

Uploading Test Questions in Blackboard

The Upload Question option in Blackboard's Test Manager offers many advantages. It's a faster way to create a large test or survey, you'll have a backup copy of your test, and you can copy and paste questions from other test files. You must first create the test file using a text editor like Notepad (Windows) or TextEdit (Macintosh) before you can use the Upload Question option.



Create a text file in Notepad

Open Notepad and make sure that text wrapping is turned off. (choose Format, then **uncheck** Word Wrap)

Always remember to press the Tab key between each item in the test question. Blackboard will successfully upload only correctly formatted questions. Examples of the format for each type of question are found below.

Note: To indicate the correct answer(s) type either the words *correct* or *incorrect* after each response in multiple choice and multiple answer questions. Save the file for uploading once you've completed the test questions. The file must be saved using a generic or plain text file format, which is Notepad's default format.

TF The sky is blue. true

TF The sky is green. false

ESS Why is the sky blue?

MC What color is the sky? blue correct green incorrect yellow incorrect tan incorrect

MA The two best flavors are? chocolate correct vanilla correct apple incorrect

ORD Select the correct order. red white blue
(Type the responses in their correct order - Blackboard will automatically scramble the order)

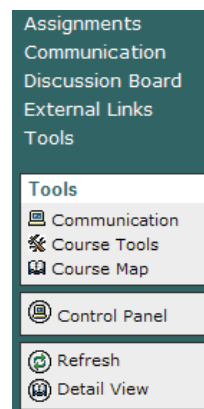
MAT Match the following one + one two two + two four three+ three six
(Type the responses in their correct order - Blackboard will automatically scramble the order)

FIB The answer is _____ answer1 answer2 answer 3

TF = True or False
ESS = Essay question
MC = Multiple Choice
MA = Multiple Answers

ORD = Ordering
MAT = Matching
FIB = Fill in the blank

Once the test has been created and saved – Log into Blackboard, enter your course, then click on **Control Panel**.



Click **Test Manager**

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	

Help
Support
Manual
Contact System Administrator

Click on **Add Test**

Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Gradebook.

Add Test

Enter the name, description, and instructions for the test and click the Submit button when

1 Test Info

Name

Description

Instructions

Do the best you can!

Add

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False
- Random Block
- From a Question Pool or Assessment
- Upload Questions**

Select **Upload Questions** from the drop-down list and click **Go**.

Select **Upload Questions** from the Add drop down menu, then click **GO**

Click Browse to locate your test file. Enter the points to assign each question (individual question point values can be changed later).

1 Upload Questions

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

File containing questions to import


Enter the points possible per question. The default value is assigned from Creation Settings. If no value is defined in Creation Settings, 0 is used. Note that changing the value here does not affect Creation Settings.

Points per question

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

If the uploaded test questions were formatted correctly the upload will be successful.

 **Question Upload Complete**

Question upload complete
Question upload successful.

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