This document will explain, in detail, how to create and upload a multiple choice test in blackboard using a test generation website. This method is for professors who use Microsoft Word or a similar application to make their tests.

Step 1: Formatting Your Document

1. Your document will have to be formatted a certain way in order to be uploaded into the test generator.

2. Each question is required to be numbered with either a period or parenthesis following the number and each answer needs to be lettered, followed by a period or parenthesis with the correct answer marked with an asterisk prior to the letter. The example below is how each question should look:

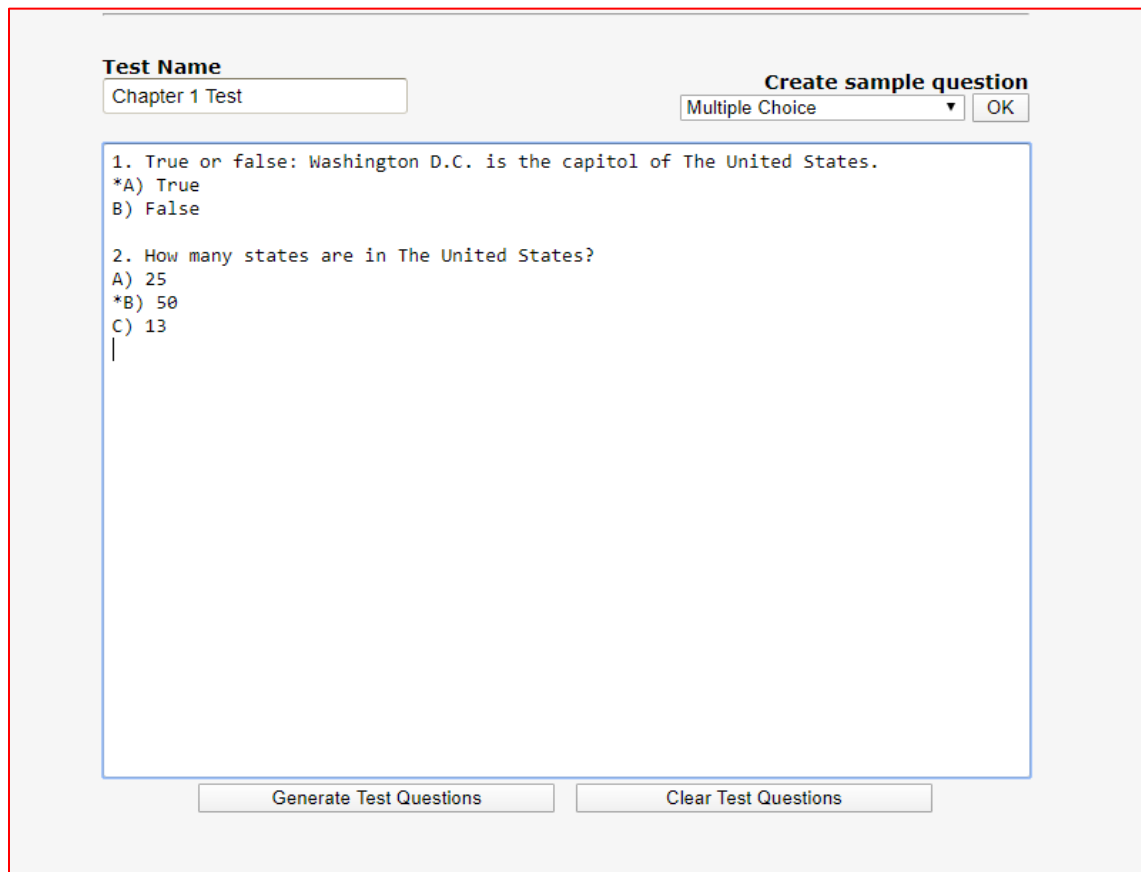2. How many states are in the United States?

a) 25

b) 13

*c) 50

3. The same can be done with more or less answer options, or true and false questions like below:

1. True or false: Washington D.C. is the capitol of The United States.

*A) True

B) False

4. Make sure to separate your question with a blank line between the last answer of a question and the first line of the next question. Hitting "enter" or "return" will drop you down a line in the document and allow you to start a new question.

