

This document will explain, in detail, how to create and upload a multiple choice test in blackboard using a test generation website. This method is for professors who use Microsoft Word or a similar application to make their tests.

Step 1: Formatting Your Document

1. Your document will have to be formatted a certain way in order to be uploaded into the test generator.

2. Each question is required to be numbered with either a period or parenthesis following the number and each answer needs to be lettered, followed by a period or parenthesis with the correct answer marked with an asterisk prior to the letter. The example below is how each question should look:

2. How many states are in the United States?

a) 25

b) 13

*c) 50

3. The same can be done with more or less answer options, or true and false questions like below:

1. True or false: Washington D.C. is the capitol of The United States.

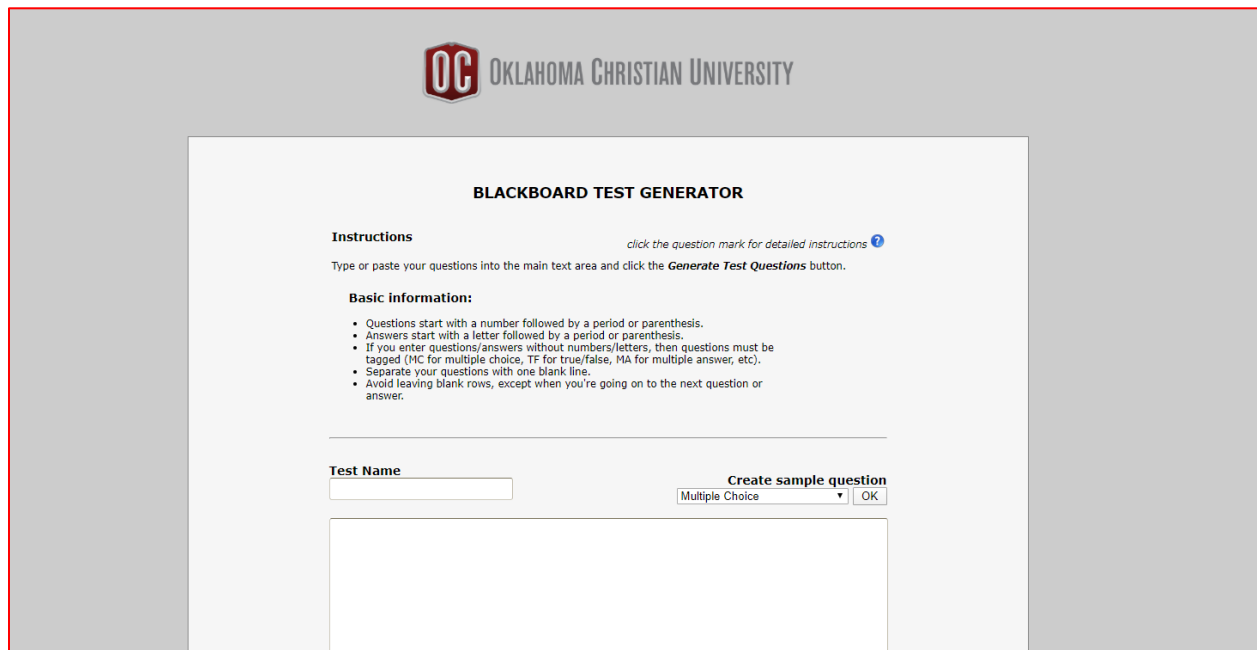
*A) True

B) False

4. Make sure to separate your question with a blank line between the last answer of a question and the first line of the next question. Hitting “enter” or “return” will drop you down a line in the document and allow you to start a new question.

