

# Blackboard®

## Creating and Importing a Test in Microsoft Word

It is possible to create test questions in Microsoft Word, convert the text to a specific format, and then import it into Blackboard. (Note that this method will work for Essay, Multiple Choice, Multiple Answer, True/False, and Matching questions.)

### To create the questions:

1. Launch Microsoft Word.
2. Type the questions and answers using the following formatting rules:
  - Each question must be numbered (although they do not have to be in order).
  - Answers must be listed vertically (they can be labeled if desired – a., b., c., etc.).
  - For multiple choice, multiple answer, and true/false questions, correct answers are preceded with an asterisk (\*).
  - A single space should separate one question from the next.

Sample Question Layout:

Essay	1. Think about someone you know who shows moral leadership. Explain in three paragraphs or less why this person should be regarded a moral leader.
Multiple Choice	2. Who is credited as being the first person to reach the South Pole? Robert E. Peary *Roald Amundsen Frederick Cook Ernest Shackleton
Multiple Answer	3. Which of the following are U.S. presidents? *Madison Franklin *Lincoln *Adams
True/False	4. President Kennedy was assassinated in Denver, Colorado, in 1963. True *False
Matching	5. Match these famous battles to the year they were fought. Battle of Hastings      1066 Gettysburg              1863 Battle of Somme        1917

3. When finished creating questions, save the Word document. Before closing Word, copy all of the text (keyboard shortcut: CTRL + A to select all, then CTRL + C to copy).

# Blackboard

4. Open a web browser and go to the following site:  
<https://resources.online.nwtc.edu/blackboard/test-generator/>
5. Paste the copied text into the Test Generator box (keyboard shortcut: CTRL + V to paste). Choose Generate and then Download

## Blackboard Test Question Generator

[Instructional Video - Step 1](#)

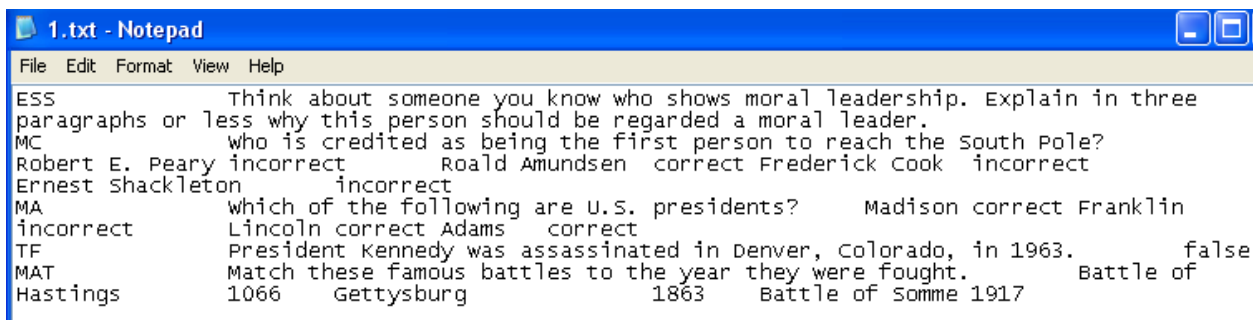
[Instructional Video - Step 2](#)

Type your questions in Word. (Click the Help button for an example for required formatting.) Copy and paste your test here.

[Generate →](#)

6. Open a Notepad file. Open the file and review the text, if desired. You will notice that each question is labeled by type and correct/incorrect answers are identified.

Save the file as a .txt file.



```
File Edit Format View Help
ESS          Think about someone you know who shows moral leadership. Explain in three
paragraphs or less why this person should be regarded a moral leader.
MC          who is credited as being the first person to reach the south pole?
Robert E. Peary incorrect      Roald Amundsen correct Frederick Cook incorrect
Ernest Shackleton incorrect
MA          which of the following are U.S. presidents?      Madison correct Franklin
incorrect      Lincoln correct Adams correct
TF          President Kennedy was assassinated in Denver, Colorado, in 1963.      false
MAT         Match these famous battles to the year they were fought.      Battle of
Hastings      1066      Gettysburg      1863      Battle of Somme 1917
```

### Upload the questions to Blackboard:

1. Launch Blackboard and navigate to the desired course.
2. Go to the Control Panel > Course Tools> Tests, Surveys, and Pools > Tests.
3. Click the 'Build Test' button and give the test a name. If desired, fill in a description and instructions which are both optional.

[Build Test](#)

4. Click Submit.
5. You will now be on the 'Test Canvas' screen. Click the 'Upload Questions' button at the top of the screen.

# Blackboard®

## Upload Questions

- Click 'Browse' to browse and select the .txt file saved earlier. Enter a value for points per question, if desired. Click Submit.

### 1. Upload Questions

Click **Browse** to locate a file to import.

File containing questions to import

C:\Documents and Se

Enter the points possible per question. The default value is assigned from Question Settings. If no value is defined in Question Settings, 0 is used. Changing the value here does not affect Question Settings.

Points per question

10

### 2. Submit

- The questions will be imported and can be edited just like any other Blackboard test:

Create Question ▾ Reuse Question ▾ Upload Questions Question Settings ↕

Description  
Instructions  
Total Questions 6  
Total Points 60

Select: All None | Select by Type: - Question Type - ▾  
 Points

↑  1. **Essay: Think about someone you know who show...** ▾ Points: 10  
Question Think about someone you know who shows moral leadership. Explain in three paragraphs or less why this person should be regarded a moral leader.  
Answer

↑  2. **Multiple Choice: Who is credited as being the first pe...** ▾ Points: 10  
Question Who is credited as being the first person to reach the South Pole?  
Answer  
 Robert E. Peary  
 Roald Amundsen  
 Frederick Cook  
 Ernest Shackleton

↑  3. **Multiple Answer: Which of the following are U.S. presi...** ▾ Points: 10  
Question Which of the following are U.S. presidents?

**Note:** Keep in mind that the test has been imported but has **not yet been deployed** to the Blackboard course.

To deploy the test:

- Make sure 'Edit Mode' is on.
- Navigate to the desired area in your course where you want the test to appear.

# Blackboard®

3. Click the 'Create Assessment' button at the top of the screen and select 'Test.'
4. Select the recently imported test from the 'Add Test' box and click Submit.
5. Select the various test options (availability, timer, feedback options, etc.).
6. Click Submit – the test should now be available to students in the course.