Step 2: Using the Test Generator

1. Now that your test has been properly formatted, it can be uploaded into the test generator. You can find the generator at https://ed.oc.edu/blackboardquizgenerator/ , or by Googling "blackboard test generator" and clicking the first link.

2. First in the box labelled "Test Name" insert what you would like the test to be called. This is not final and you can change it when it is uploaded into blackboard.

3. Now copy all of the text from your Word document and paste it into the large textbox on the website so it looks like this:

4. Once the text has been pasted you can now click "Generate Test Questions" located underneath the textbox. If everything is formatted correctly it should look like this:

Test Name

Chapter 1 Test

Create sample question

Multiple Choice ▼ OK

```
1. True or false: Washington D.C. is the capitol of The United States.
*A) True
B) False
```

```
2. How many states are in The United States?
A) 25
*B) 50
C) 13
```

Generate Test Questions	Clear Test Questions

Download Test Questions	Download Question Pool

Test Generated with 2 Questions

5. If all of your questions are highlighted in green, everything is good to go and you can skip this next step. If you have any questions that are highlighted in red that means there is a formatting issue. These incorrect questions will took like this:

```
2. How many states are in The United States?
A) 25
B) 50
C) 13
```

To solve the formatting issue you can "hover" your mouse over the questions and it will explain the error. Then you can click on that text box and make any adjustments needed.

6. Now the test can be downloaded. Once everything is green and formatted correctly you can click on "Download Question Pool" shown below. This will download a .zip file that we will then upload into blackboard.

Test Name

| Chapter 1 Test |

Create sample question

| Multiple Choice ▼ | OK |

1. True or False: Washington D.C. is the capitol of the United States.
*A) True
B) False

2. How many states are in the United States?
A) 25
*B) 50
C) 13

| Generate Test Questions | | Clear Test Questions |

| Download Test Questions | | Download Question Pool |

Test Generated with 2 Questions

Step 3: Uploading the test bank into Blackboard

1. Now that we have our .zip file we can begin uploading the test into our blackboard course. First go into the course you would like to add the test and select "Manage Banks" from the Detail and Actions panel on the left side.


2. From there you should select the ⊕ at the top right-hand side of the screen and open the .zip file that you just saved. There will be a black bar showing the progress of the import and will eventually display a green bar showing a successful import. You should now leave this screen by

selecting the ☒ at the top left-hand side of the page to return to your Course Content page.

Step 4: Creating the Test

**1.** On the Course Content page, select the plus sign wherever you want to add a test. In the menu, select "Create" to open the Create Item panel and then select "Test". This will open a new test page with a variety of testing options. Note: You can also expand or create a folder or learning module to add a test.
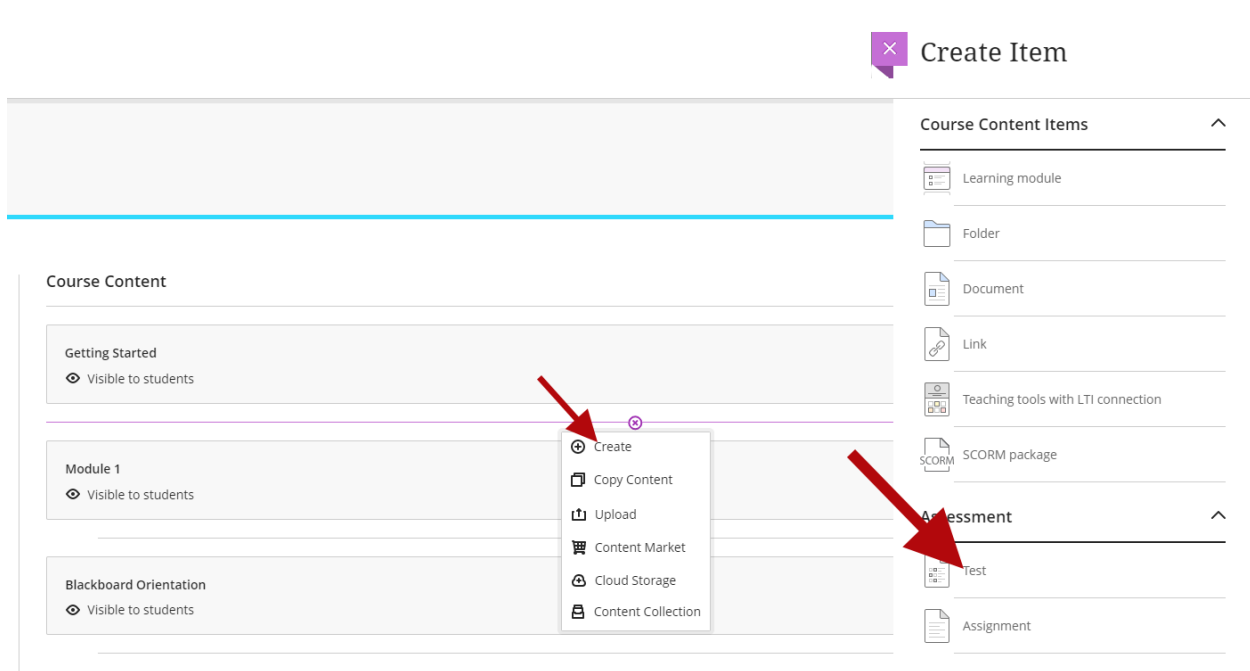