Step 2: Using the Test Generator

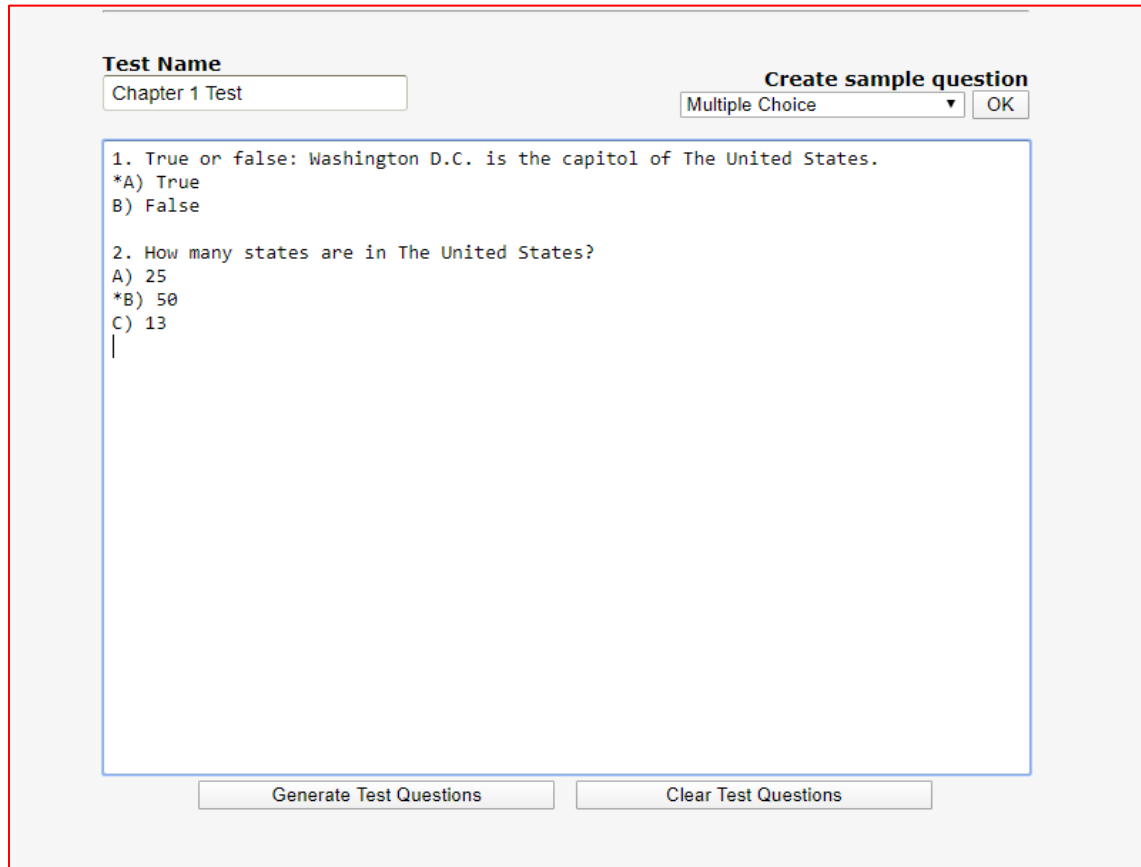
1. Now that your test has been properly formatted, it can be uploaded into the test generator. You can find the generator at <https://ed.oc.edu/blackboardquizgenerator/>, or by Googling “blackboard test generator” and clicking the first link. The website should look something like this:



The screenshot shows the Blackboard Test Generator interface. At the top, there is the Oklahoma Christian University logo and name. Below that, the title "BLACKBOARD TEST GENERATOR" is centered. Underneath, there is an "Instructions" section with a link to detailed instructions. The main area contains "Basic information" with a list of guidelines for question formatting. At the bottom, there is a "Test Name" input field and a "Create sample question" button with a dropdown menu set to "Multiple Choice" and an "OK" button.

2. First in the box labelled “Test Name” insert what you would like the test to be called. This is not final and you can change it when it is uploaded into blackboard.

3. Now copy all of the text from your Word document and paste it into the large textbox on the website so it looks like this:



The screenshot shows a web interface for creating test questions. It features a 'Test Name' field containing 'Chapter 1 Test', a 'Create sample question' dropdown menu set to 'Multiple Choice', and an 'OK' button. Below these is a large text area containing two sample questions. The first is a true/false question about the US Capitol, with 'True' selected. The second is a multiple-choice question about the number of states, with '50' selected. At the bottom are 'Generate Test Questions' and 'Clear Test Questions' buttons.

