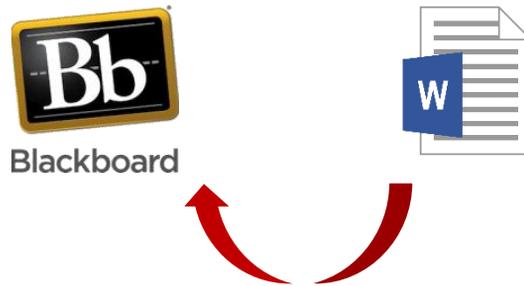




How to Upload Test Questions from a Word Document into Blackboard Learn





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[^]) : Allow student to choose one correct answer from set of choices.
 - ✓ Multiple Answers (MA[^]) : 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.



Step 1 in Questions Preparation

Prepare a Word Document
that contains all the
questions





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

- 1 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)

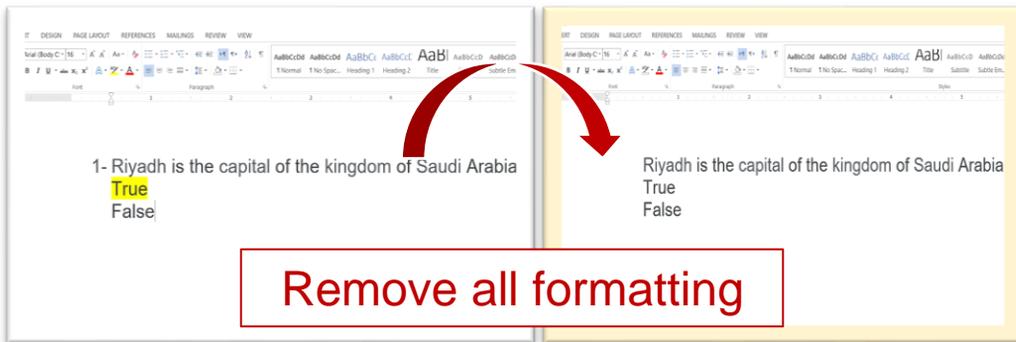


Figure (1)

A blank space between the question type and the question text

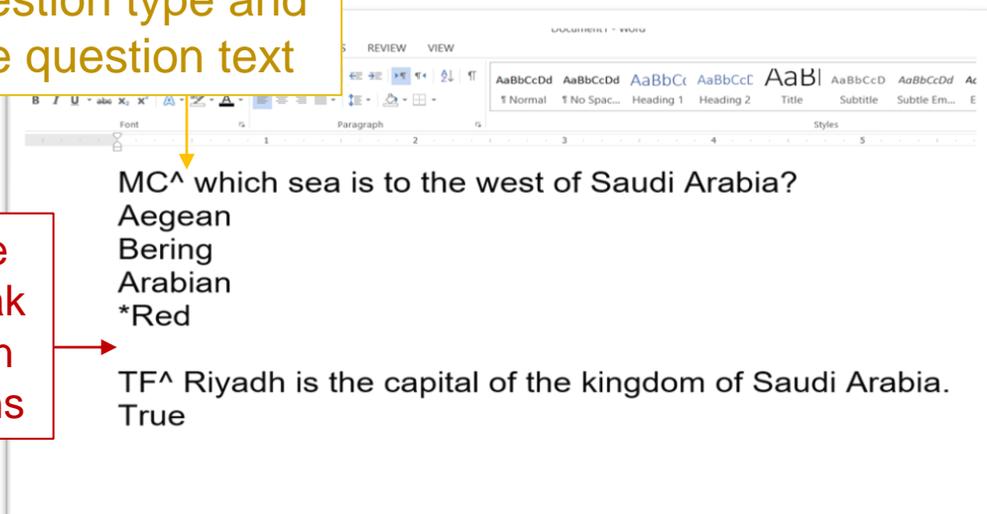


Figure (2)



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

2 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**.