2. Select the ⊕ in the middle of the page and then select "Reuse questions".
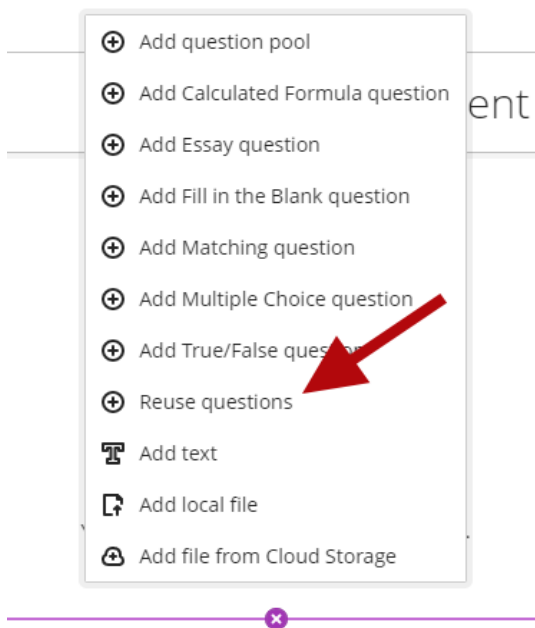
3. From here, select the test bank you just uploaded (Ex: Chapter1Test below), hit "Select all" to use all of the questions included in this test bank, then select "Copy Questions" at the bottom right-hand side of the screen.
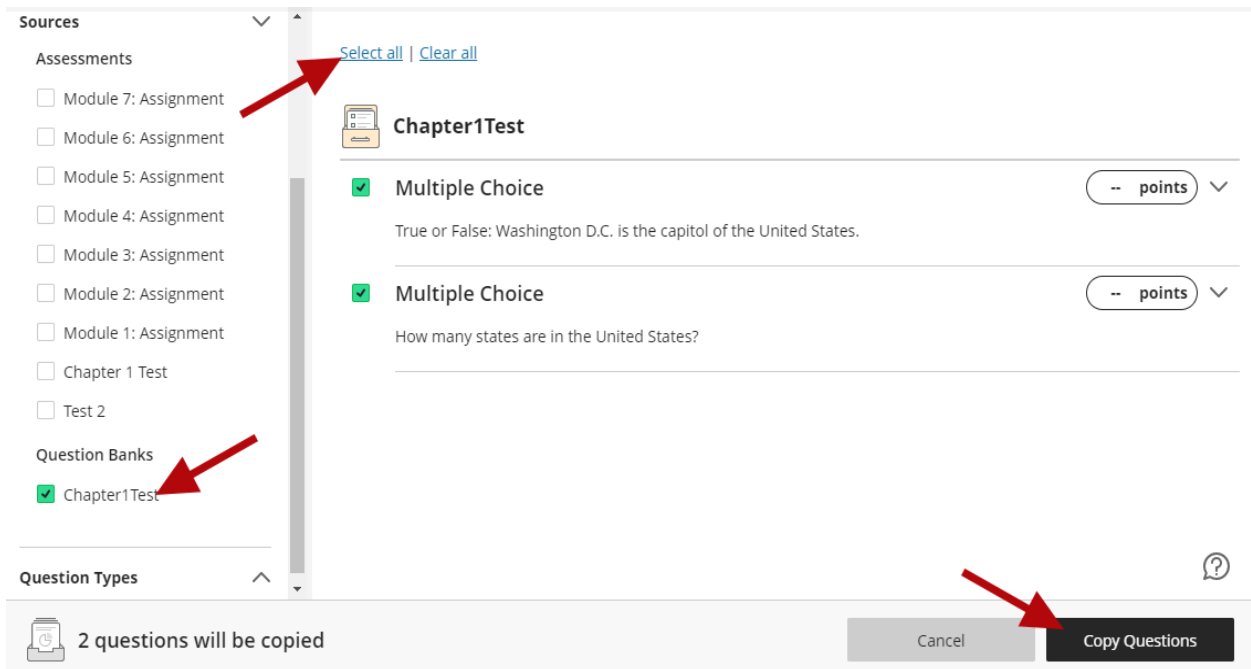
4. You can add to your multiple-choice test by including additional essay and fill in the blank questions manually. Do this by selecting the ⊕ under