



TEST BUILDING AND IMPORTING

When creating a custom test, it is imperative to follow the procedure when developing the content. Rules must be followed to be able to import without errors in Blackboard. Below is a sample of each style of question and the proper way it should be written prior to import.

To make multiple-choice questions with a single correct answer, type **MC^** in front on your question, do not type the question number, and on the very next line start your answers. Simply put an ***asterisk** directly in front of any correct answers.

MC^ Phototypesetting was superior to automated typesetting because it was
Easier
Faster
More flexible
*All of the above

To make multiple-choice questions with multiple correct answers, type **MA^** in front on your question, do not type the question number, and on the very next line start your answers. Simply put an ***asterisk** directly in front of any correct answers.

MA^ One needs a desktop publishing program to:
*use different fonts
*create different page layouts
Shop on eBay
*combine art and text on a page

To make an **essay question** type **ESS^** in front on your question, type your question and give no answer, move on to the next question. [This question type is graded manually]

ESS^ List, in detail, the steps to find out how much RAM is on your computer. Do the same to explain how to find out how what operating system you are currently running.

To make a **True/False question**, type **TF^** in front on your question, type your question, and on the very next line type the answer either True or False.

TF^ Canada is part of the United States of America.
False

To make an **Opinion Scale/Likert question** type **OP^** in front on your question, type your question and give no answer, move on to the next question. Blackboard will automatically provide the answer choices of strongly agree, agree, neither agree nor disagree, disagree, strongly disagree, not applicable. [This question is ideal for surveys. If you include the questions in a test, you must select a correct answer. If you require use an opinion, change the point value to zero so that the question doesn't affect the test total.]

OP^ Reflect on what you are learning and your experience in this course. Indicate your level of agreement with the following statement. I feel that this course challenges me appropriately.



To make a **Short Answer question**, type **SR^** in front of your question, type your question, and on the very next line type the answer. *[This question type is graded manually]*

SR^ The capital of Canada is?
Ottawa

To make a **Numeric Response question**, type **NUM^** in front on your question, type your question, and on the very next line type the number answer.

NUM^ Independence Day is celebrated on the ____ of July
4

To make a **Fill in the Blank question**, type **FIB^** in front on your question, type your question, and on the very next line type the number answer. *If the answer may be one of multiple options, list each acceptable answer on a new line. [The answers upload with exact match evaluation method, you may edit this after uploading.]*

FIB^ Brooklyn borough of New York City was previously known as _____ County.
Kings

FIB^ Serving as President of the United States of America from 1989 to 1993, _____ was the 41st president of the United States.

George Bush
George H. W. Bush
George Herbert Walker Bush

To make a **File Response question** type **FIL^** in front of your question, type your question and give no answer, move on to the next question. *Users upload a file from their computer, the network, or from the Content Collection as the answer to the question.*

FIL^ Write a 250-word essay reflecting on what you learned in this course. Write your essay offline in a Microsoft Word document and attach it here.

To make an **ordering question**, type **ORD^** in front on your question, type in the question/description of ordering activity, and on the very next line put the first step in the order. Add a new line for each step in the order until you have listed all the steps.

ORD^ Put these Harry Potter books in chronological order.

The Philosopher's Stone
The Chamber of Secrets
The Prisoner of Azkaban
The Goblet of Fire
The Order of the Phoenix
The Half-Blood Prince
The Deathly Hallows



To make a **matching question**, type **MAT^** in front on your question, type in the question/description of matching activity, and on the very next line put your question, and on the very next line put the correlating answer. Repeat question/answer on the next two lines for each set you want to match.

MAT^ Match the famous battles and the year they were fought.

