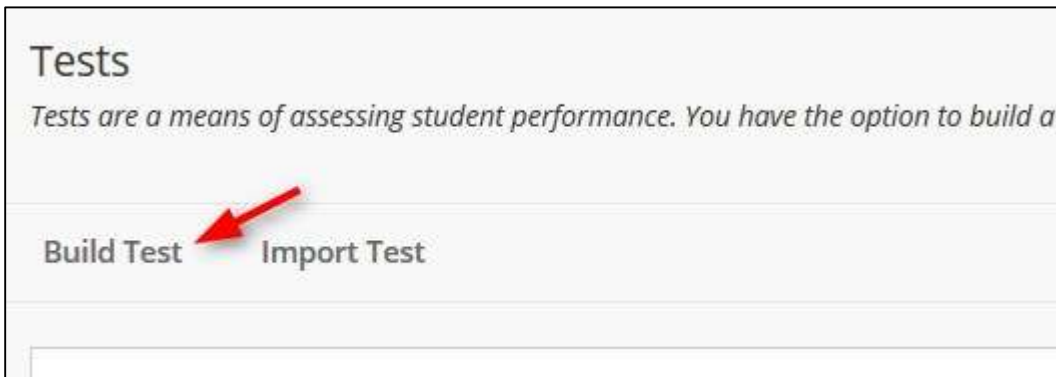


Creating a Test from a Test Pool

Directions

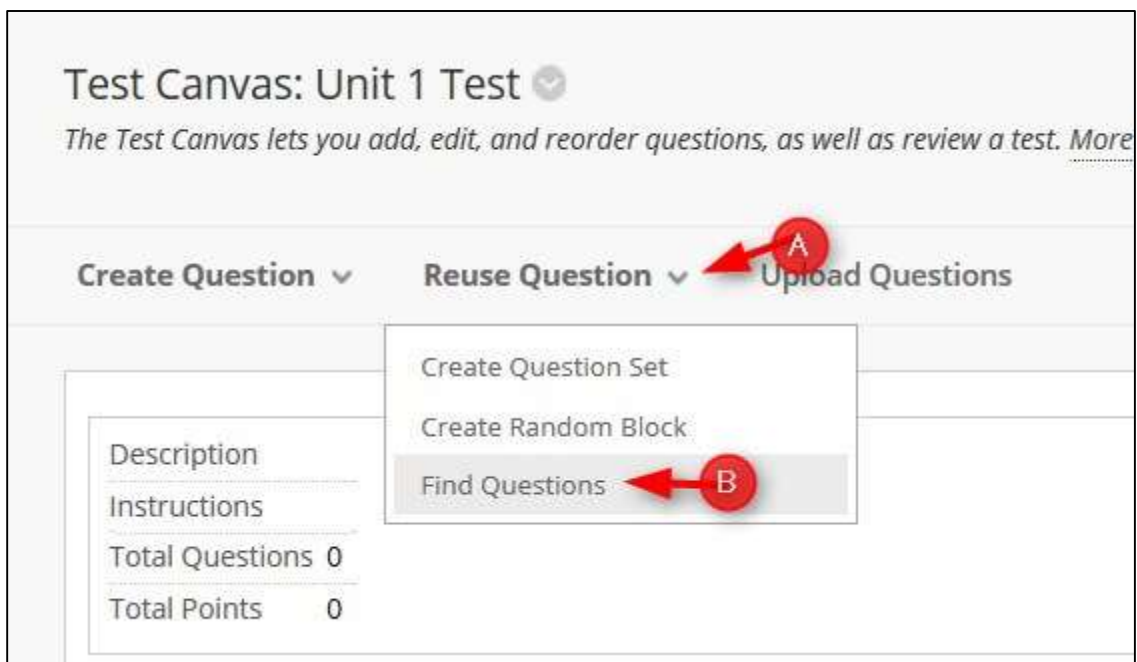
1. Go to **Test, Surveys, and Pools** and click **Build Test**.



2. Type the **Name**, **description**, **Instructions** and click **Submit**



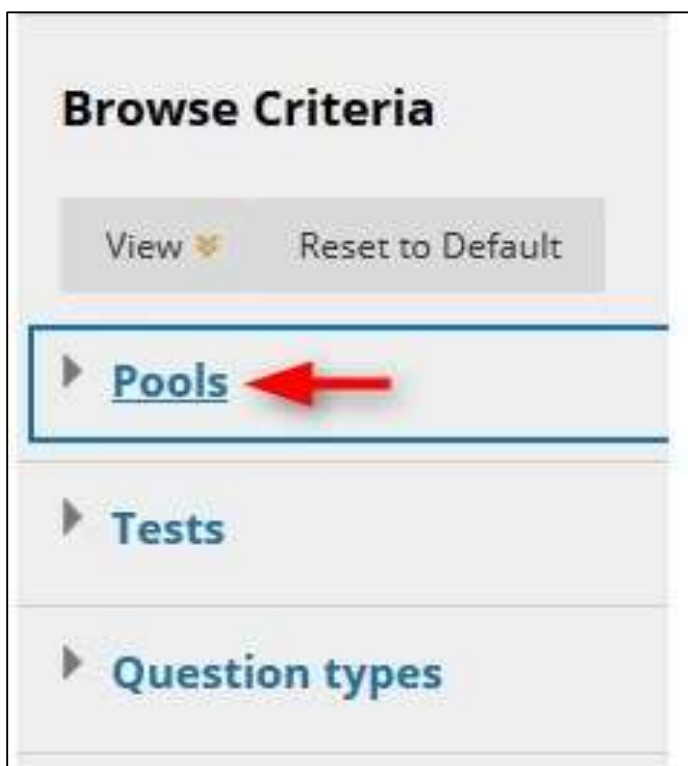
3. Click **Reuse Question** and then click **Find Questions**