the multiple-choice questions you have just copied and selecting "Add essay question" or "Add Fill in the Blank question".
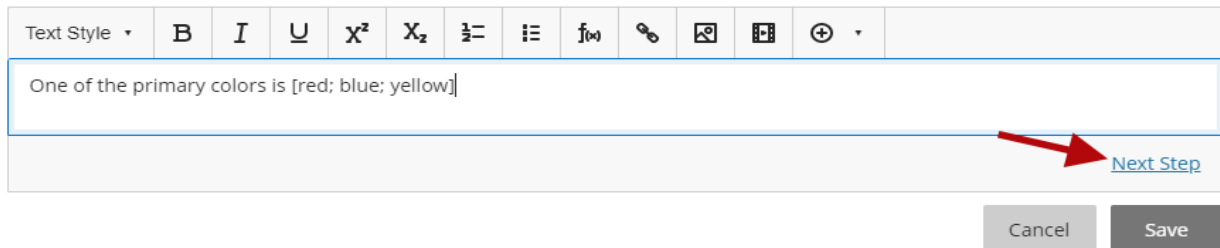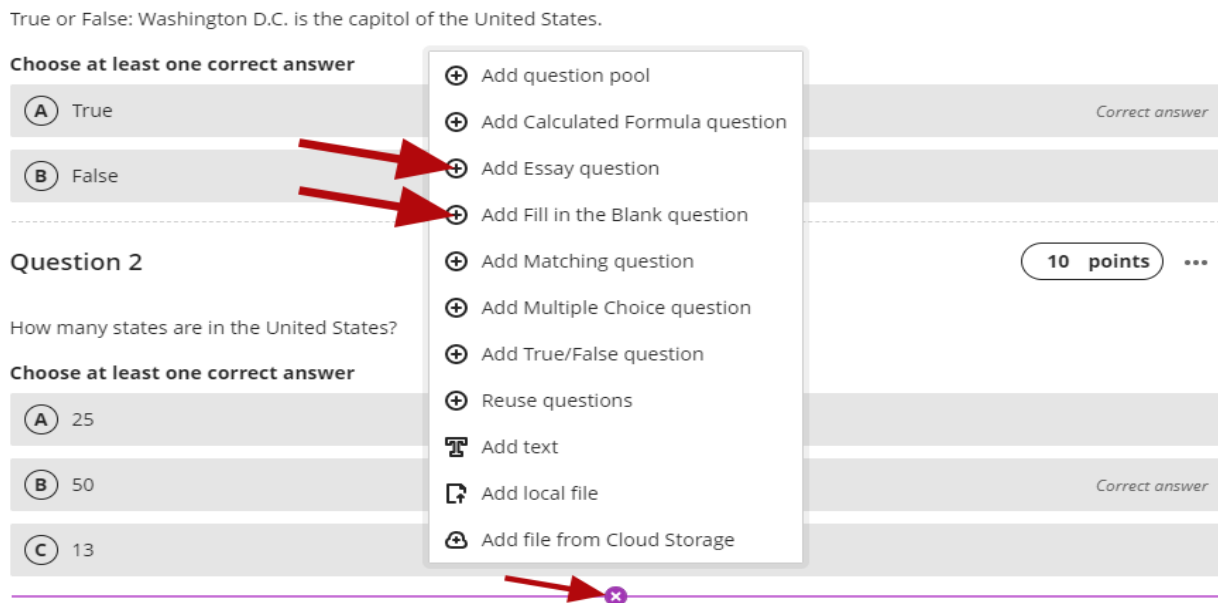
5. Essay questions are pretty straight forward, but fill in the blanks will need to be added in a specific format (See below). Once you have your question and possible answers within a bracket and separated by semicolons, select next step and then "Save" after confirming the correct answer.
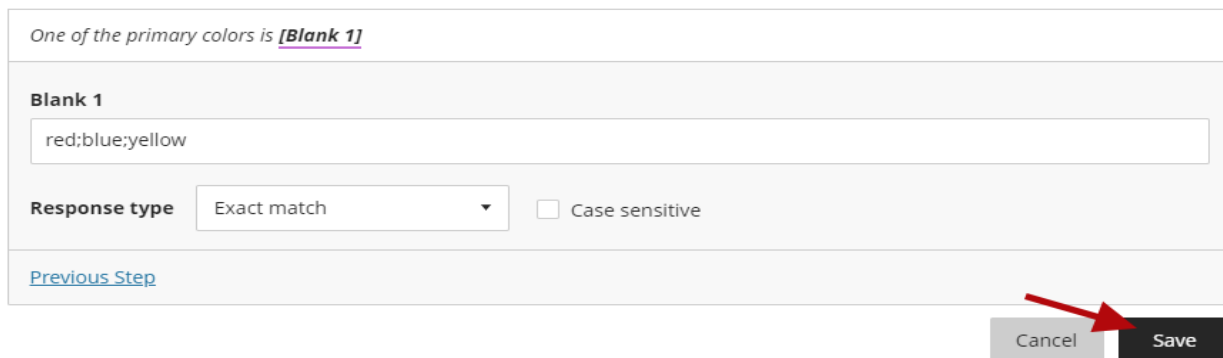