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

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

1 Question type

2 ^ Symbol

3 Space

4 Question text

An asterisk (*) in front of the correct answer

MC^ which sea is to the west of Saudi Arabia?
Aegean
Bering
Arabian
*Red

Figure 3

To type (*) symbol
→ Shift+8

To type (^) symbol
→ Shift+6



For TRUE and FALSE Questions

- 2 Identify the question type of each question
 - ✓ If the question type is (T& F) type (TF) before the question then followed by the (^) s then space then type the question text.
- 3 Type only the correct answer.

Document1 - Word

DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

rial (Body C: 16 A A Aa AaBbCcDd AaBbCcDd AaBbCc AaBbCcC AaB| AaBbCcD AaBbCcDd

1 Normal 1 No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em...

Paragraph Styles

1 2 3 4 5

Question type 1

(^) Symbol 2

Space 3

TF^ Riyadh is the capital of the kingdom of Saudi Arabia.

True

Type the correct answer only

Question Text 4

Figure 4



Step 2 in Questions Preparation

Prepare a document that is
readable by Blackboard





Prepare a document that is readable by Blackboard

1

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

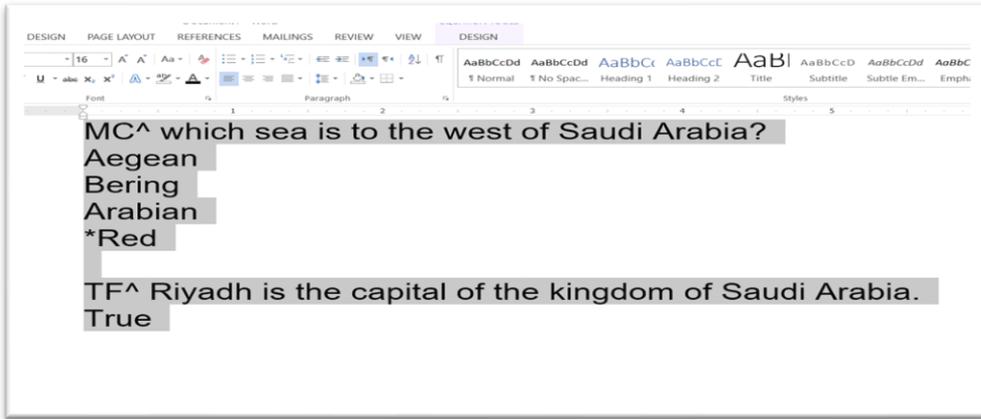


Figure 5

2

Go to the following website

https://www.nyit.edu/ctl/bb_exam_converter#converterbox

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.

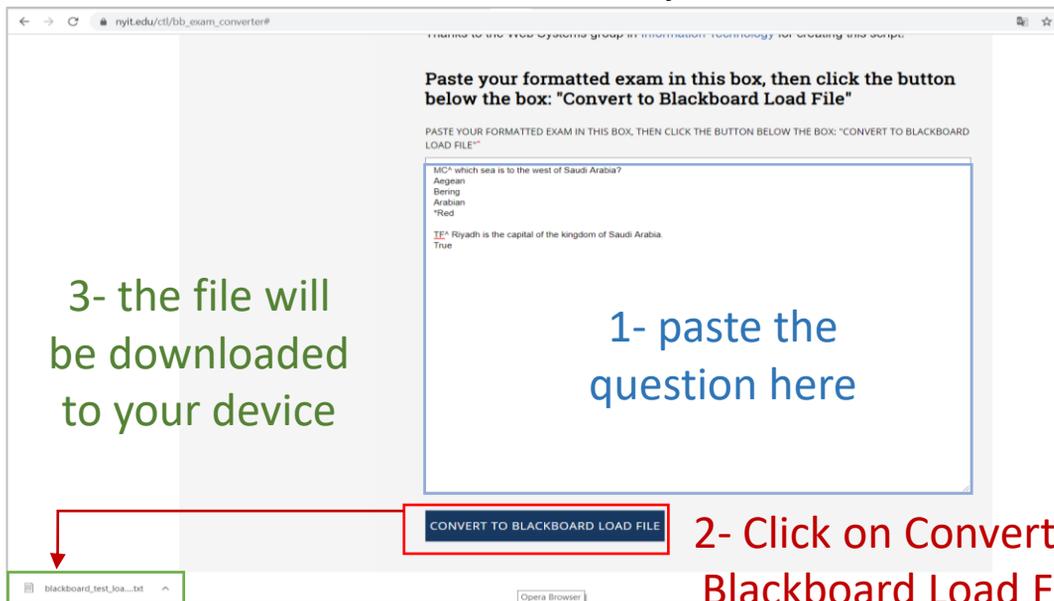
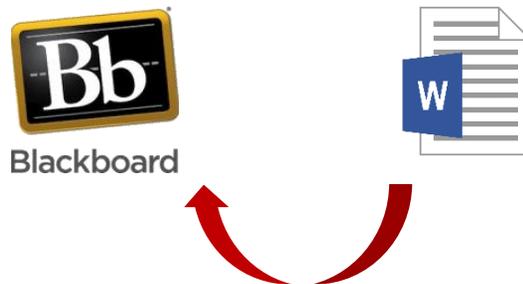


