu is open. The menu options are: Edit, Export to Local Computer, Export to Content Collection, Copy, Add Alignments, and Add Alignments to Questions. The 'Edit' option is highlighted with a blue box. A purple box highlights the pool name, and a blue box highlights the 'Edit' option. Lines connect these boxes to the text above.

Pool Name	Number of Questions	Date Last Edited
Unit 1 Essay Questions	3	August 1, 2017 10:40 AM
Unit 1 Multiple Choice	3	September 11, 2017 2:05 PM
Unit 2 Multiple Choice	4	August 1, 2017 10:54 AM
Unit 3 Multiple Choice	1	August 1, 2017 3:31 PM

Displaying 1 to 15 of 15 items | Show All | Edit Paging...

On the Pool Canvas page, access the question's menu and select **Edit**.

The screenshot shows the 'Pool Canvas: Unit 1 Multiple Choice' page. The 'Criteria Summary' section displays a list of questions. The first question is selected, and its context menu is open, highlighting the 'Edit' option. The 'Edit' option is highlighted with an orange box. A green box highlights the question text, and an orange box highlights the 'Edit' option. Lines connect these boxes to the text above.

Pool Canvas: Unit 1 Multiple Choice

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question | Find Questions | Upload Questions | Question Settings

Description: Unit 1 Multiple Choice
Instructions: Please choose the correct answer from the following choices.
Total Questions: 3
Total Points: 30
References: [Click here to see a list of the tests that reference this pool in a random block.](#)

Search current results: Go

Criteria Summary

Question types: All Pool Questions

Displaying 1 to 3 of 3 items

Question Type	Question Text	Default Points
<input checked="" type="checkbox"/> Details: <input type="checkbox"/>	What percentage is equal to 5/10?	10
<input type="checkbox"/> Details: <input type="checkbox"/>	Which of the following is equal to 1?	10
<input type="checkbox"/> Details: <input type="checkbox"/>	What is another way to say 12/4?	10

Displaying 1 to 3 of 3 items | Show All | Edit Paging... | ← OK

This question is used in 2 tests/surveys: Unit 2, Unit 1 Test.

Create/Edit Multiple Choice Question

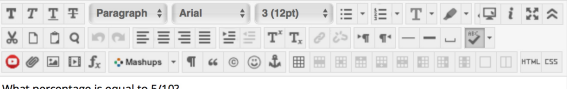
Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. [More Help](#)

* Indicates a required field.

QUESTION

Question Title

* Question Text

 What percentage is equal to 5/10?

Path: p Words:6

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Allow Partial Credit

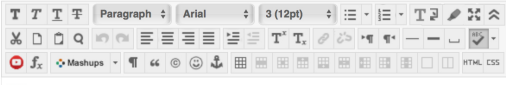
Show Answers in Random Order

ANSWERS

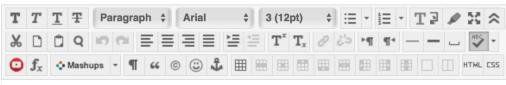
Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

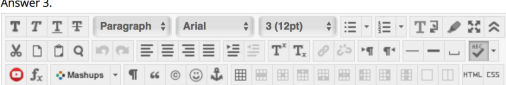
Correct

Answer 1.  50%

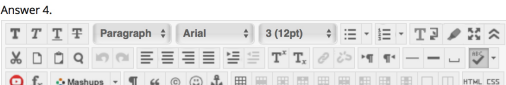
Path: p Words:1

Answer 2.  60%

Path: p Words:1

Answer 3.  80%

Path: p Words:1

Answer 4.  25%

Path: p Words:1

Click **Submit** to proceed. Click **Cancel** to go back.

This blue bar will indicate which tests are currently using this question.

If you need to modify the way your question is worded, you can do so in this area

If you need to modify the way the answers show up or switch the correct answer, you can do so in this area.

When you are done modifying your question, click **Submit**.

FIND A TEST QUESTION

Find your question Pool and choose Edit to enter the pool canvas.

You can sort through the pool questions by selecting a question type.

The screenshot displays the Blackboard test question pool interface. At the top, there is a summary section with the following details:

- Description: Unit 1 Multiple Choice
- Instructions: Please choose the correct answer from the following choices.
- Total Questions: 3
- Total Points: 30
- References: [Click here to see a list of the tests that reference this pool in a random block.](#)

Below this is a search bar with the text "Search current results:" and a "Go" button. The main section is titled "Criteria Summary" and shows "Question types: Multiple Choice".

On the left, under "Browse Criteria", there is a "View" dropdown and a "Reset to Default" button. A "Question types" dropdown menu is open, showing "All Pool Questions" (unselected) and "Multiple Choice" (selected).

