

Importing Questions into Blackboard from Word, Excel, or any Text Editor

(Note that this tutorial is intended as a supplement to “Online Tests and Question Pools” which explains the overall process of creating questions pools and test, and adding tests to your course and grade book.)

This tutorial demonstrates two different ways to import questions into Blackboard:

1. The easiest approach is to create your questions in Word following some simple rules, and then use a freely available test generator to convert these questions into the Blackboard format and produce a zip file that you can then import in to Blackboard.
2. You can also create questions using the Blackboard format yourself. This gives you more flexibility to develop a broader range of question types, but you will need to learn the formatting styles. If you take this approach you can develop your question in Excel, Word, or using any text editor.

IMPORTANT: please note that these solutions will work only for the more common question types and for simple questions (for example questions without images). For more complex questions, you will need to either work directly in Blackboard, or use more sophisticated commercial software such as Respondus to develop or convert question pools.

The tutorial is divided into three sections for readability.

SECTION 1: Using A Test Generator to IMPORT questions from a Word Document into Blackboard

The following explains how you can use a freely available test generating application to create test questions in Word and receive properly formatted questions to bring into Blackboard. **PLEASE NOTE: This application is not provided by, or supported by, A-B Tech.** The basic process is: prepare questions in Word (following the instructions), copy the questions, paste them in the exam generator text box, and click a button/link to receive the Blackboard zip file that has been prepared for immediate import/upload into Blackboard.

College of Southern Idaho: Blackboard Quiz Generator

Question Types: *Multiple Choice, Multiple Answer, True/False, Essay, Fill in the blank, and Matching*

1. First read the documentation for creating a test: <http://www.csi.edu/blackboard/bbquiz/doc.asp>.
2. Now go to Word (or Notepad) and create your test according to the instructions. The documents should not contain headings or any other text. Each question must have a number (they don't have to be in numerical order). Skip exactly one line between questions. Once you have created your test in Word (putting your asterisks in the proper places), copy all (CTRL-A) to copy your entire list of questions.
3. Next go to the College of Southern Idaho test generator site at: <http://www.csi.edu/blackboard/bbquiz/>
4. Paste (CTRL-V) your test questions into the text box. Be sure to give your test a name. (If you don't name the file, the final pool will be named *Blackboard Quiz*.) Click *Create Quiz*.
5. **You should see a message:** "Your test seemed to have (number) questions." If this number matches the number of questions you were trying to add, then it worked. If the number doesn't match, or you see "Your test seemed to have 0 questions," you should check your questions and try again.
6. When you are ready,, click the **Here** button after the words, "The package is available:" You will be asked if you want to *open* or *save* the file. *Save* the zip file to your local drive. [Note: don't try to edit the zip file.]
7. Go to Blackboard. Open your course and go to Control Panel Go to **Pool Manager**. (**NOT Test Manager!**). Click the *Import* button near the top of the page. On the Pool Import page, click *Browse* and navigate to your zip file. Click *Submit*. You should see a confirmation page that your file was uploaded successfully. Click *OK*. You can now modify your pool questions as needed.

SECTION 2: Creating Questions in Excel

The following are rules that must be followed when creating questions for Blackboard:

- All question types must follow a specific format.
- All files must be saved as a "Text (Tab delimited)(* .txt)". Do not save as an Excel (.xls), MS-Word (.doc), or WordPerfect (.wpd) document.
- In order for point values to be assigned, you must create and assign default point values first in the assessment. Otherwise all questions uploaded will have a point value of zero.
- It is very important to know that each question is created from left to right with each part of the question being in a separate cell.

Note: If you are using this method to create a **Survey**, you must still define one response as "Correct" and all others as "Incorrect". Blackboard will have an error uploading the file if it does not have an answer labeled as "Correct".

To create a multiple choice question, use the following formula:

1. MC | question text | answer text | 'correct' or 'incorrect'
2. Note: The maximum number of answers to create per multiple choice question is 20.

	A	B	C	D	E	F	G	H	I	J
1	MC	How Many States in the United States?	45	Incorrect	13	Incorrect	50	Correct	52	Incorrect
2										

To create a multiple answer question, use the following formula:

1. MA | question text | answer text | 'correct' or 'incorrect'
2. Note: The maximum number of answers to create per multiple choice question is 20.

