



## How to Upload Test Questions from a Word Document into Blackboard Learn





Blackboard allows you to import a set of questions created in a Word document into a Blackboard test based on some required preparation steps as follows



# First: Prepare the Word document (.doc) that contains all your test questions

- 1. Clear all previous text formatting.
- 2. Type the question type in front of the question text followed by the (^) symbol, for example:
  - Multiple Choices (MC<sup>^</sup>) : Allow student to choose one correct answer from set of choices.
  - Multiple Answers (MA<sup>^</sup>) : Allow students to choose more than one correct answers from a set of choices.
  - ✓ True and False (TF^).
- 3. Type an asterisk (\*) in front of the correct answers. For the (true/false) questions provide only the correct answer.

#### Second: Prepare a document that is accepted and readable by Blackboard

#### > Third: Prepare the Blackboard test

- 1. Create a new Test
- 2. Import the questions
- 3. Edit the test options.





## <u>Step 1 in Questions</u> <u>Preparation</u> Prepare a Word Document that contains all the questions







Prepare a Word document (.doc) that contains all the questions

Clear all text formatting (bold/italics, underline, coloring, shading, Numbering, bullets, quotation marks,..etc.) Figure (1)

Make sure to delete all spaces between words and lines. Leave only:

A blank space between the question type and the question text. Figure (2)

A single line break between questions. Figure (2)







# For Multiple Choice (MC) and Multiple Answers (MA) Questions

Identify the question type of each question:

- If the question type is (Multiple Choices) then type (MC) before the question followed by (^) symbol then space then type the question text.
- If the question type is (Multiple Answers) then type (MA) before the question then (^) then space then type the question text.



Type the answer choices in a vertical order and Identify the correct answer :

Type an asterisk (\*) in front of the correct answer.





✓ If the question type is (T& F) type (TF) before the question then followed by the (^) s then space then type the question text.











## <u>Step 2 in Questions</u> <u>Preparation</u> Prepare a document that is readable by Blackboard







## Prepare a document that is readable by Blackboard



Select all the question in the word document by pressing (CTRL+A) then copy it using (CTRL+C)



#### Figure 5



Go to the following website <u>https://www.nyit.edu/ctl/bb\_exam\_converter#converterbox</u> Paste the test in the text box down the page by pressing (CTRL+V) then click on "Check for Syntax Errors" . If your test is free from errors a new button "Convert to Blackboard Load File" will appear, click on it to download the new formatted file to your device.







## <u>Step 3 in Questions</u> <u>Preparation</u> Go to Blackboard and prepare the test







#### Log in to Blackboard Learn

Click on the "Courses" tab then choose your course

- From the left side menu of your course select "Quizzes/Tests"
- In the Quizzes/Tests page click on the "Assessments" tab then select Test
- 4 In the **Create Test** page click the **Create** button to create a new test. Fill in the test information (name, description,..) then click on **Submit**
- 5 In the **Test Canvas** of your test click on the "**Upload Questions**" tab as shown in Figure 7

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| Course Messages                                | 0      |  |
| Learning Materials                             | 0      |  |
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| Discussions                                    | 0      | Instructions instruct  |
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| Help 🗹   | 0      | Total Points 0   |
| Forum  | 0      | This test has no questions!  |
| Calendar                                       | 0      | Create questions or add questions from other resour  |
| Course Information                             | 0      |  |
| Contact Professor                              | 0      |  |
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Figure 7





#### Log in to Blackboard Learn

- In the Upload Questions page click on "Browse" to locate the .txt file that you saved earlier in your device.
- 7 Select your desired file then click on "Open"
- 8 Enter points values for the questions in the test, which you may also change at a later time.
- 9 Click on "**Submit**" then all question in will be uploaded in Blackboard If any errors found when uploading your questions, please go back to step 1 and review the word file.

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| Click <b>Submit</b> to proceed.   |  |   |                         | Cancel           | 4<br>Submit |

Figure 8



### Log in to Blackboard Learn

All the questions will appear in the **Test Canvas** page of your test.



To make a change to any question, click the arrow next to it and select **Edit** 



You can change the current value given for a correct answer of any question by clicking on the question **points** 

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| Which sea is the west of Saudi Arabia? |   |
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| Aegean                                 |   |
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| . ((<br>te                             | • Question Type -<br>• Hide Question Details ea is the west of Saudi A Which sea is the west of Saudi Arabia? |

Figure 9





#### Log in to Blackboard Learn

## Math Formula

If you want to add a mathematical formula or equation written in a Word document to a new or existing question in Blackboard, you can just copy and paste it directly into the Blackboard text editor but it should be copied as a plain text. To do this, from the gallery of the **Equation Tools-Design** tab in your Word document click on the arrow next to **Conversions** to access the **Equation Options** dialog box. Select **Copy MathML to the clipboard as plain text** and click **OK**. Now copy your equation then go to Blackboard.

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|  | Break lines with binary and relational operators: Before 🗸  | n n  |
|  | Duplicate operators for subtraction as: 💙   | $\sum_{n=1}^{n} n_{n-1}$   |
| -  | Math AutoCorrect Recognized Functions   | $(x+a)^n = \sum_{k} {k \choose k} x^k a^{n-k}$   |
| -  | Display Math  | k=0  |
|  | When building up integrals,   | <b>v</b>   |
|  | Place integral limits to the side   |  |
|  | O Place integral limits centered above and below  |  |
| 1  | When building up other n-ary operators,   |  |
|  | Place n-ary limits to the side  |  |
|  | Place n-ary limits directly above and below   |  |
|  | Use the following settings for math on its own line.  |  |
| -  | Left Margin: 0" 🔽 Right Margin: 0" 🔽  |  |
|  | Math margins are added to paragraph margins.  |  |
|  | Justification: Centered as group V  |  |
|  | Indent wraps to a new line:   |  |
| N  | Right align wrapped lines   |  |
|  |   |  |
| •  | Defaults OK Cancel  |  |

Figure 10





#### Log in to Blackboard Learn

## Math Formula

2 To paste the copied formula or equation into the text editor of a new question in Blackboard, select **Create Question** in the **Test Canvas** page of your test and choose your desired type of question then in the question's **Create /Edit page** click on **Launch Math Editor** icon **S** at the question text editor. A WIRIS editor window will open, paste the copied formula or equation in it an click **Accept** then click **Submit** to save the changes.

|   | Bb WIRIS editor - Google Chrome -   |        |
|---|---|--------|
|   | Ims.kau.edu.sa/webapps/vtbe-tinymce/tiny_mce/plugins/tiny_mce_wiris//core   | e/e    |
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|   | $(x+a)^{n} = \sum_{k=0}^{n} \binom{n}{k} x^{k} a^{n-k}$   |        |
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4 The test is added to the list in the **Tests** page and is ready to be deployed in the course.

#### Create Test er you create a test, the next step is to deploy it. First, you add the test to a content area, folder, learning module, or lesson plan. Then, you make the test available to students. More Help ADD TEST Create a new test or select an existing test to deploy Create a New Test Create Add an Existing Test -- Select Test Below --Module Two: E-tivity (1) Module Three: E-Tivity (1) Module Three: E-Tivity (1) my fisrt test ggg الاختبار الاول new test in CPIT(1) Click Submit to add this test. Click Cancel to quit. Cancel Su Figure 13