The screenshot shows the 'Test Canvas: Unit 1 Test' interface. At the top, there is a title and a description: 'The Test Canvas lets you add, edit, and reorder questions, as well as review a test. More'. Below this, there are three buttons: 'Create Question', 'Reuse Question', and 'Upload Questions'. The 'Reuse Question' button is highlighted with a red circle labeled 'A'. A dropdown menu is open below it, showing three options: 'Create Question Set', 'Create Random Block', and 'Find Questions'. The 'Find Questions' option is highlighted with a red circle labeled 'B'. On the left side of the interface, there is a table with the following data:

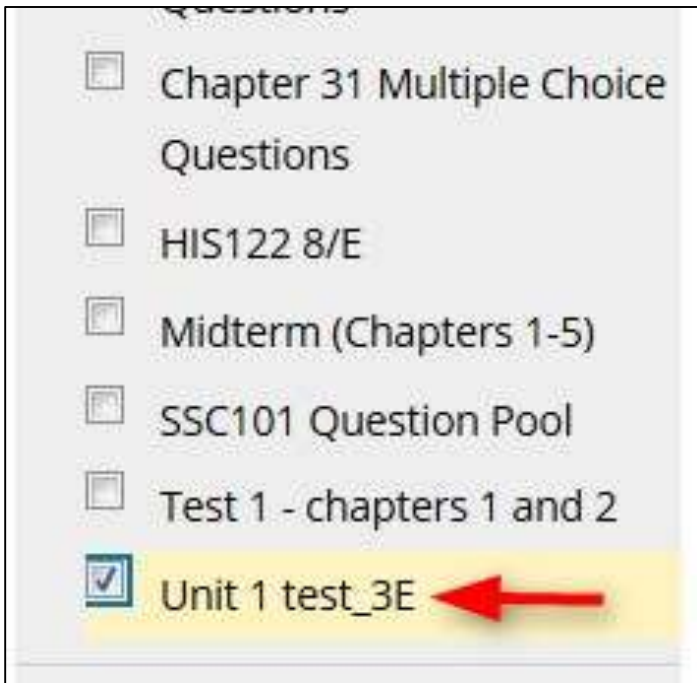
Description	
Instructions	
Total Questions	0
Total Points	0

4. In the **Browse Criteria**, click **Pools**



The screenshot shows the 'Browse Criteria' interface. At the top, there is a title 'Browse Criteria'. Below the title, there are two buttons: 'View' and 'Reset to Default'. Below these buttons, there are three options: 'Pools', 'Tests', and 'Question types'. The 'Pools' option is highlighted with a red arrow pointing to it.

5. Select the **Pool** you want to use.



6. **Select all questions or individual questions.** Don't forget to check each page of the test pool to get all the questions.

Criteria Summary
Pools: Unit 1 test_3E

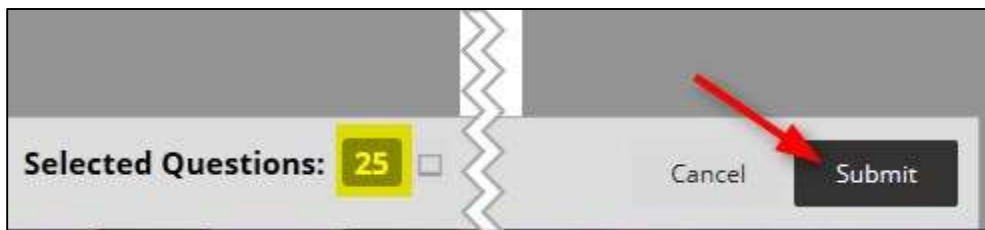
Displaying 1 to 25 of 28 items

Question Display Mode Copy selected questions Link to original questions

Check all pages before submitting Page 1 of 2

<input checked="" type="checkbox"/>	QUESTION TEXT	QUESTION TYPE	MODE	POINTS	SOURCE NAME	SOURCE TYPE
<input checked="" type="checkbox"/>	<input type="checkbox"/> Commercial and industrial refrigeration systems: Click here to see the question	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	<input type="checkbox"/> Commercial central heating and cooling systems refer to:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	<input type="checkbox"/> Environmental heating and air conditioning refers to:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	<input type="checkbox"/> For a building to be properly ventilated:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	<input type="checkbox"/> Freezing food slowly:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	<input type="checkbox"/> HVACR technicians must be certified by:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool

7. After you select all the questions, click **Submit**



After reviewing the test, click **OK**. Now you can add this test to your lessons page.