	A	B	C	D	E	F	G	H	I	J
1	MA	Which of the following were US Presidents?	Adams	Correct	Gainey	Incorrect	Lincoln	Correct	Robinson	Incorrect
2										

To create a true/false question, use the following formula:

1. TF | question text | 'true' or 'false'

	A	B	C	D	E	F
1	TF	The capital of the United States is New York	False			
2						

To create essays, use the following formula:

1. ESS | question text | "essay sample text"

	A	B	C
1	ESS	Write a response of no more than 500 words, using what you have learned in class.	Here's a sample answer...
2			

To create ordering questions, use the following formula:

1. ORD | question text | answer

Note: The maximum number of answers to create per multiple choice question is 20. The system will randomly order the answers and matches.

	A	B	C	D	E	F	G
1	ORD	Put the following famous battles in order of their occurrence.	Battle of Hastings	Battle of Yorktown	Gettysburg	Battle of the Somme	D-Day
2							

To create matching questions, use the following formula:

1. MAT | question text | answer text | matching text

Note: The maximum number of answers to create per multiple choice question is 20. The system will randomly order the answers and matches.

	A	B	C	D	E	F	G	H
1	MAT	Match the following Battles with the year they were fought.	Battle of Hastings	1066	Gettysburg	1863	Battle of the Somme	1917
2								

To create fill in the blank questions, use the following formula:

1. FIB | question text | answer text

2. Note: The maximum number of answers to create per multiple choice question is 20.

	A	B	C	D
1	FIB	The was fought in	Battle of Hastings	1066
2				

To create file response questions, use the following formula:

1. FIL | question

	A	B
1	FIL	What is Ansel Adams most famous photo?
2		

To create numeric response questions, use the following formula:

1. NUM | question | answer | [optional] tolerance

	A	B	C	D
1	NUM	e^3	20.09	0.1
2				

To create short response questions, use the following formula:

1. SR | question | sample_answer

	A	B	C
1	SR	Describe the flight pattern of flamingos	They fly in a V formation
2			

To create opinion/likert scale questions, use the following formula:

1. OP | question

	A	B
1	OP	Cal Poly is a great university
2		

To create multiple fill-in-the-blank questions, use the following formula:

1. FIB_PLUS | question | variable1 | answer1 | answer2 | | variable2 | answer3

Note: The format consists of a list of variable-answers where each variable-answer is composed of the variable name and a list of correct answers.

	A	B	C	D	E	F	G	H	I
1	FIB_PLUS	At the CTL [x] and [y] are Bb Support Staff	x	Tonia	Luanne		y	Guy	Ryan

To create jumbled sentence questions, use the following formula:

1. JUMBLED_SENTENCE | question | choice1 | variable1 | choice2 | choice2 | variable2

The format consists of a list of choices-answers where each choice-answer consists of a choice followed by the list of variables for which the choice is the correct answer.

	A	B	C	D	E	F	G	H	I	J
1	JUMBLED_SENTENCE	The Capital of California is [x], the largest city is [y] and its foggiest city is [z]	Sacramento	x	Los Angeles	y	San Francisco	z		

To create quiz bowl questions, use the following formula:

1. QUIZ_BOWL | question | question_word1 | question_word2 | phrase1 | phrase2

	A	B	C	D	E	F	G
1	QUIZ_BOWL	What game show or host must you answer with a question	What	Who		is Jeopardy	is Alex Trebek

Saving Questions in Excel

When complete, remember to save your file FIRST as an XLS file, then Save As a “Text (Tab delimited)(*.txt)” file . Next, we will develop the assessment and upload the questions into Blackboard.

from Microsoft Excel:

1. Choose File > Save (Microsoft Office Excel Workbook (*.xls))
2. Choose File > Save As
3. Change the document type to Text (Tab delimited)(*.txt)

	A	B	C	D	E	F	G	H	I	J
1	FIB	The was fought in	Battle of Hastings	1066						
2	ESS	Write a response of no more than 500 words, using what you have learned in this class.	This is a sample answer.							
3	MA	Which of the following were US Presidents?	Adams	Correct	Gainey	Incorrect	Lincoln	Correct	Robertson	Incorrect
4	MC	How many states are there in the United States?	45	Incorrect	13	Incorrect	50	Correct	52	Incorrect
5	TF	The capital of the United States is New York.	FALSE							
6										

Uploading Questions into Blackboard

In the Control Panel, choose Pool Manager and either choose to Modify an existing pool or Add a new pool (do **NOT** choose Import – this tool is for importing Blackboard zip files).

From the Test Canvas of your pool:

- 1) Choose Upload Questions from the drop-down menu.
- 2) Click on the Go button.
- 3) Click on the **Browse** button.
- 4) Choose the **.txt** file and click on the Open button.
- 5) Scroll down to the bottom of the screen and click on the Submit button.
- 6) The questions will be added to your pool. Refer to “OnlineTestsAnd QuestionPools” for help working with your pools, and creating and adding tests to your course.

