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# Blackboard for Employees

## Importing Test Pools

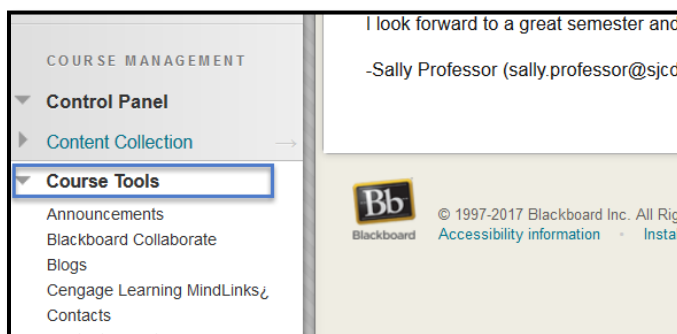
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This document describes how to import tests to create test pools in Blackboard.

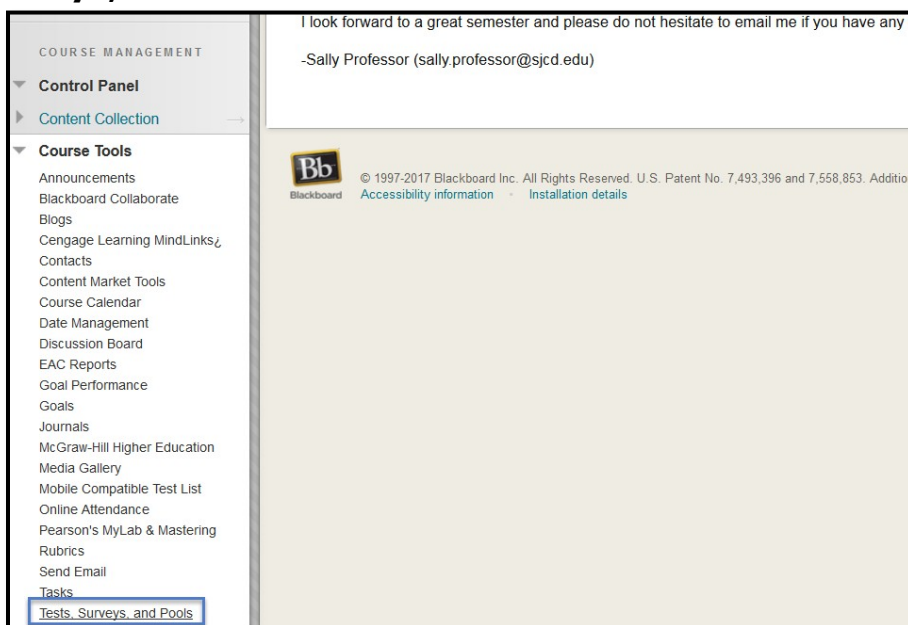
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### Instructions

1. Login to your Blackboard course.
2. Scroll down to **Course Tools** located on the left panel of the computer screen.



3. Select **Test, Surveys, and Pools**.



4. Choose **Pools**.

**Tests, Surveys, and Pools**

**Tests**  
*Tests are sets of questions that are graded to measure student performance in the Grade Center. Note that some question types are not automatically graded.*

**Surveys**  
*Surveys are not graded, and student responses are anonymous. They are used to allow students to respond to the survey.*

**Pools**  
*Pools are sets of questions that can be added to any Test or Survey.*

5. Select **Import Pool**.

**Pools**  
*Pools are sets of questions that can be added to any Test or Survey.*

Build Pool    **Import Pool**

Click **Build Pool** to start.

6. Click **Browse My Computer**.

**1. Pool Import**

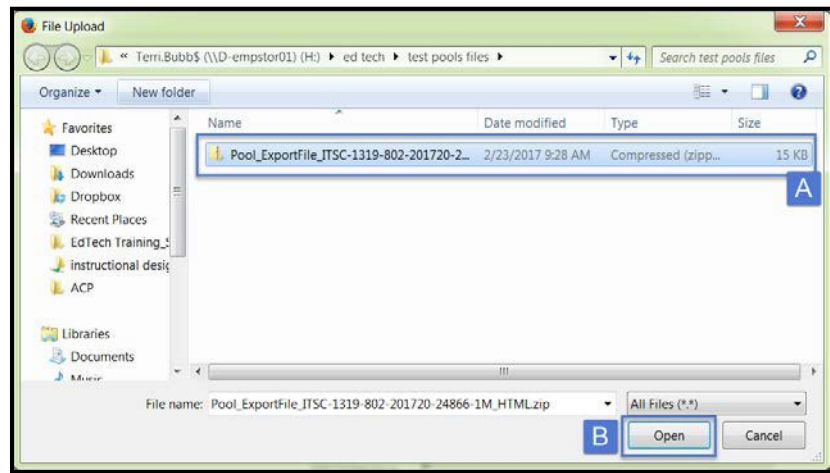
*Click **Browse** to locate a file to import.*

Attach File    **Browse My Computer**    Browse Content Collection

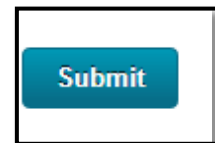
**2. Submit**

*Click **Submit** to proceed. Click **Cancel** to go back.*

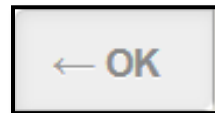
7. Select the zip folder that contains the test and click **Open**.



