

Key Concepts

- Add a Question Pool**
- Add a Subpool**
- Add Questions to a Question Pool or Subpool**
- Copy/Move Questions to a Question Pool**
- Move a Pool or Subpool**
- Convert a Pool to a Subpool and Vice Versa**
- Copy a Pool or Subpool**
- Remove a Pool or Subpool**
- Share Question Pools**
- Import a Question Pool**

Add a Question Pool:

Step 1: In the site menu bar, click [\[Assessments\]](#).

Step 2: On the “Assessments” screen, click [\[Question Pools\]](#).

Step 3: On the “Question Pools” screen, click [\[Add New Pool\]](#). Then, on the “Add Pool” screen, fill in the metadata about the pool if you would like.

In the “Pool Name” field, give your question pool a name.

NOTE: The Creator field will be filled in with the name (or Net ID) of the person who logged in to the current session.

In the optional “Department/Group” field, you may type a department or group name.

In the optional “Description” field, you may type a description of the question pool.

In the optional “Objectives” field, you may type a description of the objectives for this pool.

In the optional “Keywords” field, type keywords that may help you or someone else locate this question pool.

Step 4: When you’re finished, click [\[Save\]](#) to return to the “Question Pools” screen. You should see your new pool listed under Pool Name.

Add a Subpool:

Step 1: On the “Question Pools” screen, click the name of the pool in which you want to make a subpool.

Step 2: In the “Subpools” section, on the right, click [\[Add\]](#).

Step 3: Complete the “subpool” fields just as you did when adding a question pool, then click [\[Save\]](#).

Add Questions to a Question Pool or Subpool:

Step 1: In the site menu bar, click [\[Assessments\]](#).

Step 2: From the “Assessments” screen, click [\[Question Pools\]](#).

Step 3: From the main “Question Pools” screen, click the name of the question pool to which you would like to add the questions.

To add questions to a subpool, first reveal the name of the subpool by clicking on the triangle next to the larger pool. Then, click the name of the subpool.

Step 4: Click [\[Add\]](#) to add questions to the pool or subpool.

Step 5: Select the question type you would like to use then click [\[Save\]](#).

Step 6: The precise options on the next screen will depend upon the type of question you are adding. Typically, you will indicate a point value for the question, the question text, correct answer(s), and feedback for correct or incorrect answers.

For more information on question types, see the document called “Creating Assessments.”

Step 7: To add the question to the pool or subpool, click [\[Save\]](#).

Step 8: You will be returned to the main screen for your question pool or subpool. Under the question you just added, you can click [\[Preview\]](#) to preview the question.

Step 9: Click [\[Add\]](#) if you would like to add another question, and repeat the steps above. When you are finished, click [\[Update\]](#).

Copy/Move Questions to a Question Pool:

Assessment authors are able to copy or move questions from one pool to another.

Step 1: Click on the title of the question pool where the questions are located which you would like to copy or move

Step 2: Choose the question(s) you would like copy or move by selecting the checkbox(es) next to the question.

Step 3: Choose either “Copy” or “Move” (depending on which operation you would like to perform) from the menu located above the questions themselves.

Step 4: On the next screen choose the destination question pool by selecting the radio button or by placing a check in the box(es) next to the pool title.

Step 5: Click [\[Move\]](#) or [\[Copy\]](#).

Move a Subpool:

Step 1: To move a subpool to a different pool, on the “Question Pools” screen, click the title of the pool in which the subpool is located.

Step 2: Click [\[Move\]](#) below the title of the subpool.

Step 3: The “Move Pool” screen asks you to select the destination pool for the selected subpool.

Use the radio buttons to select the destination pool or subpool.

Step 4: Click [\[Move\]](#).

Convert a Pool into a Subpool:

Step 1: To convert a pool into a subpool, on the “Question Pools” screen, click [\[Move\]](#) below the title of the pool.

Step 2: The Move Pool screen asks you to select the destination pool for the selected pool.

Use the radio buttons to select the destination pool.

Step 3: Click [\[Move\]](#).

Copy a Pool or Subpool:

Step 1: In the “Question Pools” screen, click [\[Copy\]](#) below the title of your question pool. If one or more subpools exist for a question pool (or a subpool), click the triangle next to its title to reveal them.

Step 2: On the “Copy Pool” screen, use the radio buttons to select the destination pool or subpool. Choose [\[Question Pools TOP\]](#) to elevate a subpool to question pool status. If one or more subpools exist for a question pool (or a subpool), click the triangle next to its title to reveal them.

Step 3: Click [\[Copy\]](#). Unless you chose [\[Question Pools TOP\]](#) in the previous step, the original pool will become a subpool of the chosen destination pool.

Remove a Pool or Subpool:

Step 1: On the Question Pool screen, under “Remove?,” place a checkmark in the box that corresponds to the pool or subpool you would like to remove. If one or more subpools exist for a question pool (or a subpool), click the triangle next to its title to reveal them.

NOTE: Removing a pool deletes all associated subpools and questions.

Step 2: Click [\[Update\]](#).

Step 3: On the next screen, you will be prompted to confirm the removal. To do so, click [\[Remove\]](#).

Share Question Pools:

Question pools are tied to the user who created them. If you would like to share a question pool that you created with another assessment author, follow these steps:

Step 1: Create an assessment with all questions you would like to give the other assessment author. You may not use an assessment in which there are questions from a random question pool draw. The file created will be a QTI file. You must use this file to share and import question pools.

Step 2: Export the assessment you just created. For more information on exporting an assessment please view the support document called "Create an Assessment".

Step 3: Give the export file to the person you would like to share your question pool with. That user will then have to import the question pool in order to use your question pool.

Import Question Pools:

Step 1: Click [\[Question Pools\]](#).

Step 2: Click [\[Import\]](#).

Step 3: Browse for the QTI file you would like to import.

Step 4: Click [\[Import\]](#).

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu.

For the TRACS website home screen, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822