Test Name
Chapter 1 Test

Create sample question
Multiple Choice

1. True or false: Washington D.C. is the capitol of The United States.
*A) True
B) False

2. How many states are in The United States?
A) 25
*B) 50
C) 13
|

4. Once the text has been pasted you can now click “Generate Test Questions” located underneath the textbox. If everything is formatted correctly it should look like this:

The screenshot shows a web interface for generating test questions. At the top left, there is a text input field labeled "Test Name" containing the text "Chapter 1 Test". To the right of this field is a dropdown menu labeled "Create sample question" with "Multiple Choice" selected, and an "OK" button. Below these elements is a large text area containing two questions, both highlighted in green. The first question is "1. True or false: Washington D.C. is the capitol of The United States." with options "*A) True" and "B) False". The second question is "2. How many states are in The United States?" with options "A) 25", "*B) 50", and "C) 13". Below the text area are two buttons: "Generate Test Questions" and "Clear Test Questions". At the bottom of the interface, there are two more buttons: "Download Test Questions" and "Download Question Pool". A green-bordered box at the bottom center contains the text "Test Generated with 2 Questions".

5. If all of your questions are highlighted in green, everything is good to go and you can skip this next step. If you have any questions that are highlighted in red that means there is a formatting issue. These incorrect questions will look like this:

The screenshot shows a single question highlighted in red, indicating a formatting issue. The question is "2. How many states are in The United States?" with options "A) 25", "B) 50", and "C) 13".

To solve the formatting issue you can “hover” your mouse over the questions and it will explain the error. Then you can click on that text box and make any adjustments needed.

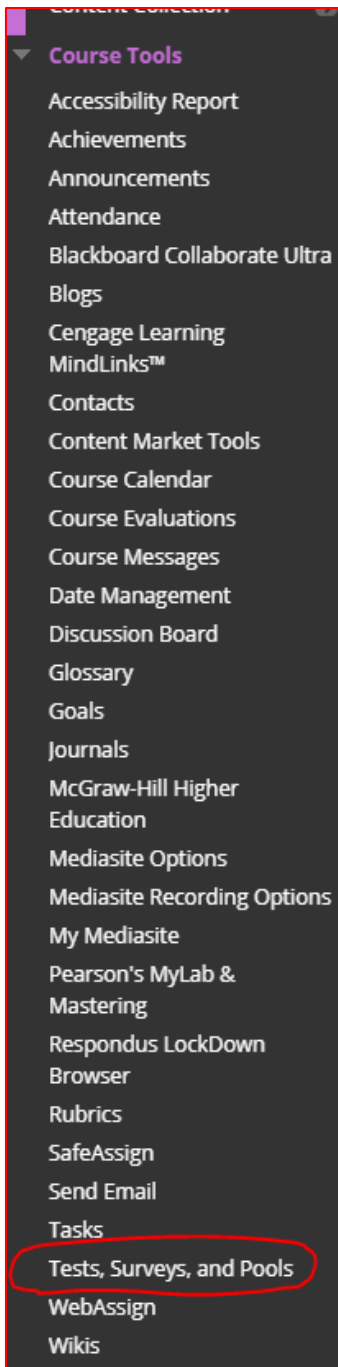
6. Now the test can be downloaded. Once everything is green and formatted correctly you can click on “Download Test Questions” shown below:

The screenshot shows a web interface for creating a test. At the top left, there is a text input field labeled "Test Name" containing "Chapter 1 Test". To the right, there is a "Create sample question" section with a dropdown menu set to "Multiple Choice" and an "OK" button. Below this, two questions are displayed in green boxes. The first question is "1. True or false: Washington D.C. is the capitol of The United States." with options "*A) True" and "B) False". The second question is "2. How many states are in The United States?" with options "A) 25", "*B) 50", and "C) 13". Below the questions are two buttons: "Generate Test Questions" and "Clear Test Questions". At the bottom, there are two more buttons: "Download Test Questions" and "Download Question Pool". The "Download Test Questions" button is circled in red. Below these buttons, a message reads "Test Generated with 2 Questions".

This will download a .txt file that we will then upload into blackboard.

