



Upload Test Questions into Blackboard

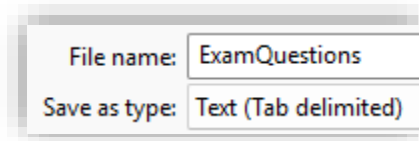
Uploading test questions into Blackboard involves creating a tab-delimited text (.txt) file using Excel, then uploading that plain-text file via the "Upload questions from file" option within a new test in Blackboard.

Here is an example of how you can format Multiple Choice (MC), Multiple Answer (MA), and True/False (TF) questions in each row.

Do not include column headers. Each question must start on a new row.

	A	B	C	D	E	F	G	H	I	J
1	QUESTION TYPE	QUESTION TEXT	ANSWER TEXT A		ANSWER TEXT B		ANSWER TEXT C		ANSWER TEXT D	
2	Multiple Choice									
3	MC	What are the official primary colors of Jacksonville University?	Blue and Gold	incorrect	Green and White	correct	Red and Silver	incorrect	Orange and Black	incorrect
4	Multiple Answer									
5	MA	Select the official primary colors of Jacksonville University.	Green	correct	White	correct	Blue	incorrect	Orange	incorrect
6	True/False									
7	TF	The official primary colors of Jacksonville University are green and white.	TRUE							

In Excel, go to File > Save As. Select **Text (Tab delimited)** (.txt) from the file type dropdown menu.



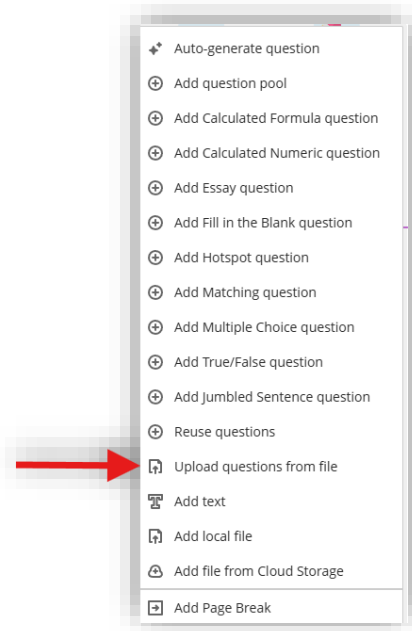
The questions in that .txt file will have tabs and look like this:

MC What are the official primary colors of Jacksonville University? Blue and Gold incorrect Green and White
correct Red and Silver incorrect Orange and Black incorrect

MA Select the official primary colors of Jacksonville University. Green correct White correct Blue
incorrect Orange incorrect

TF The official primary colors of Jacksonville University are green and white. TRUE

Navigate to your course in Blackboard and find or create the test you will upload these questions to. Click the **plus sign (+)** within the test creation page and choose **Upload questions from file**. Review the questions and adjust points if needed, as they default to a set value, often zero or one.



Blackboard updates monthly, so screenshots may vary slightly. If things look different in your course, choose the most similar option available.