

Uploading Tests (or Test Pools) in Blackboard Using Excel

Uploading questions in Blackboard's Test Manager offers a faster way to create a test or survey than entering questions one at a time. Additionally, you will have a backup copy of your test giving you an easy way to add new questions or edit existing ones as the class changes term to term.

The following instructions explain how to upload test questions (or Test Pools) using Microsoft Excel. These instructions will work on either a Mac or PC.

Step one: Create the test file in Excel. Enter the following for each question in separate columns:

- A. In column A, enter the question type (see legend below)
- B. In column B enter the question
- C. In columns C and beyond, enter responses (see example below).
 1. **True/False questions:** enter the correct response
 2. **Essay questions:** Leave column C blank
 3. **Multiple choice / multiple answer questions:** enter choices in separate columns with either *correct* or *incorrect* in the adjacent column of each choice
 4. **Ordering and matching questions:** enter answers in the correct order; Blackboard will scramble them for you

	A	B	C	D	E	F	G	H	I	J
1	TF	The sky is blue	TRUE							
2	TF	The sky is green	FALSE							
3	TF	Solar stills are marginally effective	TRUE							
4	ESS	Why is the sky blue?								
5	MC	What color is the sky?	Red	incorrect	green	incorrect	blue	correct	fuchsia	incorrect
6	MA	The two best flavors of ice cream are?	chocolate	correct	vanilla	correct	anchovie	incorrect		
7	ORD	Select the correct order	red	white	blue					
8	MAT	Match the following	1+1	2	2+2	4	4+4	8	8+8	16
9	FIB	"Break me off a piece of that _____."	Kit Kat Bar	KitKat bar	kitkat	kit kat				
10										

Legend: TF = True or False ESS = Essay question MC = Multiple Choice MA = Multiple Answers ORD = Ordering MAT = Matching FIB = Fill in the blank

Step 2: Save the file as a Text (Tab delimited) (*.txt). Excel will warn you about losing features using this format. Click "Yes" to confirm this selection. (Remember where you save the file!)

File name: dummy_test.txt

Save as type: Text (Tab delimited) (*.txt)

Save Cancel

Step 3: Select how you want to upload the file, as a test or as a test pool

Log into Blackboard, open your course, and navigate to the Control panel.

A. To upload the file as a test . . .

- A. Click on *Course Tools*
- B. Click on *Tests, Surveys, and Pools*
- C. Click on *Tests*
- D. Click *Build Test*, enter the test name with description and instructions, click *Submit*, and the *Test Canvas* will open
- E. Click the *Upload Questions* button
- F. Browse to the location where you saved the test, click *Open*
- G. Enter the points to assign each question and click *Submit*

B. To upload the file as a test pool . . .

- A. Click on *Course Tools*
- B. Click on *Tests, Surveys, and Pools*
- C. Click on *Pools*
- D. Click *Build Pool*, enter the test name with description and instructions, click *Submit*, and the *Test Canvas* will open
- E. Click the *Upload Questions* button
- F. Browse to the location where you saved the test, click *Open*
- G. Enter the points to assign each question and click *Submit*

About test pools

Test Questions can be added into Pools so they can be stored for repeated use. Pools act like repositories for sets of questions. Pools can be imported and exported for reuse.

Questions in Pools are linked to Tests or Surveys when they are added to these assessments; Pool questions are only presented to Students when they are included in a Test or Survey.

For example, suppose you have 50 questions related to a certain learning unit, but only want to use five on a quiz. By setting up the quiz to draw five questions from a pool Blackboard will select five random questions to present during the quiz. This feature means students will see a different quiz each time it launches.

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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