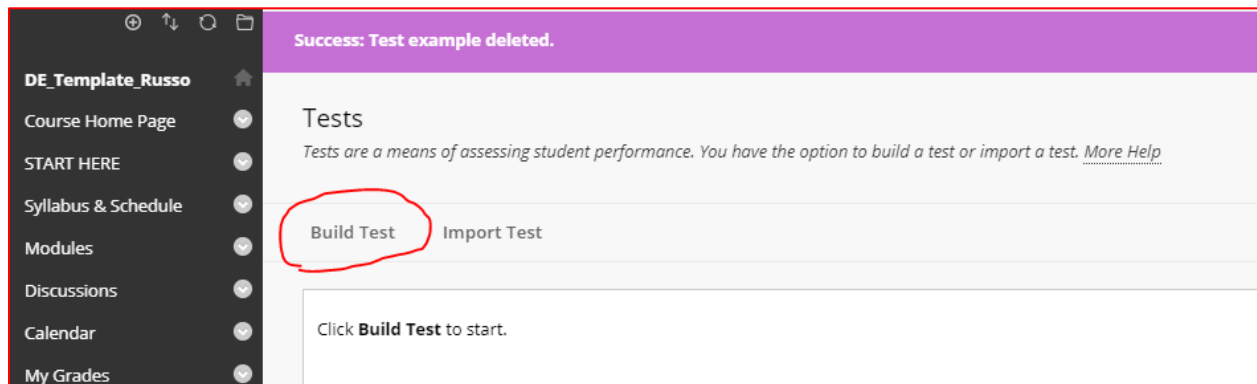
Step 3: Uploading to Blackboard

1. Now that we have our .txt file we can begin uploading the test into our blackboard course. First go into your blackboard course and locate the section labelled “Course Tools” shown below. It will be on the black bar on the left side of the screen. Once you click on course tools, a drop down menu will take its place. There are a lot of options but we are looking for the one labelled “Tests, Surveys and Pools.”

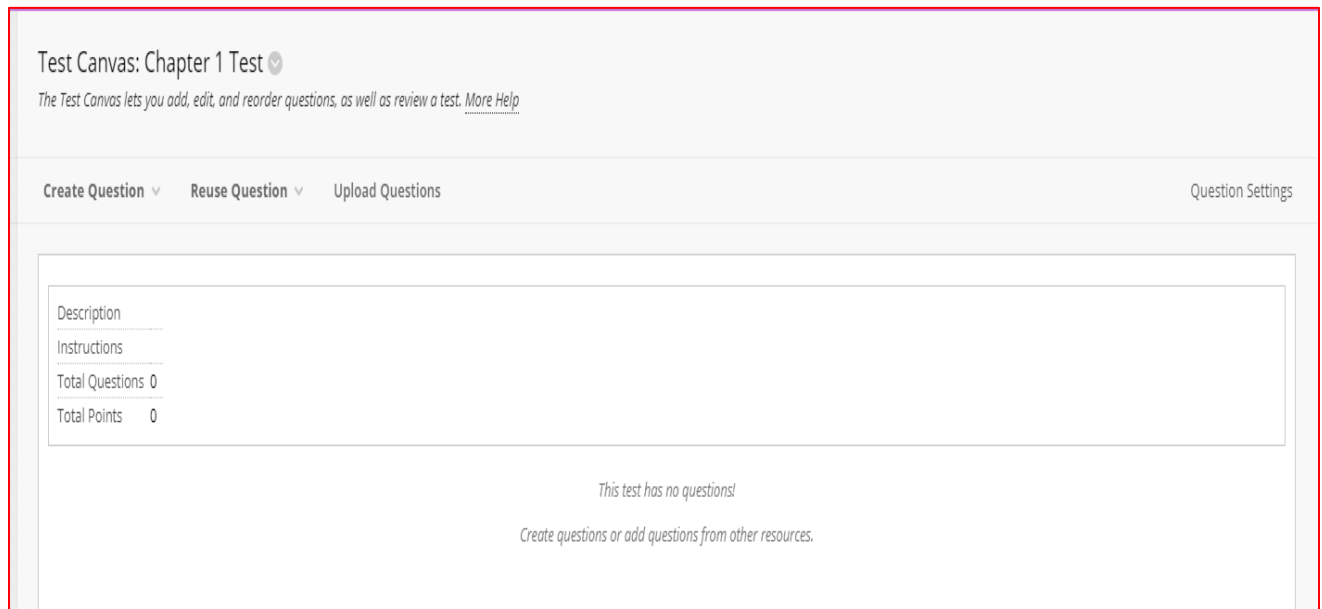


Once you click on “Tests, Surveys and Pools” you will be brought to a new screen where you can select one of the three. We are creating a test, so click on that.