Figure 6



Step 3 in Questions Preparation

Go to Blackboard and prepare
the test





Log in to Blackboard Learn

- 1 Click on the “**Courses**” tab then choose your course
- 2 From the left side menu of your course select “**Quizzes/Tests**”
- 3 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

07779240_Training_Course Tests, Surveys, and Pools Tests Test Canvas : Test 1 trial

Success: Test 1 trial created.

Test Canvas: Test 1 trial

The Test Canvas lets you add, edit, and reorder questions, as well as review a test. [More Help](#)

Create Question Reuse Question **Upload Questions**

Description	describe
Instructions	instruct
Total Questions	0
Total Points	0

This test has no questions!
Create questions or add questions from other resource

07779240_Training_Course

- Home Page
- Getting Started
- Announcements
- Course Messages
- Learning Materials
- Information
- Discussions
- Groups
- Help
- Forum
- Calendar
- Course Information
- Contact Professor
- Assignments
- Quizzes/Tests**

Figure 7



Log in to Blackboard Learn

- 6 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.

The screenshot shows the 'Upload Questions' interface in Blackboard Learn. The 'Browse' button is highlighted with a red box and labeled '1'. The file explorer overlay shows the 'Downloads' folder with a file named 'blackboard_test_loadfile_1584504000' selected, and the 'Open' button is highlighted with a red box and labeled '2'. The 'Points per question' field is set to '10' and labeled '3'. The 'Submit' button is highlighted with a yellow box and labeled '4'. The text 'Determine questions points' is written in green next to the points field.

Figure 8



Log in to Blackboard Learn

- 1 All the questions will appear in the **Test Canvas** page of your test.
- 2 To make a change to any question, click the arrow next to it and select **Edit**
- 3 You can change the current value given for a correct answer of any question by clicking on the question **points**

The screenshot displays the 'Test Canvas: Test 1 trial' interface. At the top, there are navigation options: 'Create Question', 'Reuse Question', and 'Upload Questions'. Below this, a summary table shows 'Total Questions: 1' and 'Total Points: 10'. A toolbar includes 'Delete', 'Points', 'Update', and 'Hide Question Details' buttons. The main content area shows a question titled '1. Multiple Choice: Which sea is the west of Saudi A..' with a 'Points: 10' indicator. The question text is 'Which sea is the west of Saudi Arabia?'. The answer options are 'Aegean', 'Bering', 'Arabian', and 'Red'. The 'Red' option is marked as the correct answer with a green checkmark.

Figure 9



Log in to Blackboard Learn

Math Formula

- 1 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.