The main area displays a table of questions. The table has columns for "QUESTION TEXT", "Question Type", and "DEFAULT POINTS". The first row shows a question: "What percentage is equal to 5/10?". The "Question Type" is "Multiple Choice" and the "Default Points" is "10". A "Question Display" dropdown menu is open over the first row, showing "Truncated Text" (selected) and "Full Text".

At the bottom, there is a "Displaying 1 to 3 of 3 items" indicator, a "Show All" button, and an "Edit Paging..." button. An "OK" button is located at the bottom right.

You can choose to display the questions as full text.

ADD A TEST QUESTION

Find your question Pool and choose Edit to enter the pool canvas.

Move your mouse over the **Create Question** button.


The screenshot shows the 'Pool Canvas: Unit 1 Multiple Choice' interface. At the top, there is a title and a description: 'The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)'. Below this is a navigation bar with 'Create Question' (highlighted with a red box), 'Find Questions', 'Upload Questions', and 'Question Settings'. A dropdown menu is open from 'Create Question', listing various question types: Calculated Formula, Calculated Numeric, Either/Or, Essay, File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, and True/False. The main content area shows a 'Criteria Summary' for 'Multiple Choice' questions, displaying a table of 3 items. The table has columns for 'QUESTION TEXT', 'QUESTION TYPE', and 'DEFAULT POINTS'. The first item is 'What percentage is equal to 5/10?' with a default point of 10. The second is 'Which of the following is equal to 1?' with a default point of 10. The third is 'What is another way to say 12/4?' with a default point of 10. Each row has a 'Details' icon and a 'Delete' button. At the bottom right, there are 'Show All' and 'Edit Paging...' buttons, and an 'OK' button.

You can choose the type of question that you'd like to add to your pool.


MOVE A TEST QUESTION

Find your question Pool that you'd like to move your question to and choose Edit to enter the pool canvas.

Move your mouse over the **Find Questions** button.

Pool Canvas: Unit 1 Multiple Choice 

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)


Create Question  **Find Questions** Upload Questions Question Settings




Description Unit 1 Multiple Choice
Instructions Please choose the correct answer from the following choices.
Total Questions 3
Total Points 30
References [Click here to see a list of the tests that reference this pool in a random block.](#)

Search current result **Criteria Summary**

Question types **All Pool Questions**

Browse Criteria Displaying 1 to 3 of 3 items

View  Reset to Default Points

<input type="checkbox"/>	QUESTION TEXT	QUESTION TYPE	DEFAULT POINTS
<input type="checkbox"/>	Details:  What percentage is equal to 5/10?	Question Type: Multiple Choice	Default Points: <input type="text" value="10"/>
<input type="checkbox"/>	Details:  Which of the following is equal to 1?	Question Type: Multiple Choice	Default Points: <input type="text" value="10"/>
<input type="checkbox"/>	Details:  What is another way to say 12/4?	Question Type: Multiple Choice	Default Points: <input type="text" value="10"/>

Points

Displaying 1 to 3 of 3 items

A new window will open allowing you to copy the question from its original pool.

You can enter search terms to help you find the question you'd like to copy.

You can narrow down your search results by selecting the original pool that the question is located in.

Find Questions

Questions are organized by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test. Click **Submit** to finish. Click **Cancel** to return to the previous page. [More Help](#)

technology Go

Criteria Summary

Pools All Pools + Search Terms technology

Browse Criteria

View Reset to Default Question Display

Displaying 1 to 3 of 3 items

	QUESTION TEXT	QUESTION TYPE	POINTS	SOURCE NAME	SOURCE TYPE
<input checked="" type="checkbox"/> Details:	Because the deep ocean enviro... is not suitable to the human physiology, e...	Question Type: Essay	Points: -	Source Name: Chapter 1: The History of Ocean Exploration and Ocean Science	Source Type: Pool
<input type="checkbox"/> Details:	Discuss three significant techn... advances that have been important to ...	Question Type: Essay	Points: -	Source Name: Chapter 1: The History of Ocean Exploration and Ocean Science	Source Type: Pool
<input type="checkbox"/> Details:	List examples of synchronous technology.	Question Type: Essay	Points: 20	Source Name: Unit 1 Essay Questions	Source Type: Pool

Displaying 1 to 3 of 3 items Show All Edit Paging...

Selected Questions: 0

Cancel Submit

Pools

- All Pools
- (Imported) Agreement
- (Imported) Agreement
- (Imported) Cheating
- (Imported) Cheating
- (Imported) Collusion
- (Imported) Collusion
- (Imported) Disciplinary Action
- (Imported) Disciplinary Action
- (Imported) Plagiarism
- (Imported) Plagiarism
- Chapter 1: The History of Ocean Exploration and Ocean Science
- Unit 1 Essay Questions
- Unit 1 Multiple Choice
- Unit 2 Multiple Choice
- Unit 3 Multiple Choice

Tests

Question types

Categories

Topics

Levels of Difficulty

Keywords

Select the question you'd like to copy.

Click the Submit button when you are finished.