

Trick #5: Upload Test Questions

Blackboard 6.1

Steps to Upload Test Questions

- Create the Question File
- Set Creation Settings
- Add Questions

First, Create the Question File

Columns MUST be separated by a Tab!!

Columns may not line up—that's OK!

Instead of composing questions in Blackboard one at a time, you can import a file that has all questions associated with a certain test or survey at one time. The questions in the uploaded file must match the file structure explained below. The file may include any of the question types available in Blackboard.

MC	Multiple choice question.	Answer 1	Correct	Answer 2	Incorrect	Answer 3	Incorrect
MA	Multiple answer question.	Answer 1	Correct	Answer 2	Incorrect	Answer 3	Correct
TF	True false question.	false					
ESS	Essay question. Suggested Answer						
ORD	Ordering question.	First	Second	Third	Fourth	Fifth	
FIB	Fill in the blank question.	Answer 1	Answer 2				
MAT	Matching question.	Dog	House	Cow	Barn	Parakeet	Cage Fish Aquarium

Create the question file

1. Open up Notepad on your computer: **Start >Programs >Accessories >Notepad.**
2. Follow the pattern for the type of question you want to add. An example of each question type is provided for you in this document.
 - The columns MUST be separated by a **TAB**.
 - You can add different types of questions to the same document.

Multiple Choice (MC)

MC Question Answer 1 Correct/Incorrect Answer 2 Correct/Incorrect
(Continue this pattern for up to 20 answers)

MC	what city do the Red Sox Play in?	Pittsburgh	Incorrect	Boston	Correct	Cleveland	Incorrect
MC	what is the capital of Virginia?	Springfield	Incorrect	Norfolk	Incorrect	Richmond	Correct
MC	where is Disney world?	california	Incorrect	Florida	correct	Japan	Incorrect

Multiple Answer (MA)

MA Question Answer 1 Correct/Incorrect Answer 2 Correct/Incorrect
(Continue this pattern for up to 20 answers)

MA	How can you pass your final?	Study	Correct	Go on a trip	Incorrect	Read the book	Correct
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True/False (TF)

TF Question True/False

TF	George washington was from virginia.	True
TF	Roses are Red.	True
TF	The sun is cold.	False

Essay (ESS)

ESS Question Suggested Answer to help with grading (Optional)

ESS	where are you from?	Put a suggested answer here. (optional)
ESS	who was the hero in the story?	Put a suggested answer here. (optional)

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Ordering (ORD)

(Blackboard will scramble these items when they are presented to students.)

ORD Question First Item in the order Second Item in the Order Third Item...
(continue this pattern until all items to be ordered are in the list.)

File	Edit	Format	View	Help
ORD	Put these presidents in order.	washington	Jefferson	Lincoln Roosevelt Reagan
ORD	Put these states in order that they came into the Union	virginia	Florida	Texas Arizona

Fill In the Blank (FIB)

FIB Question Possible Answer #1 Possible Answer #2 Possible Answer #3

File	Edit	Format	View	Help
FIB	who wrote Romeo and Juliet?	Shakespeare	Shakespear	william Shakespeare william s.
FIB	what is the capital of Russia?	Moscow Moscoe	Mocaba	

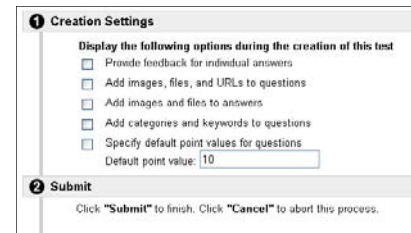
Matching (MAT)

MAT Question 1st Pair 1st Pair 2nd Pair 2nd Pair 3rd Pair 3rd Pair

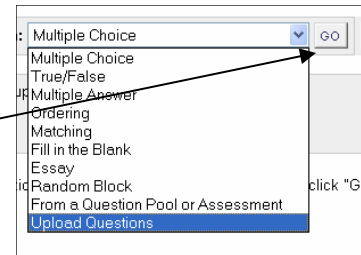
File	Edit	Format	View	Help
MAT	Match these states with thier capitals.	Maryland	Annapolis	Ohio Columbus Nevada Reno
MAT	Match these elements with their symbol.	oxygen o	Carbon C	Silicon SI Neon N
MAT	Match the opposites	dog cat	dark light	day night ketchup mustard

When done creating your questions, name and save your file as a text file.