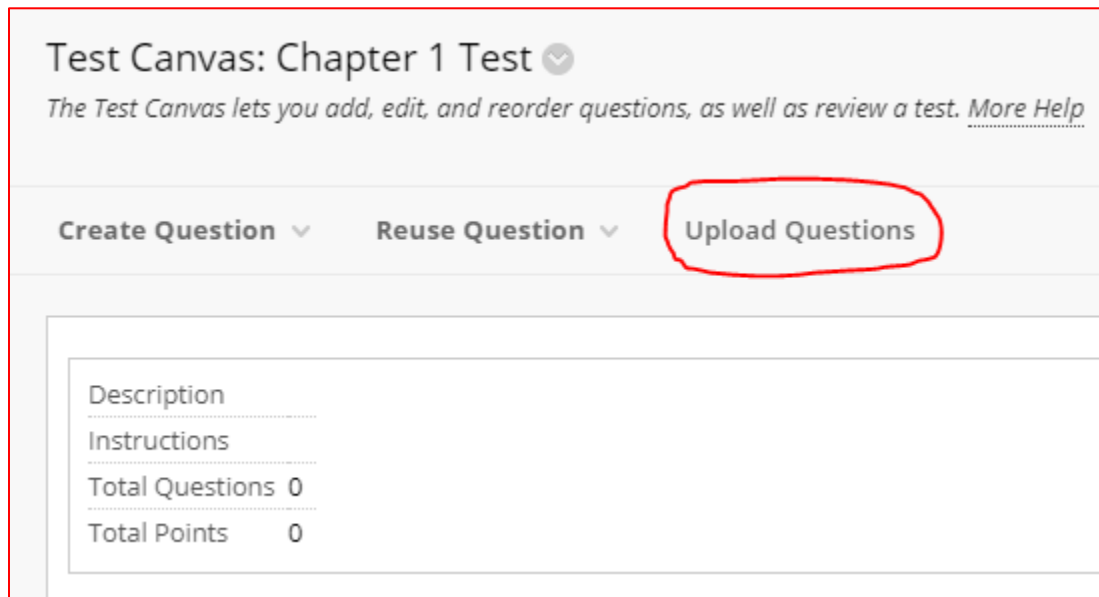
2. Now you will create a place for us to put the questions we created earlier using the test generator. To do so click on “Build test.”



