



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email [CTLT@ilstu.edu](mailto:CTLT@ilstu.edu) or call [\(309\) 438-2542](tel:3094382542) if you have questions.

## ReggieNet: Tests & Quizzes Creating Question Pools

Video - [Creating and Using Question Pools](#)

Question Pools allow you to set up a repository of questions that can be used in multiple ways.

- Questions in Question pools can be used over and over in any site you own. Be careful when naming the pools as you will see all questions pools you own or shared from all your course sites.
- You may divide pools into subpools. This allows you to organize questions by subject matter, section number, question type, or other criteria. For example, you might create a question pool called "Biology 105" and create subpools called "Basic concepts," "Cell Biology," and "Genetics."
- If a question pool contains more questions than an exam requires, you may set ReggieNet to perform a random draw of questions for each student so each student receives a different set of questions.
- As the author of a question pool, you may share the pool with members of your site who have Instructor, Co-instructor or Teaching Assistant roles; or you can transfer ownership of a pool to another user.

### Creating and populating question pools

#### Creating a Question Pool

1. If the Tests & Quizzes home page is not displayed and you do not see the tabs at the top of the screen, click **TESTS & QUIZZES** in the breadcrumb bar
2. In the Tests & Quizzes menu bar, click the **Question Pools** tab.
3. Click **Add New Pool**. ReggieNet displays the Add Pool screen.
4. Enter a name for the pool in the Pool Name box. We recommend that you name your question pools in such a way that you can easily identify the pools that belong to each subject and/or class.
5. Click **Save**.
6. Additionally, you can create a Question Pool when creating an assessment using Markup Text. Questions will be added at the same time.

#### Creating a Subpool

1. Click the **Add Subpool** link below the name of the pool or subpool. ReggieNet displays the Add Pool screen.

2. Enter a name for the subpool and click **Save**.

#### Adding Existing Questions to a Question Pool or Subpool

1. Click on a drop-down list next to the assessment you would like to copy to a Question Pool.
2. Select **Edit**.
3. In the edit screen, find the **Part** from which you want to add questions, and click on the **Copy to Pool** link to the right of the Part name.
4. Select an appropriate question pool or subpool, and click **Copy**.

#### Creating Questions in a Pool or Subpool

1. Click the name of the pool or subpool to which you want to add questions. ReggieNet displays the Question Pool screen for this specific pool.

**Question Pool: Copy of Alaska**

Pool Name:

Owner: Charles Bristow

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

Pool Name	Owner	Last Modified	Questions	Subpools
<a href="#">Win</a> <a href="#">Add Subpool</a>   <a href="#">Copy</a>   <a href="#">Move</a>   <a href="#">Remove</a>   <a href="#">Preview</a>	Charles Bristow	07/21/2016	7	0

**2 Questions** [Add Question](#)

|  |

Question Text	Question Type	Last Modified
<input type="checkbox"/> <a href="#">Edit Question 1: what is the largest city in Alaska?</a> <a href="#">Copy</a>   <a href="#">Move</a>	Multiple Choice	2016-07-21 09:45:40
<input type="checkbox"/> <a href="#">Edit Question 2: Juneau is the capital of Alaska.</a> <a href="#">Copy</a>   <a href="#">Move</a>	True False	2016-07-21 09:45:40

2. In the Questions section (the last section of this screen), click **Add Question**.
3. Select an appropriate question type and create a question as you would normally do for assessments.

#### Adding Existing Questions to a Question Pool or Subpool

1. Click on a drop-down list next to the assessment you would like to copy to a Question Pool.
2. Select **Edit**.
3. In the edit screen, find the **Part** from which you want to add questions, and click on the **Copy to Pool** link to the right of the Part name.

Select the desired question pool or subpool , and click **Copy**.

### Sharing a Question Pool

1. Click the **Share** link under the name of the pool you want to share. ReggieNet displays the Share pool screen.

Share pool		
Site Members with access to Alaska		
Name	Role	Revoke access
Charles Bristow	Instructor	<input type="checkbox"/>

  

Site Members without access to Alaska		
Name	Role	Grant access
Jim Gee	Teaching Assistant	<input type="checkbox"/>
Steve Travers	Content Specialist	<input type="checkbox"/>

Update Cancel

2. From the "Site Members without access" list, check the Grant access box for the user with whom you want to share the pool.
3. Click **Share**.

**Note:** You may only share question pools with a user who is a member of your site and who has either an Instructor or Teaching Assistant role. In addition, you may only share pools, not subpools.

**Warning:** Any user with whom you share a question pool can make changes to questions in the pool.

### Transfer Ownership of a Question Pool

You can completely transfer a question pool to another user.

1. Click **Transfer Ownership** link on the Question Pools page
2. Select the pool(s) and/or subpool(s) you wish to transfer
3. Enter the User ID (ULID) of the individual you want to transfer to; click **Continue**.
4. Confirm details – click **Transfer Ownership**

**Note:** Once ownership has been transferred to another user, you will no longer have access to that question pool.

### Editing Questions in a Pool or Subpool

1. Click the name of the pool or subpool. ReggieNet displays the Question Pool screen for this specific pool. The Question section is the third section of the screen.

2. In the Question section, click the question you want to change. ReggieNet displays the Edit Question screen for that type of question.
3. Make changes as you'd normally do for a question.

#### Removing Questions from a Question Pool or Subpool

1. Click the name of the pool you want to remove questions from. ReggieNet displays the Question Pool screen.
2. In the Questions section, select all questions by clicking the empty box in the table header or select specific questions by clicking the box to the left of each question you want to remove.
3. Click **Remove**. ReggieNet displays a confirmation screen.