

Blackboard: Question Bank and Question Pool

Last Modified on 29/01/2026 9:31 am HKT

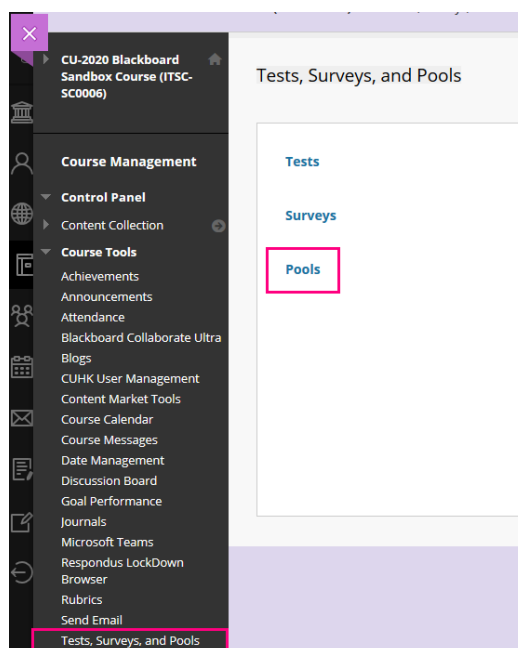
Overview

- “Randomize Questions” under Test Options randomizes all questions in a test. If teachers would like to randomize part of the questions, they should use question set.
- You can choose the number of questions from the question set to show. The questions are then randomly distributed, so each student sees a different set of questions.

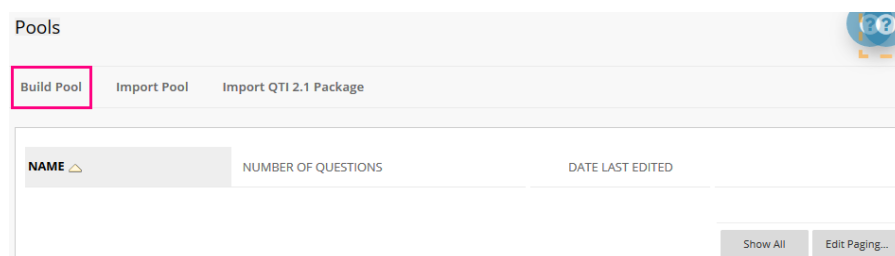
Steps:

Create a Pool

1. Access Blackboard Course > “Control Panel” > “Course Tools” > “Tests, Surveys, and Pools”. Click “Pools”.



2. Click “Build Pool”. On the Pool Information page, type a name. Click “Submit”.



POOL INFORMATION

* Name
Pool-for-Test1

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for Bold, Italic, Underline, Paragraph, Font Family (Arial), Font Size (14px), Bulleted List, Numbered List, Text Color, Background Color, and more. The editor area is currently empty.

0 WORDS. POWERED BY TINY

Cancel Submit

- On the Pool Canvas, click “Question Settings” to check and modify the settings. Rollover “Create Question”, select the question type (e.g. Multiple Choice, Essay, File Response).

Pool Canvas: Pool-for-Test1

Create Question Find Questions Upload Questions Question Settings

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

This test has no questions!
Create questions or add questions from other resources.

Create a Question Set in a Test

- Once the questions are ready in the pool, access “Tests, Surveys and Pools” > “Tests” to build a new test or edit a test which you have already created. On the Test Canvas, rollover “Reuse Question” > “Create Question Set”.

Test Canvas: Test1

Create Question Reuse Question Upload Questions Question Settings

Create Question Set
Create Random Block
Find Questions

Description
Instructions

- Select the pool and the questions. Click “Show All” before you select all questions if the page does not show all questions. Click “Submit”.

Create Question Set

Question sets are groups of questions that can be presented in a random fashion determined by the instructor. [More Help](#)

Criteria Summary
Pools: **Pool-for-Test1**

Browse Criteria

☒ **Pools**
☐ All Pools
☒ Pool-for-Test1
☐ QuestionSet1

Question Display

<input checked="" type="checkbox"/>	QUESTION TEXT	QUESTION TYPE	SOURCE NAME	SOURCE TYPE
<input checked="" type="checkbox"/>	1 + 2	Multiple Choice	Pool-for-Test1	Pool
<input checked="" type="checkbox"/>	3 + 4	Multiple Choice	Pool-for-Test1	Pool
<input checked="" type="checkbox"/>	4 + 5	Multiple Choice	Pool-for-Test1	Pool

Displaying 1 to 3 of 3 Items

Edit Paging...

Selected Questions: 3

3. Enter the Number of Questions to display.

☐ 1. **Question Set**

Points per question: **10**
Total Points: **10**

Success: Question set saved with 3 questions. Edit number of questions to display and points.

Total Questions: 3
Number of Questions to display: **1**

[Questions in the Set](#)

Once the test questions are ready, you could add the test to a content area. For more, please refer to Blackboard

Help: [Add a test or survey to a content area](#)

(https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys#add-a-test-or-survey-to-a-content-area_OTP-4)

Please go through the below page as well: [Blackboard Online Test Best Practices for teachers and supporting staff](#)

(<https://help.edtech.cuhk.edu.hk/docs/blackboard-online-test-best-practices-for-teachers-and-supporting-staff>)