Battle of Hastings

1066

Gettysburg

1863

Battle of Somme

1917



Instructions to make the Test usable in Blackboard

Once you have the test written out using the provided formatting in MS Word, please make sure you have only 1 line space between questions, otherwise an error will occur upon import. Save this Word document as a .docx, and then as a .txt file. The .txt file is what you will be using to convert to a test format. Below is a sample. The arrows point to the type of question each is. Note the formatting is identical to the previous notes. **Do not add any graphics or icons to the test.**

MC^ Multiple choice question: Linotypesetting was superior to automated typesetting because it was
Easier
Faster
More flexible
*All of the above

MA^ Multiple choice question: Which of the following are US Presidents?
*Adams
Garney
*Lincoln
Bednar

ESS^ Essay question: List, in detail, the steps to find out how much RAM is on your computer. Do the same to explain how to find out how what operating system you are currently running.

TF^ True/False question: Canada is part of the United States of America.
False

OP^ Open-ended question: Reflect on what you are learning and your experience in this course. Indicate your level of agreement with the following statement. I feel that this course challenges me appropriately.

SR^ Short answer question: The capital of Canada is?
Ottawa

NUM^ Numerical question: Independence Day is celebrated on the ___ of July
4

NUM^ Numerical question: 5+2=
7

FIB^ Fill in the blank question: Brooklyn borough of New York City was previously known as _____ County.
Kings

FIB^ Fill in the blank question: Serving as President of the United States of America from 1989 to 1993, _____ was the 41st president of the United States.
George Bush
George H. W. Bush
George Herbert Walker Bush

FIL^ File upload question: Write a 250-word essay reflecting on what you learned in this course. Write your essay offline in a Microsoft Word document and attach it here.

ORD^ Order question: Put these Harry Potter books in chronological order.
The Philosopher's Stone
The Chamber of Secrets
The Prisoner of Azkaban
The Goblet of Fire
The Order of the Phoenix
The Half-Blood Prince
The Deathly Hallows

Once, you have a properly formatted .txt file you can select all the text by highlighting all the text with a CTRL+A and then a CTRL+C to copy the content selected. Use a CTRL+V to paste the content into a Blackboard Test Generator from the URL below. Other site generators can be used. The process will be the same. This link is live and is clickable.

https://www.nyit.edu/ctl/bb_exam_converter



The next step in the process is to paste the selected text from the test file into the generator.

Paste your formatted exam in this box, then click the button below the box: "Check for Syntax Errors"
You will only see a "Download" button when your exam is free from errors.

PASTE YOUR FORMATTED EXAM IN THIS BOX.*

ORD* Put these Harry Potter books in chronological order.
The Philosopher's Stone
The Chamber of Secrets
The Prisoner of Azkaban
The Goblet of Fire
The Order of the Phoenix
The Half-Blood Prince
The Deathly Hallows

ORD* Put the following famous battles in order of occurrence.
Battle of Hastings
Battle of Yorktown
Gettysburg
Battle of the Somme
D-Day

MAT* Match the famous battles and the year they were fought.
Battle of Hastings
1066
Gettysburg
1863
Battle of Somme
1917

MAT* Match the amendment to the U.S. Constitution with the year it was adopted.
Prohibits the denial of the right to vote based on sex
1920
Prohibits the denial of the right to vote based on race, color or previous condition of servitude
1870
Provides for the right to trial by jury in certain civil cases, according to common law
1791

CHECK FOR SYNTAX ERRORS

Once you paste the content into the generator, please make sure there is only once line space between questions and there are no extra blank line spaces at the end of the test questions. Click the **Check for Syntax Errors**. If everything checks out on the test formatting, this is what you will see.

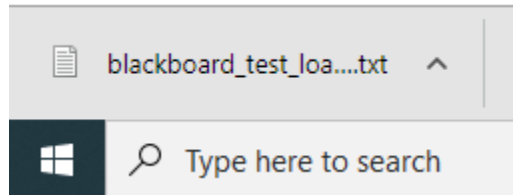
MAT* Match the famous battles and the year they were fought.
Battle of Hastings
1066
Gettysburg
1863
Battle of Somme
1917

MAT* Match the amendment to the U.S. Constitution with the year it was adopted.
Prohibits the denial of the right to vote based on sex
1920
Prohibits the denial of the right to vote based on race, color or previous condition of servitude
1870
Provides for the right to trial by jury in certain civil cases, according to common law
1791

Syntax Check Initiated
Found 16 questions.
No Errors Found, proceed to BB Exam Conversion!

