

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/>

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

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

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 Question Pool**. This will download a .zip file that you will then upload into Blackboard.

Step 3: Uploading Questions to Blackboard

1. Access your Blackboard course. Select **Manage banks** from the *Detail and Actions* panel on the left side.
2. Select the  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. From the *course content page*, select the **plus sign** where you want to add a test and choose **Create**.
2. Expand **Assessment** and choose **Test**.
3. Enter a test **name**.
4. Select the **plus sign** in the center of the screen and choose **Reuse questions**.
The *Reuse Question* window opens.
5. Under *Question Banks*, select the test bank you previously uploaded.
6. Click **Select all** to import all questions. Optionally, adjust the point value for each question.
Select **Copy Questions**.
Finally, adjust the visibility and availability settings by selecting the **drop-down menu** in the upper right corner.