HOW TO WORK WITH SUBPOOLS IN SAKAI

Subpools in Sakai function as containers for questions of a same type within a pool. To illustrate, if your pool contains all questions from Chapter 1, subpool 1 can contain all multiple choice questions, and subpool 2 can contain all essay questions. In many ways, you work with subpools the same way you would with pools.

1. To create a subpool, after clicking on *Tests and Quizzes*, click on *Question Pools*. Click on the pool to which you want to add a subpool. The screen that will open will tell you the properties of the pool. It will tell you the title you gave to the pool, how many subpools and how many questions your pool contains.

2. Click on *Add* that is in the same line as the number of subpools.
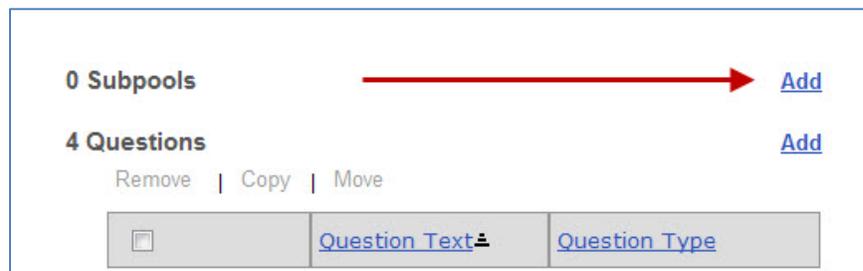

Figure1. *Add* option

3. You will be asked to name the subpool, just like you were when creating a pool.

4. When you click on *Save*, your new subpool will be created.

5. A pool with subpools will have a triangle icon next to it.

Figure 2. A pool containing subpools

6. There are two ways to populate the subpool. One way would be adding questions one by one. Click on the subpool and then *Add* in the same line as the number of questions.

Figure 3. *Add* option

7. Follow the steps on the next screen and click *Save*.

8. You can also copy questions from any already existing assessment. Go to the *Tests and Quizzes* home page, locate the test from which you want to copy the questions from and click on *Edit* from the *Select Action* dropdown menu.
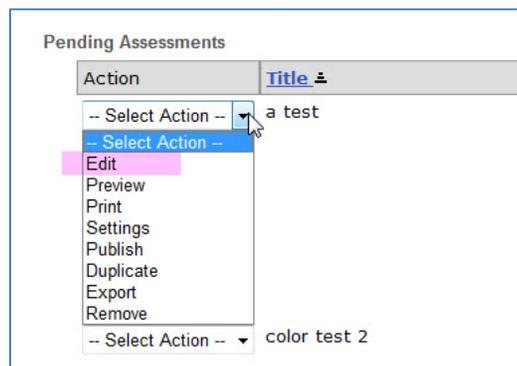

Figure 4. *Edit* option

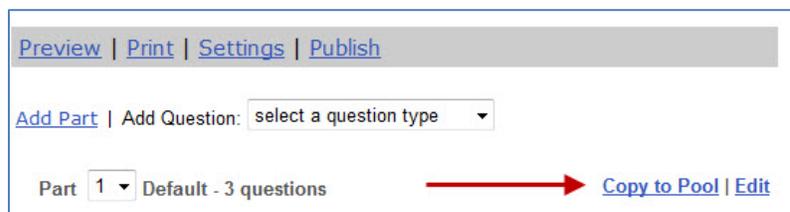9. Click on Copy to Pool and check the box next to the pool or subpool to which you want to copy the questions.

Figure 5. *Copy to Pool* option

10. Click *Copy*.

11. You can also move questions from pool to subpool by a simple click on *Move* under the question.
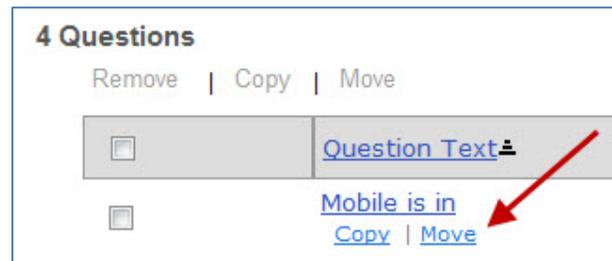

Figure 6. *Move* option

*For further assistance, contact the Innovation in Learning Center at (251) 461 - 1888.