6. There is a list of test settings and what they do on the following Blackboard website: https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Create_Tests_and_Surveys#ultra-new-test-page_OTP-7

You can edit these settings by clicking on the ⚙ located to the right of the newly created test content. Once the desired settings have been selected you can hit "Save".

7. The final step is to make the test visible to students by selecting the arrow beside "Hidden from students" at the top right-hand side of the screen. From here, you can make the test visible to students immediately by selecting "Visible to students". You can also set a specific date/time for the test to open/close by selecting "Conditional availability", choosing the options you want, then selecting "Save".
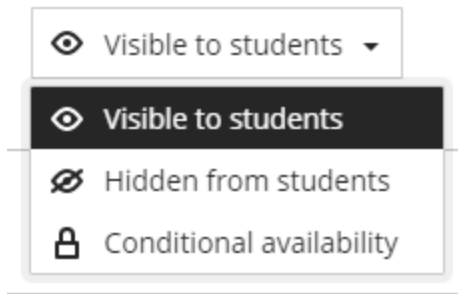
8. Once all desired settings have been selected you can exit the test page and return to your

Course Content page by hitting the at the top left-hand side of the screen.

Note: When you create a test, a gradebook item is created automatically. A test's score consists of the sum total of all the questions' points. You can see this by going to the gradebook using the tool bar at the top right-hand side of the Course Content page.