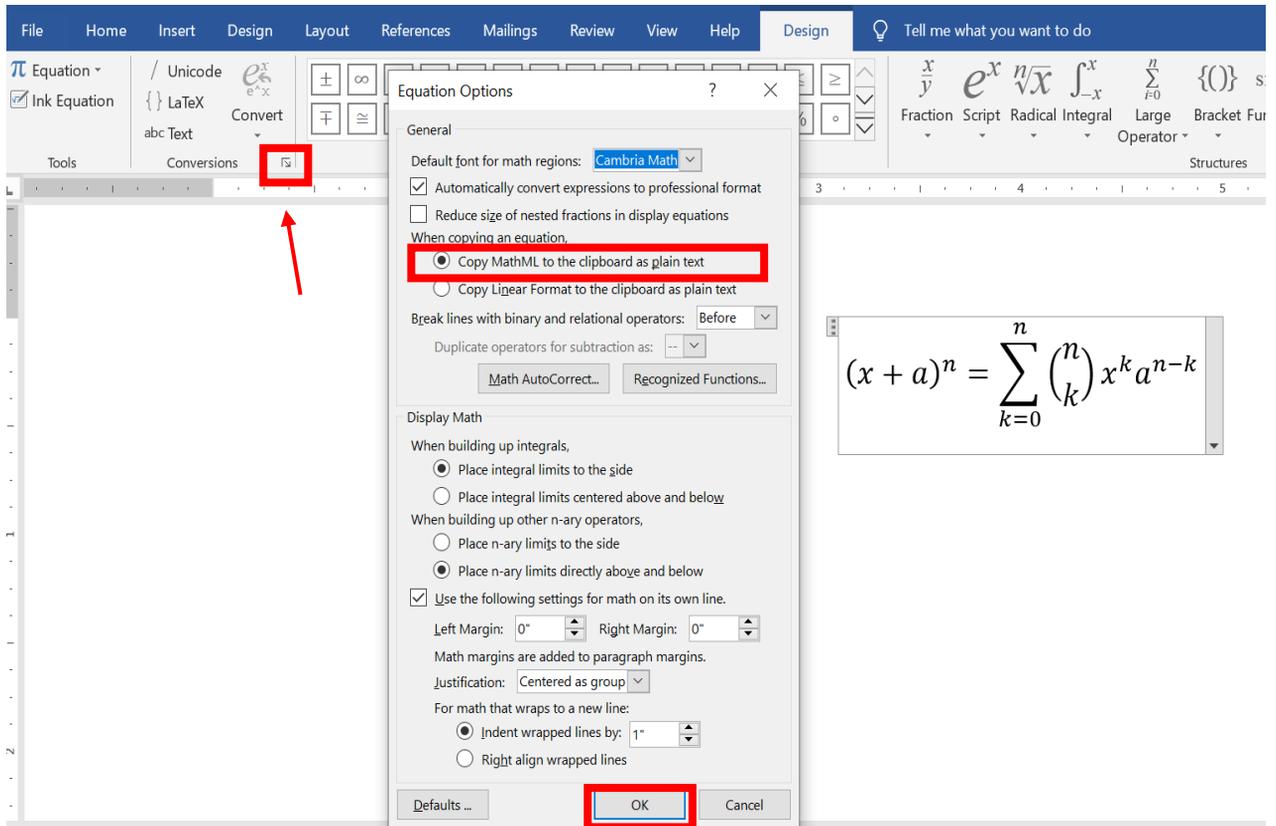


Figure 10



Log in to Blackboard Learn

3

When you have finished adding all necessary questions in the **Test Canvas** page of your test, click **OK**

