

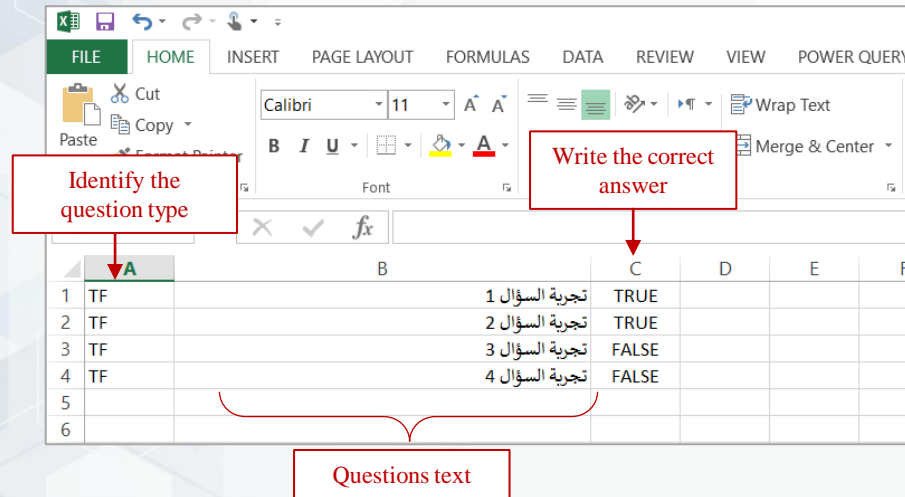
Dear KAU Faculty members

## How to prepare an Excel sheet to upload a (True/ False) Arabic Question type to Blackboard



Note:

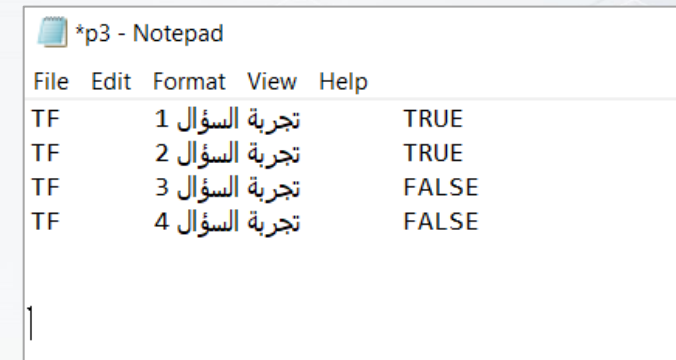
1- If the question type (True/ False) was in Arabic language, make sure to follow the steps below:



	A	B	C	D	E	F
1	TF	1 تجربة السؤال	TRUE			
2	TF	2 تجربة السؤال	TRUE			
3	TF	3 تجربة السؤال	FALSE			
4	TF	4 تجربة السؤال	FALSE			
5						
6						

(1)

Fill in Excel file with question type, text and the correct answer



	A	B	C
1	TF	1 تجربة السؤال	TRUE
2	TF	2 تجربة السؤال	TRUE
3	TF	3 تجربة السؤال	FALSE
4	TF	4 تجربة السؤال	FALSE

(2)

Copy the previous Excel file using Notepad, save the file as (UTF-8- with BOM) type, then upload it to Blackboard

2- After uploading the Questions to blackboard, Check the “answer key” before approving the test.

3- In case students already perform the test with a wrong answer setting (the correct answer was false but it was mistakenly chosen to be true) , you can edit the (answer) by going to

**Course tools → test → choose to edit the test → edit the question with the wrong setting (choose the correct answer ) → press “submit and update attempt”** then the system will re-evaluate students attempt.