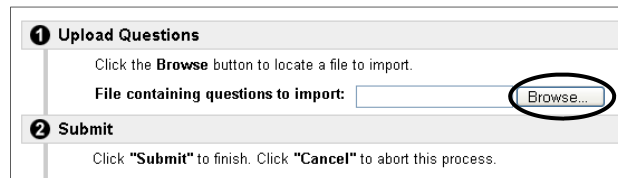
- When building your assessment in Blackboard, click on creation settings and set the default point value for each question. (This setting can be changed for individual questions later.) Click **Submit**. You will get a verification for your settings change. Click **OK**.



- Next to **Add Question**: click on the drop-down menu and scroll down to **Upload Questions**. Click the **GO** button.



- Click **Browse** and find your question file that you created in the first step.



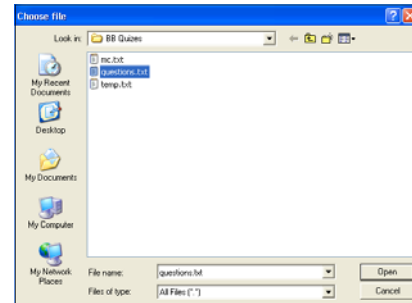
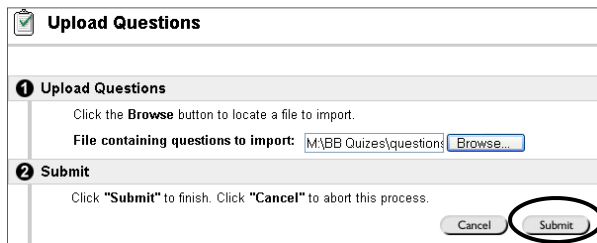
Next, set
Creation
Settings

Finally,
Upload
Questions

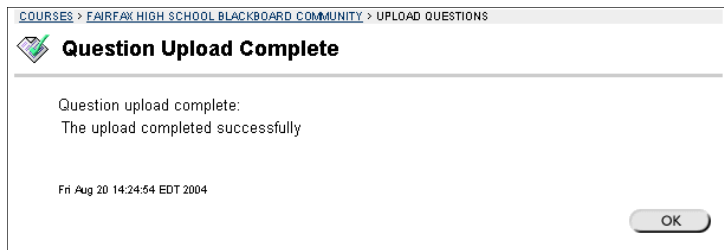
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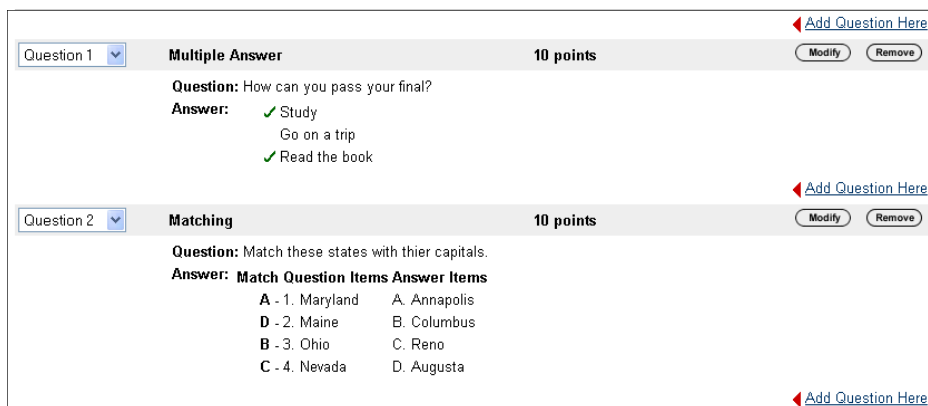
- Click on the **file name** and click **Open**.
- The file name will automatically be placed in the box beside: **File Containing The Questions to Import**: Click **Submit**.



- You will get confirmation if the upload was successful. If the upload was not successful, the message will say which questions did not upload correctly. Click **OK**.



- Once the questions are uploaded, you can use the **Modify** button to modify the questions. You can also use the **Add Question Here** link to add questions to the test.



Special Note

UPLOADING THE SAME QUESTIONS INTO THE SAME TEST AGAIN WILL RESULT IN DUPLICATE QUESTIONS.