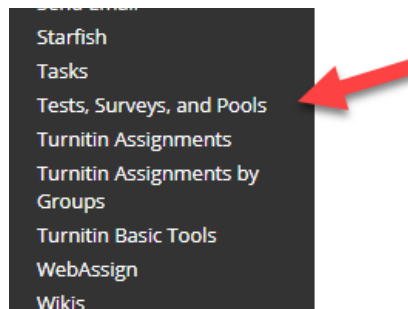
CHECK FOR SYNTAX ERRORS **CONVERT TO BLACKBOARD LOAD FILE**

The next step is to download the Blackboard test load file. You will click on the red button on this website version, and it will download the file to be imported eventually into Blackboard.



From this point you have downloaded the file to your downloads folder on your computer. You may want to move the file to a folder for archiving purposes before proceeding. The next set of steps will be directly into Blackboard.

In your **Course Menu** you will use the **Course Tools** to access the **Tests, Quizzes, and Pools**.



Tests, Surveys, and Pools

[Tests](#) ←

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

[Surveys](#)

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

[Pools](#)

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

Next, you will choose Build Test. From here you will name it accordingly and fill out any directions or completion information the students will need.

Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. [More Help](#)

[Build Test](#) ←

NAME	DEPLOYED	DATE LAST EDITED
Test Import Sample	No	August 30, 2021 11:38 AM
Types of Digital File Extensions	Assessment PS	March 23, 2021 1:33 PM

Displaying 1 to 2 of 2 Items | [Show All](#) | [Edit Paging...](#)



TEST INFORMATION

Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

0 WORDS POWERED BY TINY

0 WORDS POWERED BY TINY

Once you have the inputted **Name**, **Description**, and **Instructions** completed, you will click **Submit** at the lower right-hand corner of the window.

On this screen you will choose **Upload Questions**, click the **Browse** button, and select the downloaded test file you created. The point scores in this step are not relevant because they can be changed when you edit the test.

Success: Test Import Sample created.

Test Canvas: Test Import Sample

The Test Canvas lets you add, edit, and reorder questions, as well as review a test. [More Help](#)

Create Question Reuse Question **Upload Questions** Question Settings

Description	Sample
Instructions	Sample
Total Questions	0
Total Points	0

This test has no questions!
Create questions or add questions from other resources.



Upload Questions
Questions can be authored offline in a specially formatted text file and uploaded into tests, surveys, and question pools. Once uploaded, questions can be edited and used like questions that have been authored in the system. [More Help](#)

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

File containing questions to import:

Points per question: Enter the points possible per question.

Click **Submit** to proceed.

The 'Open' dialog box shows the 'Downloads' folder with a list of files. The file 'blackboard_test_loadfile_1630296000 (1)' is selected. The 'Open' button is highlighted.

Once selected, choose **Open and then Submit**. This will begin the import process. If there are no import errors, your test will appear for you to check and edit. If an error occurred, you would need to go back to the .txt file and make your corrections before you go back to the Blackboard Test Generator site and download a revised version.

Question upload successful.

Test Canvas: Test Import Sample
The Test Canvas lets you add, edit, and reorder questions, as well as review a test. [More Help](#)

Create Question | Reuse Question | Upload Questions | Question Settings

Description: Sample
Instructions: Sample
Total Questions: 16
Total Points: 160

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

Delete | Points: | Update | Hide Question Details

1 Multiple Choice: Phototypesetting was superior to auto... Points: 10

Question: Phototypesetting was superior to automated typesetting because it was

Answer: Easier, Faster, More flexible, All of the above

You now will be able to edit, add or delete questions, and assign points. These tests and quizzes will be able to be deployed immediately and can be exported/imported to different class sections.