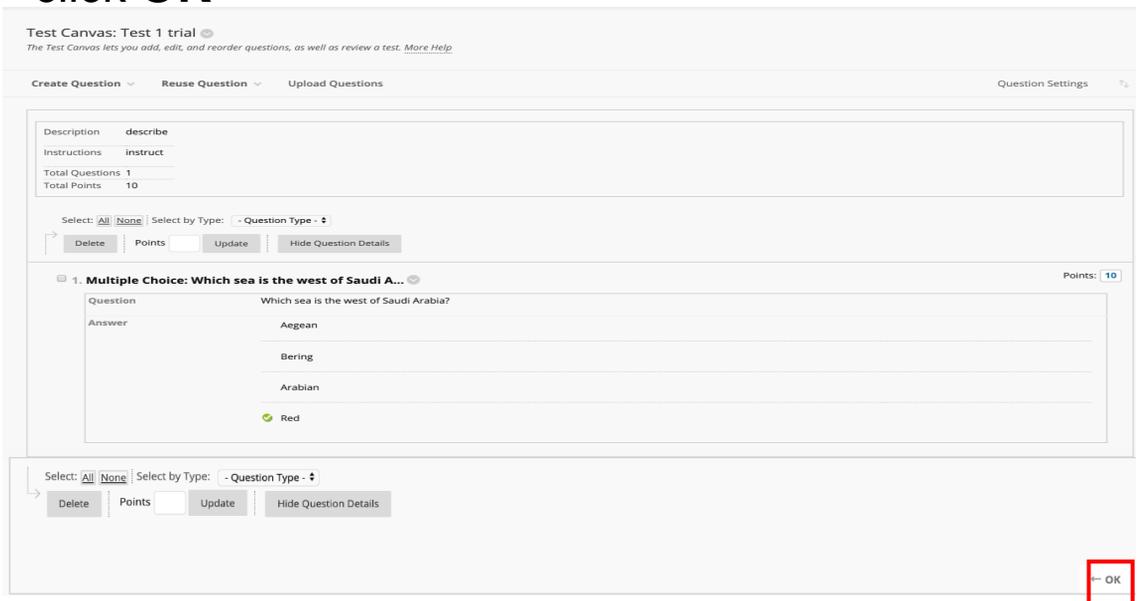


Figure 12

4

The test is added to the list in the **Tests** page and is ready to be deployed in the course.

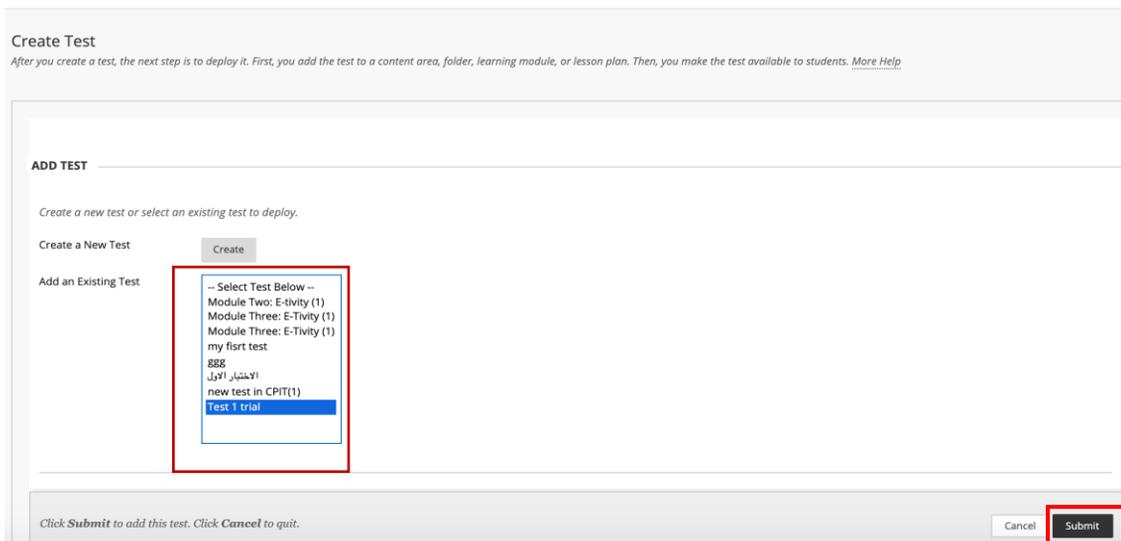


Figure 13