

Blackboard: Question Bank and Question Pool

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

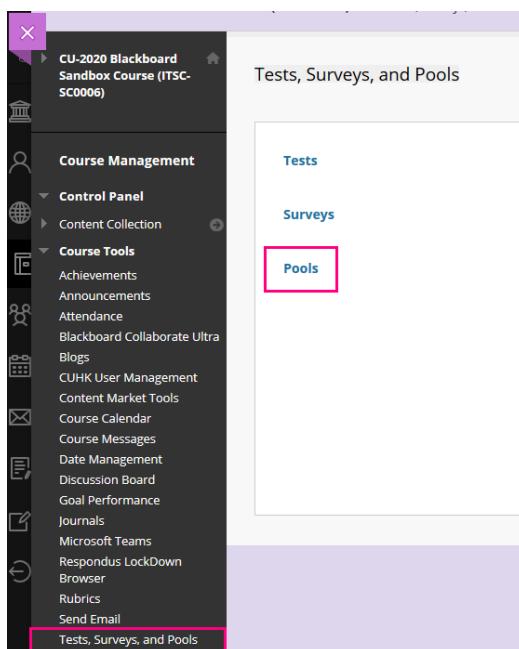
Overview

- “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.

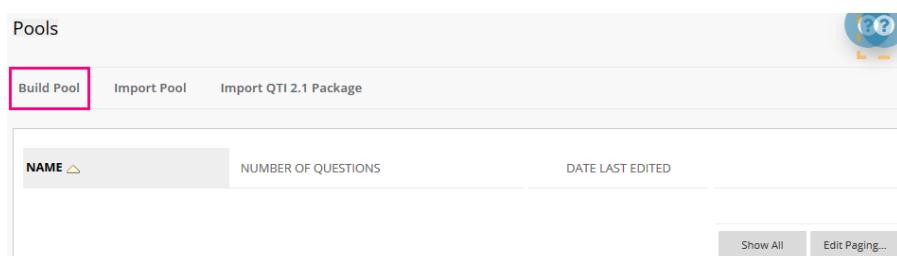
Steps:

Create a Pool

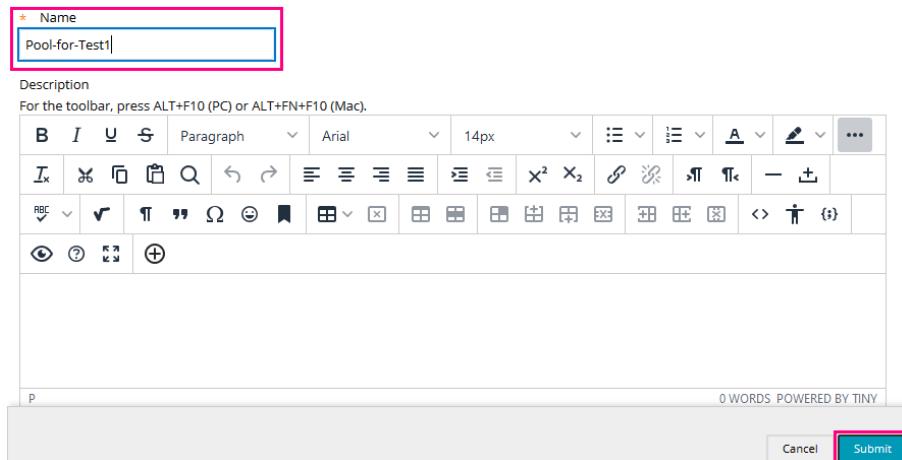
1. Access Blackboard Course > “Control Panel” > “Course Tools” > “Tests, Surveys, and Pools”. Click “Pools”.



