YouTestMe

Creating and Using Question Pools



Table of Contents

1	In	troduction3	;
2	St	eps	;
2	2.1	Create a question pool	;
2	2.2	Add question pool to the test6	,

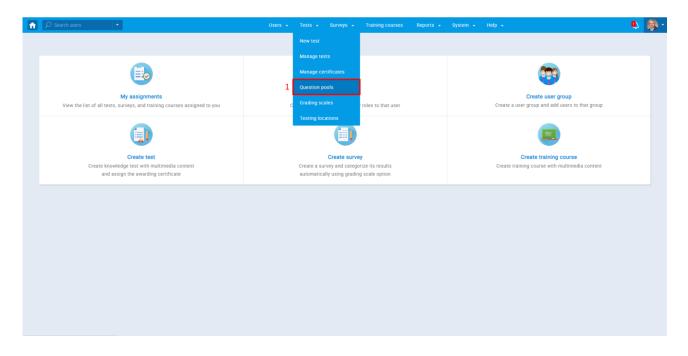
1 Introduction

You can organize your questions into question pools - also known as question banks. Access to these pools is restricted only to pool members.

2 Steps

2.1 Create a question pool

1. To access the "Question pools" page, navigate to "Tests" in the main menu, and choose "Question pools."





2. GetCertified allows you to create your question pools. Select the "Create" option

A Search users ▼	Users - Tests - Surveys - Training courses Reports - System - Help -	Ó	👰 ·
Question pools 7 Create 2	Test question pools	?	
2 Pools (13, 77) 01 - YTM Pool (0, 7) 22 - YTM Pool (0, 7) 33 - YTM Pool (0, 7) 34 - YTM Pool (0, 7) 74 - YTM Pool (0, 7) 75 - Topic area 2 (0, 0) 75 - Topic area 3 (0, 5)	Test question pools	?	

3. Enter the name and description in the "New pool" popup window and save it.

↑ Search users	• Users • Tests • Surveys • Training courses Reports • System • Help •	🔍 👰 -
Question pools T Create	Test question pools	?
	On this screen you can do the following: • Select a question pool from the navigation tree on the left or create a new one. • Add questions and manage pool role permissions. • Use question pools to generate tests.	
 Topic area 3 (0, 5) Topic area 4 (0, 5) Topic area 5 (0, 6) Topic area 6 (0, 7) Topic area 7 (0, 5) Topic area 8 (0, 5) 	New pool × Name* Description:	
	3 Save Cancel	

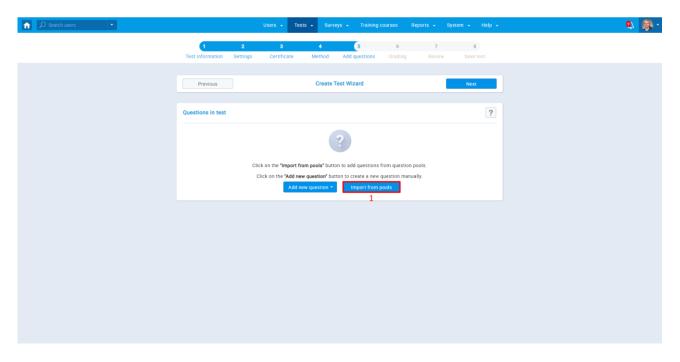
- 4. In the "Questions" tab, you can:
 - Create a new sub-pool
 - Delete the selected question pool
 - Add new questions
 - Filter by tags
 - Load questions using a predefined Excel template
 - Preview question details
 - Edit questions
 - Check audit trail (time, date and user who created or modified the question)
 - Delete questions
 - Move or copy the question to another question pool
 - Export as Excel/PDF

estion pools 🛛 🍸 🖸	reate	Test questio	n pool								
	Q	Topic ar							New sub-	Delete ?	
ls (14, 78)] 01 - YTM Pool (0, 7)] 02 - YTM Pool (0, 7)		Informa	tion Qu	4 estions Users	Statistics						
□ 03 - YTM Pool (0, 4) □ 04 - YTM Pool (0, 7) □ N pool (0, 0)		Add ques	Filter by ta	ags: ⊘						Load questions	
Topic area 1 (0, 9)			ID 🔸	Question t	ext ¢	Source	pool ¢	Difficulty \$	Type 🗘	Actions	
Topic area 2 (0, 0) Topic area 3 (0, 6)			Q	Search	, Q	Search	Q	Select one	Select one 🔹		
Topic area 4 (0, 5) Topic area 5 (0, 6) Topic area 5 (0, 6) Topic area 6 (0, 7) Topic area 7 (0, 5) Topic area 8 (0, 5) Topic area 9 (0, 10)	۲		137887	Grass is (choose one):		Topic area 1		Easy	Single choice (Branching question)		
			137894	Purple is a combination of whic	h colors (choose one o	Topic area 1		Easy	Multiple choice (Branching question)		
			137898	In your opinion, what is the best	way to learn language	Topic area 1		Medium	Essay		
			137899	Order animals from largest to s	mallest:	Topic area 1		Easy	Ordering	* 🖍 = 🗊	
			137900	Fill in the blanks.		Topic area 1		Easy	Fill in the blanks	0 🖍 = 🖞	
				137901	5 is bigger than 2.		Topic area 1		Medium	True/False (Branching question)	
			137903	Match countries with their capit	al cities.	Topic area 1		Medium	Matching	۵ × Ξ	
			137908	5+6=?		Topic area 1		Medium	Open-ended		
			138198	Rate your emotions in the morn	ing.	Topic area 1		Medium	Matrix	* 🖍 = 🖞	
						14 <4 <u>1</u> >> >1	10 •			Rows: 9	

2.2 Add question pool to the test

For this part of the application, see: <u>How can I create a simple test without sections and assign candidates to</u> <u>it?</u>

1. Once you create the question pool, you can use it to add questions to the test.



2. Select the pool that you want to use in the test and assign questions individually, or assign them all at once. You can use the same question pool to assign questions to multiple tests.

♠ Search users	Users 👻 To	ests - Surveys - Training	g courses Report	s 🗸 System 🗸	Help 👻	۹	-
	1 2 3 Test information Settings Certificate	4 5 Method Add questions	6 Grading	7 8 Review Save t			
	Import questions from a pool				×		
	Select pool: 2 Topic area 1				Ψ.		
	Question text	Parent pool 0	Difficulty 0	Туре 🗘	Actions		
	Search O	Search O	Select one 🔹	Select one *			
	5+6=?	Topic area 1	Medium	Open-ended	₽↓		
	5 is bigger than 2. (Branching question)	Topic area 1	Medium	True/False	D I		
	Fill in the blanks.	Topic area 1	Easy	Fill in the blanks	₽↓		
	Grass is (choose one): (Branching question)	Topic area 1	Easy	Single choice	D I		
	In your opinion, what is the best way to learn languages (describe):	Topic area 1	Medium	Essay	₽↓		
	Match countries with their capital cities.	Topic area 1	Medium	Matching	Ð		
	Order animals from largest to smallest:	Topic area 1	Easy	Ordering	₽↓		
	Purple is a combination of which colors (choose one or more): (Branching question)	Topic area 1	Easy	Multiple choice	Ð 🕇		
		14 of <u>1</u> to be 10 T		R	ows: 9		
	Assign all						