SECTION 3: Creating Questions in a Text tool (Word, Notepad, Textpad, Textedit, etc)

The following are business rules that must be followed when creating questions for Blackboard 6:

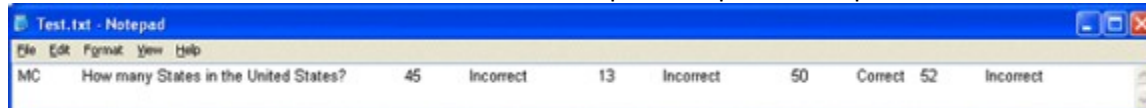
- All question types must follow a specific format.
- All files must be saved as a .txt (text). Do not save as a MS-Word (.doc) or WordPerfect (.wpd) document.
- In order for point values to be assigned, you must create and assign default point values first in the assessment. Otherwise all questions uploaded will have a point value of zero.
- It is very important to know that each question is created from left to right with a tab separating each part of the question.

Note: If you are using this method to create a **Survey**, you must still define one response as “Correct” and all others as "Incorrect". Blackboard will have an error uploading the file if it does not have an answer labeled as “Correct”.

To create a multiple choice question, use the following formula:

1. MC Tab question text Tab answer text Tab ‘correct’ or ‘incorrect’

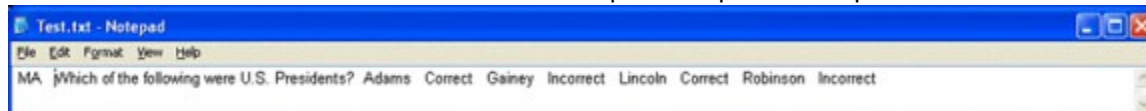
Note: The maximum number of answers to create per multiple choice question is 20.



To create a multiple answer question, use the following formula:

1. MA Tab question text Tab answer text Tab ‘correct’ or ‘incorrect’

Note: The maximum number of answers to create per multiple choice question is 20.



To create a true/false question, use the following formula:

1. TF Tab question text Tab 'true' or 'false' (remove quotes)



To create essays, use the following formula:

1. ESS Tab question text Tab "essay sample text" (remove the quotes)



To create ordering questions, use the following formula:

1. ORD Tab question text Tab answer

Note: The maximum number of answers to create per multiple choice question is 20. The system will randomly order the answers and matches.



To create matching questions, use the following formula:

1. MAT Tab question text Tab answer text Tab matching text

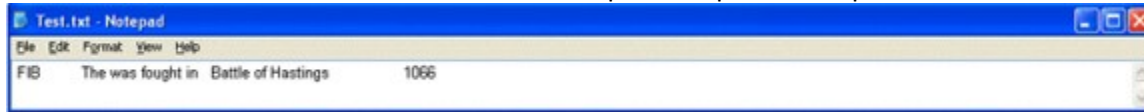
Note: The maximum number of answers to create per multiple choice question is 20. The system will randomly order the answers and matches.



To create fill in the blank questions, use the following formula:

1. FIB Tab question text Tab answer text

Note: The maximum number of answers to create per multiple choice question is 20.

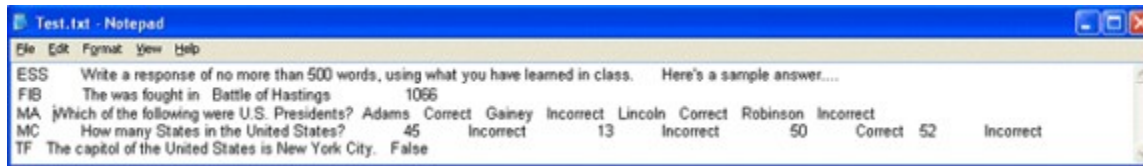


Saving Text tool Questions

When complete, remember to save your file as .txt (text). Next, we will develop the assessment and upload the questions into Blackboard.

From Microsoft Word, Note Pad, or Text Edit:

1. Choose File > Save As
2. Change the document type to .txt (text).



Uploading Questions into Blackboard

In the Control Panel, choose Pool Manager and either choose to Modify an existing pool or Add a new pool (do **NOT** choose Import – this tool is for importing Blackboard zip files).

From the Test Canvas of your pool:

1. Choose Upload Questions from the drop-down menu.
2. Click on the Go button.
3. Click on the **Browse** button.
4. Choose the **.txt** file and click on the Open button.
5. Scroll down to the bottom of the screen and click on the Submit button.
6. The questions will be added to your pool. Refer to the “OnlineTestsAnd QuestionPools” tutorial for help working with your pools, and creating and adding tests to your course.