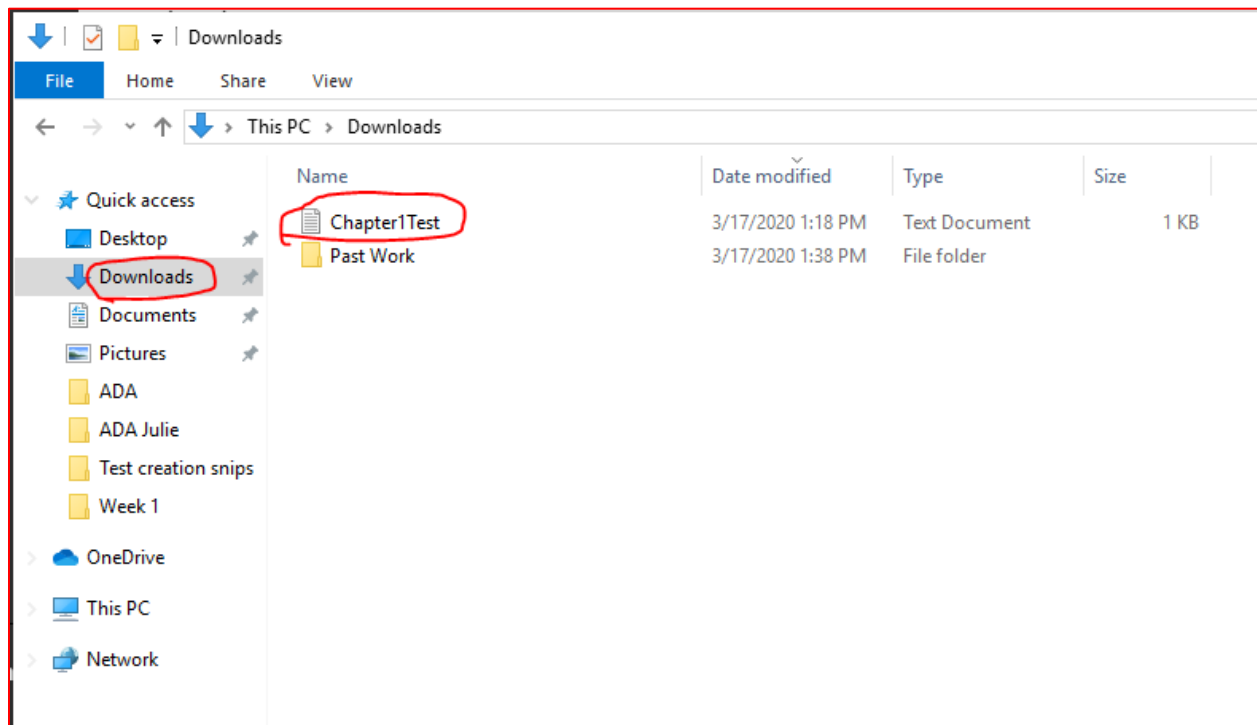
After clicking build test you will be brought to a screen where you can name your test. Insert whatever name you would like to call it. Naming is the only required step on this screen. If you would like to add a description or instructions you can also do that now. Once your test has been named, and you are done with any descriptions or instructions, click submit. Once that is done your screen should look like this:



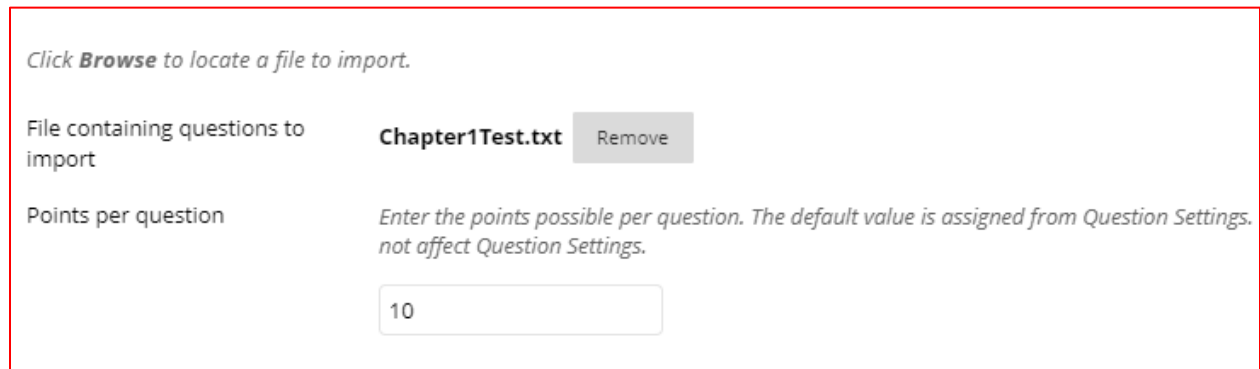
3. Now we can add the questions that we created earlier using the generator. Up at the top click on “Upload questions.”



There will be a button on this new screen that says “Browse,” click on that. You will then be asked to find where in your computer the questions are located. The default setting for most computers is to have them placed in the “Downloads” folder shown below:



The test that I created labelled “Chapter1Test” is shown as well. Once yours is located, you can select it and hit open in the bottom left of that window or simply double click the test questions. Afterwards you should see something like the below image, except it will be named after your test.



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

File containing questions to import **Chapter1Test.txt** Remove

Points per question *Enter the points possible per question. The default value is assigned from Question Settings. not affect Question Settings.*

10

Also in the image above there is a place to change the points per question. This is useful if every question we created is worth the same amount of points. If so, you can change the points there. If not, then it can be ignored and you can change each individual questions points later. If everything looks good on this screen you can click submit.

4. Now you should see all the questions you had created in a list and the test is ready to be deployed.