

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:

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW POWER QUERY	/ *n3 - Notenad
Calibri - 11 - A A = = Wrap Text	ps notopad
	File Edit Format View Help
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FALSE تجرية السؤال 4	
	(2)
	(2)
Questions text	
(1)	Copy the previous Excel file using Notepad. save the
	(LITE 9 with DOM) type then upleed it to Pleakh
in Excel file with question type, text and the correct answer	(011-6- with BOW) type, then upload it to Blackbe

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 \rightarrow test \rightarrow choose to edit the test \rightarrow edit the question with the wrong setting (choose the correct answer) \rightarrow press "submit and update attempt" then the system will re-evaluate students attempt.

عمادة التعلم الإلكتروني والتعليم عن بعد Deanship of e-Learning and Distance Education