

## 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 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/>

**BLACKBOARD TEST GENERATOR**

**Instructions** click the question mark for detailed instructions

Type or paste your questions into the main text area and click the **Generate Test Questions** button.

**Basic information:**

- Questions start with a number followed by a period or parenthesis.
- Answers start with a letter followed by a period or parenthesis.
- If you enter questions/answers without numbers/letters, then questions must be tagged (MC for multiple choice, TF for true/false, MA for multiple answer, etc).
- Separate your questions with one blank line.
- Avoid leaving blank rows, except when you're going on to the next question or answer.

**Test Name**

**Create sample question**  
Multiple Choice | OK

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.

**Test Name**

**Create sample question**  
Multiple Choice | OK

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. 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

OK

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

Generate Test Questions

Clear Test Questions

Download Test Questions

Download Question Pool

*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

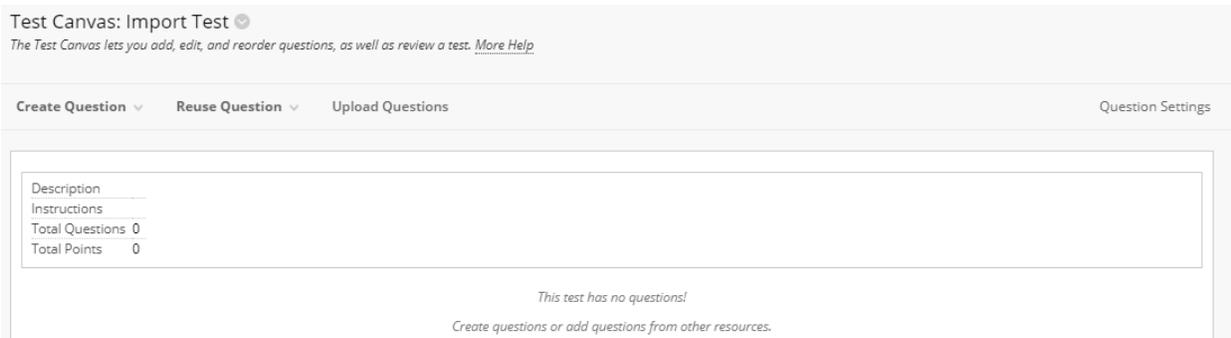
C) 13

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 Test Questions**. This will download a .txt file that you will then upload into Blackboard

### Step 3: Uploading to Blackboard

1. Access your Blackboard course. Under *Course Management*, **expand Course Tools**.
2. Select **Test, Pools, and Surveys**.
3. Click the **Test** option.
4. Select **Build Test**.
5. Enter a **name** for the test.
6. A description and instructions are optional.
7. Click **Submit**.



8. We can now add the questions that we created using the test generator. Click **Upload Questions**.
9. Select **Browse** and select the .txt file you previously downloaded. Once selected and opened, you will see something similar to the image below. You can also adjust the points per question. This is useful if all your questions will be worth the same number of points. You can always change individual questions at a later time.
10. Click **Submit**.
11. You will see all the questions you created. The test is now ready to be deployed. You can now access the place in Blackboard you would like your test to be located (Ex: a folder, content area, etc.). Once at the desired location, select the **Assessments** drop-down menu and choose **Tests**. You can select the previously created test and setup the remaining test options.