



Creating Test Pools Using Excel and Randomizing Questions

Pools act as repositories for sets of questions and can be imported and exported for reuse. Pool questions are only presented to students when they are included in a Test or Survey. For example, suppose you have 50 questions related to a certain learning unit, but only want to use five on a quiz. By setting up the quiz to draw five questions from a pool, Blackboard will select five random questions to present during the quiz. This feature allows students to see a different quiz each time it launches.

If you do not have access to the Internet or Blackboard, you can still create a test pool using **MS Excel**, save it to your computer or thumb drive, and upload it later.

To create a **Pool**:

1. Open an **Excel** spreadsheet.
2. Format and enter the appropriate information for the questions in a unique row/cell.
 - A. In column A, enter the question type (see example below)
 - B. In column B enter the question
 - C. In columns C and beyond, enter responses (see example below).
 1. True/False questions: enter the correct response
 2. Essay questions: Leave column C blank
 3. Multiple choice / multiple answer questions: enter choices in separate columns with either correct or incorrect in the adjacent column of each choice
 4. Ordering and matching questions: enter answers in the correct order; Blackboard will scramble them for you
3. Save the file as an Excel Workbook (*.xlsx) to reuse or edit at a later date.
4. Save the worksheet as a Text (Tab Delimited) (*.txt) file that you can upload into Blackboard.



Format

Column A:

Question Type	Format
Multiple Choice	MC
True/False	TF
Multiple Answer	MA
Essays	ESS
Ordering	ORD
Matching	MAT
Fill-In-Blanks	FIB
Fill	FIL
Numeric Response	NUM
Short Response	SR
Multiple Fill-In-Blanks	FIB_PLUS
Opinion/Likert Scale	OP
Jumbled Sentence	JUMBLED_SENTENCE
Quiz Bowl	QUIZ_BOWL

Column B: Question Text.

Column C: Correct Answer – for single answer questions.

Example:

	A	B	C	D	E	F	G	H	
1	MC	What year was Hawaii granted statehood?	1949	Incorrect		1959	Correct	1969	Incorrect
2	TF	The capital of Brazil is Rio de Janeiro?	FALSE						
3	MA	Which of the following are prime numbers?		2	Correct	102	Correct	264	Incorrect
4	ORD	Place the following steps of Proton-Proton Fusion in the correct order.	Protons Fuse	Deuterium forms	Deuterium-proton fusion	Helium-3 fusion	Alpha particle formation		
5	SR	Explain the process of photosynthesis.	Can be blank						



Upload

In your left side menu of the course, scroll down and click Course Tools, and then click Tests, Surveys, and Pools.

After that, **upload** the document .txt document and click on submit.

A screenshot of the Canvas LMS interface for a test canvas. At the top, it says "Test Canvas: TEST" with a dropdown arrow. Below that is a help link: "The Test Canvas lets you add, edit, and reorder questions, as well as review a test. [More Help](#)". A navigation bar contains three buttons: "Create Question" with a dropdown arrow, "Reuse Question" with a dropdown arrow, and "Upload Questions" which is highlighted with an orange rectangular box. To the right of these buttons is a "Question Settings" link. Below the navigation bar is a large text area for the test content. On the left side of this area, there is a summary table:

Description	
Instructions	
Total Questions	0
Total Points	0

Below the table, centered text reads: "This test has no questions!" followed by "Create questions or add questions from other resources."

Note:

- Include only one question per row.
- The first field in every row defines the type of question.
- Separate each field in a row using a TAB.
- Correct, incorrect, true, false and other words that identify answers must be in English.