8. Click **Submit**.

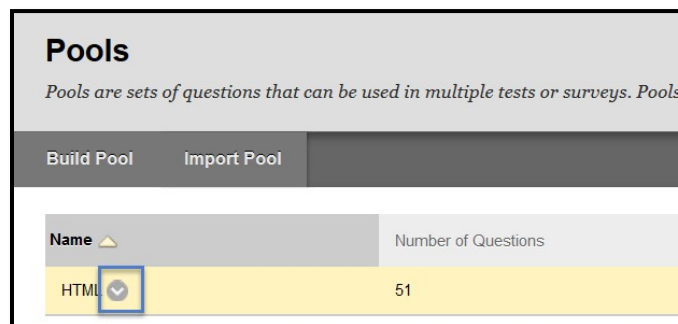


9. A message will appear confirming that the pool import is complete. Click **OK**.

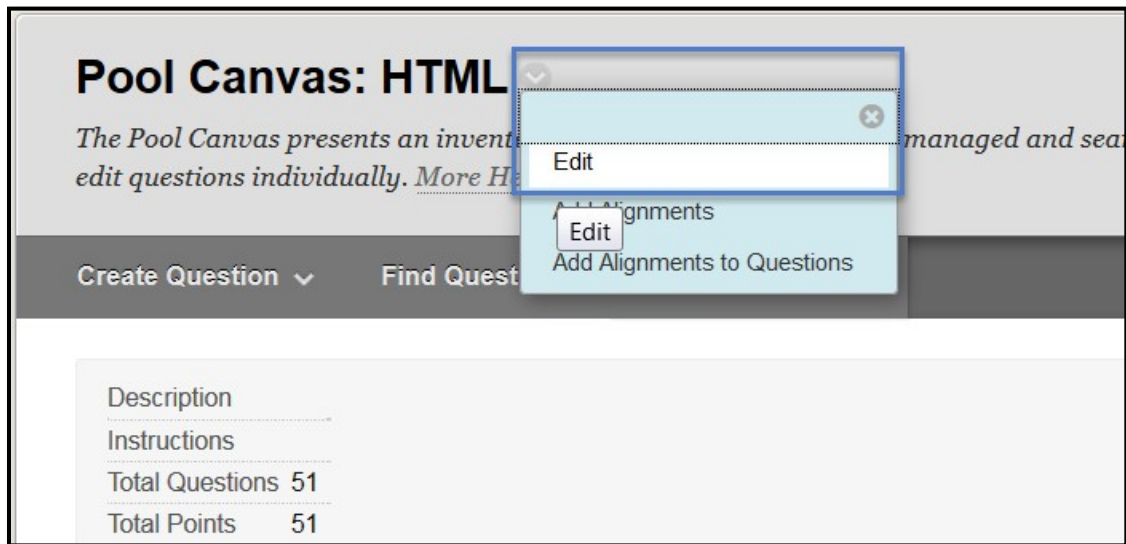


**Note:** If other testbank files need to be imported, repeat Steps 5-9 until all zipped testbank files have been imported.

10. To rename your pool, click the **down arrow** next to the pool you have imported and select **Edit**.



11. A new screen will appear, click on the **down arrow** by the pool name once more and select **Edit**.



12. Type in the new **Name** of the pool and click **Submit**.

A screenshot of the 'Pool Information' form. The title is 'Pool Information' and the subtitle is 'Type a Name for the pool. This is a required field. Use a descriptive name to identify the pool. More Help'. Below the subtitle, there is a note '\* Indicates a required field.' The form has a section titled 'POOL INFORMATION' with a sub-section 'Name' which has a text input field. Below the 'Name' field, there is a 'Description' field with a rich text editor toolbar. The toolbar includes buttons for bold, italic, underline, strikethrough, paragraph, font face, font size, bulleted list, numbered list, text color, background color, link, unlink, indent, outdent, undo, redo, and a help icon. At the bottom of the form, there is a 'Click Submit to proceed.' instruction and two buttons: 'Cancel' and 'Submit'.

13. Click **OK**.