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

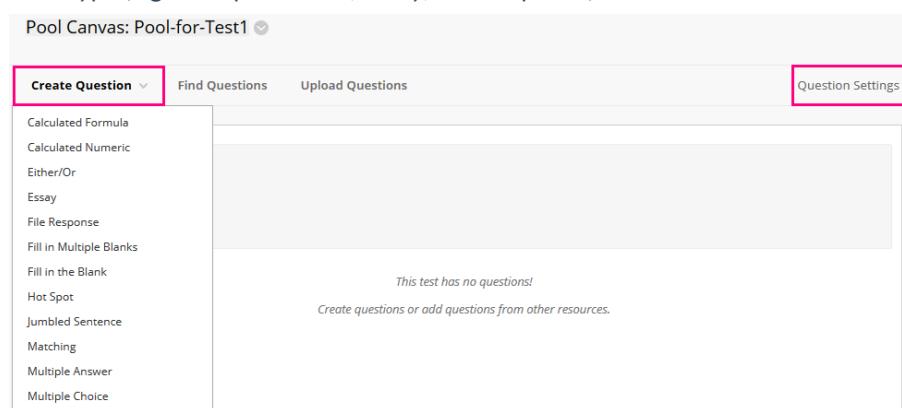


POOL INFORMATION



The screenshot shows the 'Pool Information' page. At the top, there is a text input field labeled 'Name' with the value 'Pool-for-Test1'. Below this is a rich text editor toolbar with various formatting options like bold, italic, underline, and alignment. At the bottom right of the editor are 'Cancel' and 'Submit' buttons, with 'Submit' highlighted in a blue box.

3. 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).



The screenshot shows the 'Pool Canvas' for 'Pool-for-Test1'. The 'Create Question' dropdown menu is open, displaying 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, and Multiple Choice. To the right of the menu, there is a 'Question Settings' button. Below the menu, a message states 'This test has no questions! Create questions or add questions from other resources.'

Create a Question Set in a Test

1. 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”.

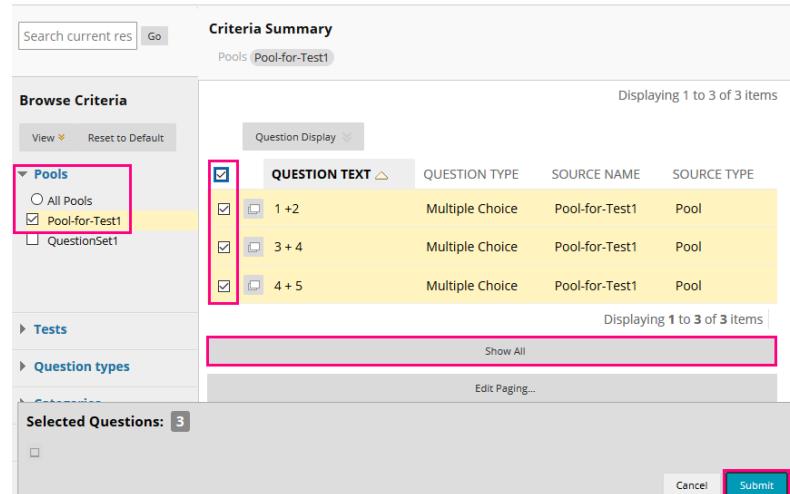


The screenshot shows the 'Test Canvas' for 'Test1'. The 'Reuse Question' dropdown menu is open, showing 'Create Question Set' as the selected option. To the right of the menu, there is a 'Question Settings' button.

2. 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

Displaying 1 to 3 of 3 items

QUESTION TEXT	QUESTION TYPE	SOURCE NAME	SOURCE TYPE
1 + 2	Multiple Choice	Pool-for-Test1	Pool
3 + 4	Multiple Choice	Pool-for-Test1	Pool
4 + 5	Multiple Choice	Pool-for-Test1	Pool

Displaying 1 to 3 of 3 items

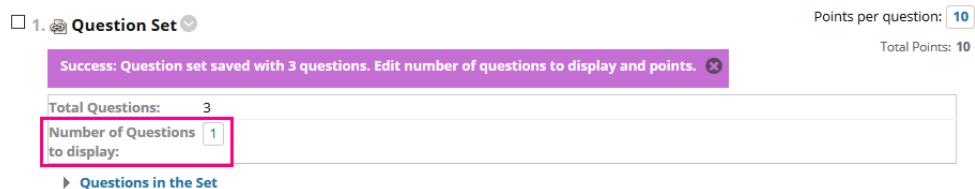
Show All

Edit Paging...

Cancel Submit

Selected Questions: 3

3. Enter the Number of Questions to display.



1. Question Set

Success: Question set saved with 3 questions. Edit number of questions to display and points. [X](#)

Points per question: 10
Total Points: 10

Total Questions: 3
Number of Questions 1 to display:

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>)