

Uploading a Test to Blackboard

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 Word Document

Your document must be formatted a certain way in order to be successfully uploaded into the test generator. Within your Word document, use the following formatting rules.

1. Each question must be numbered either with a period or parenthesis following the number.
2. Each answer needs to be lettered either with a period or parenthesis with the correct answer marked with an asterisk prior to the letter.

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.

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

*A) True

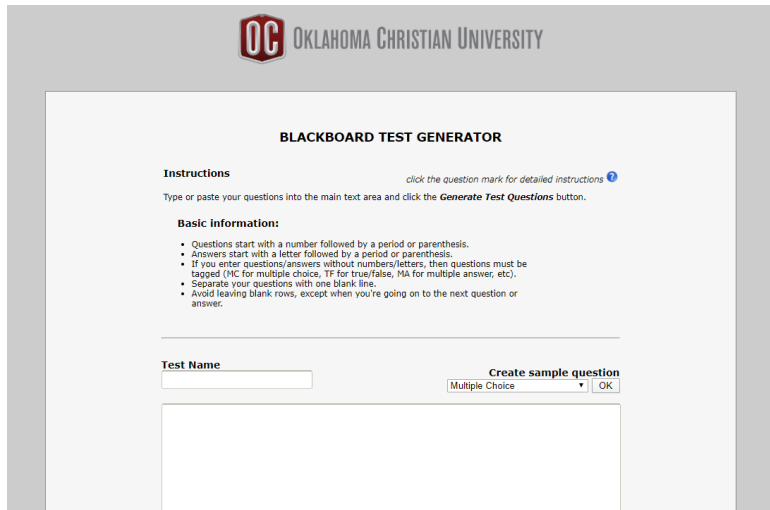
B) False|

4. Finally, 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

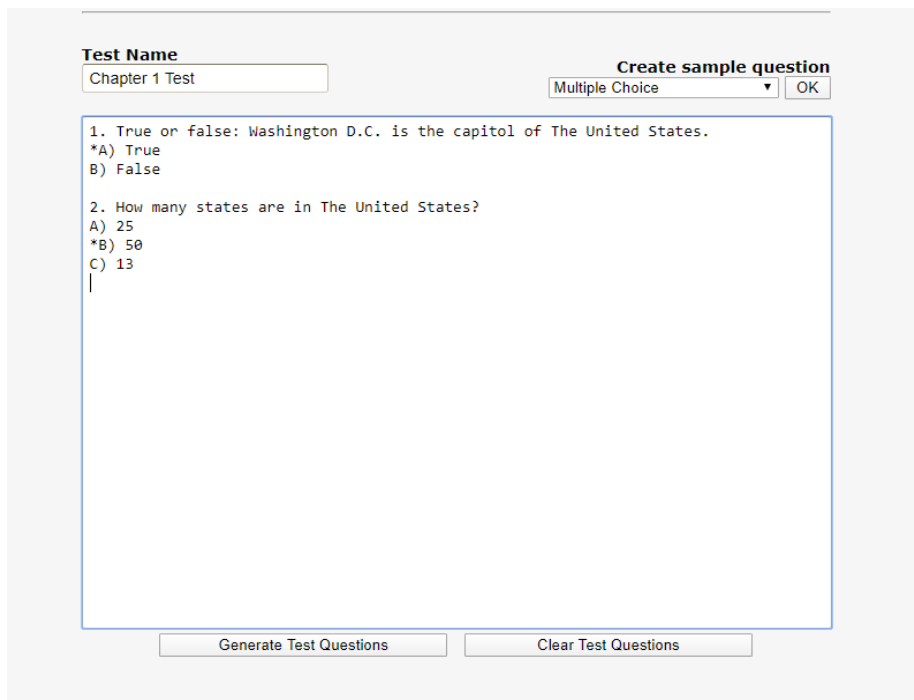
Now that your test has been properly formatted, it can be uploaded into the test generator.

1. Go to <https://ed.oc.edu/blackboardquizgenerator/>



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 are instructions and a "Basic information" section with a list of guidelines for formatting questions. At the bottom, there is a "Test Name" input field containing "Chapter 1 Test", a "Create sample question" dropdown menu set to "Multiple Choice", and an "OK" button.

2. Enter a **Test Name**. This can be changed later in Blackboard.
3. Copy and paste the test from your Word document into the text field.



This screenshot shows the same Blackboard Test Generator interface as the previous one, but with sample questions entered into the text field. The "Test Name" field still contains "Chapter 1 Test" and the "Create sample question" dropdown is set to "Multiple Choice". The text field contains the following content:

```
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  
|
```

At the bottom of the interface, there are two buttons: "Generate Test Questions" and "Clear Test Questions".

4. Click **Generate Test Questions** located underneath the textbox.
If everything is formatted correctly it should look like this:

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

Test Generated with 2 Questions


5. If all questions are highlighted green, you can move to step 6. If you have any questions highlighted red that means there is a formatting issue. These incorrect questions will look like this:

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

To solve the formatting issue, hover your mouse over the questions and it will explain the error. Click on that text box and make the adjustments required.

6. Once all questions are highlighted green, click **Download Question Pool**. This will download a .zip file that you will then upload into Blackboard.

Step 3: Uploading Questions to Blackboard

1. Log in to Blackboard and access your course. Under *Details & Actions*, click **Manage banks**.
2. Click the **plus icon** in the upper right corner. Select the .zip file you previously downloaded.
3. Once the import is successful, click  to return to the *course content* page.

Step 4: Creating the Blackboard Test

1. Click the **plus sign** where you want to add a test and select **Create**.
2. Under **Assessments**, choose **Test**.
3. Enter a test **name**.
4. Adjust the visibility and availability settings by clicking the **drop-down menu** in the upper right corner.
5. Click the **plus sign** in the center of the screen and select **Reuse questions**. The *Reuse Question* window opens.
6. Under *Question Banks*, select the test bank you previously uploaded.
7. Click **Select all** to import all questions. Optionally, adjust the point value for each question.
8. Select **Copy Questions**.