

Instructions for adding quiz pools to Blackboard 6 Web sites:

1. From the main page of your course's Blackboard Web site, click the "control panel" link on the left side of the page.
2. Under the subheading "assessment," click the "pool manager" link.
3. In the pool manager section, click "import."
4. Click on the "browse" button to insert the .zip file from your computer. (**Note:** You must import the files as .zip files. Do not unpack the files first.)
5. Click "submit."
6. You should receive a message on the next screen that says, "The pool has been imported." Click "OK."
7. You should now see the quiz pool on the "pool manager" list.
8. Click on the "control panel" link above to return to the control panel.
9. Under "Assessment," click the "Test Manager" link.
10. Click "add test."
11. Under "Test Info" add a title, description and instructions for your test/quiz. Click "submit."
12. On the dropdown "Add" menu, select the type of question(s) that you would like to add. To use the quizzes that you previously uploaded into the pool manager, select "From a question pool or assessment." Click "go."
13. From the list of quiz pools, select the quiz that you previously uploaded. Click "search."
14. Check the boxes next to the questions that you would like to add to the test/quiz. To add all the questions, check all the boxes. Click "submit." (**Note:** If the questions that you are adding to the test/quiz are on more than one page, you must check all the boxes on one page. Click "submit," then click on the "add question here" button where you would like to add more questions. Then check the boxes next to the questions on the second page and click "submit." Each page must be done separately.
15. After all the questions have been added, click "OK."
16. Click on the "control panel" link above to return to the control panel.
17. Click on the section of the board to which you would like to add your test/quiz (e.g., "course documents").
18. Click the "add test" button.
19. Select the test/quiz that you would like to add from the list of tests that you have made. Click "submit."
20. You should get a message on the next screen that says, "Test added successfully." Click "OK."
21. On the next screen, click "modify the test" if you would like to add or remove questions. Or, click "modify the test options" to change the test title or description. In this section

you must select “yes” next to “make the link available” for students to be able to access the test/quiz. This is also the section where you set time guidelines for the test/quiz, determine what kind of results the student receives once completing the test/quiz and more. Once finished, click “submit.”

22. The next screen should say, “Test options modified successfully.” Click “OK.”
23. On the next screen you can modify the test and/or test options again or just click “OK.”
24. Your test/quiz should be ready to go! To try out your test/quiz, find its link on the section of the board to which you added it.