

Quick Guide

Blackboard Learning Management System

Ultra Test Question Creation for Import



Blackboard: Blackboard Ultra Test Question Creation for Import

This document will explain, in detail, how to create test questions for use in importing into Blackboard. This method requires the use of Microsoft Word or a similar application to create your test questions.

Step 1: Understanding Test Question Formatting

1. Your document will have to be formatted a certain way in order to be read by Blackboard.
2. For example, when creating multiple choice questions, 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

1. 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

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. A sample Word file can be found in Appendix A of this document.

On the following pages, you will find the formatting requirements for other types of questions, should you decide to not use all multiple choice question types.

Step 2: Format Specifics by Question Type

The following are the way that questions must be formatted in order to convert the questions correctly for importation into Blackboard.

Multiple Choice

- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of the correct choice.

Example:

1. Which of the following is a prime number?

- a) 4
- *b) 5
- c) 6

Alternate method:

MC

Which of the following is a prime number?

- 4
- *5
- 6

True/False

- Question on a single line
- The answer on the next line. Can be any of the following: T, t, True, TRUE, true, F, f, False, FALSE, false

Example:

1. 3 is a prime number.

True

Alternate method:

TF

3 is a prime number.

True

Multiple Answer

- Exactly the same as multiple choice, only with multiple answers marked correct.
- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of all correct choices.

Example:

1. Which of the following is a prime number?

- *a) 2
- *b) 3
- c) 4
- *d) 5

Alternate method:

MA

Which of the following is a prime number?

- *2
- *3
- 4
- *5

Essay

- This is simply a question with no answer given.

Example:

1. Tell me your life story.

Alternate method:

ES
Tell me your life story

Fill in the blank

- Begin your question with the keyword: blank
- Leave a blank somewhere in the question.
- Give all of the possible correct answers.

Example:

blank 1. Two plus two equals _____.
a. four
b. 4

Alternate method:

BL
Christmas falls on December _
25th.
25th
25

Matching

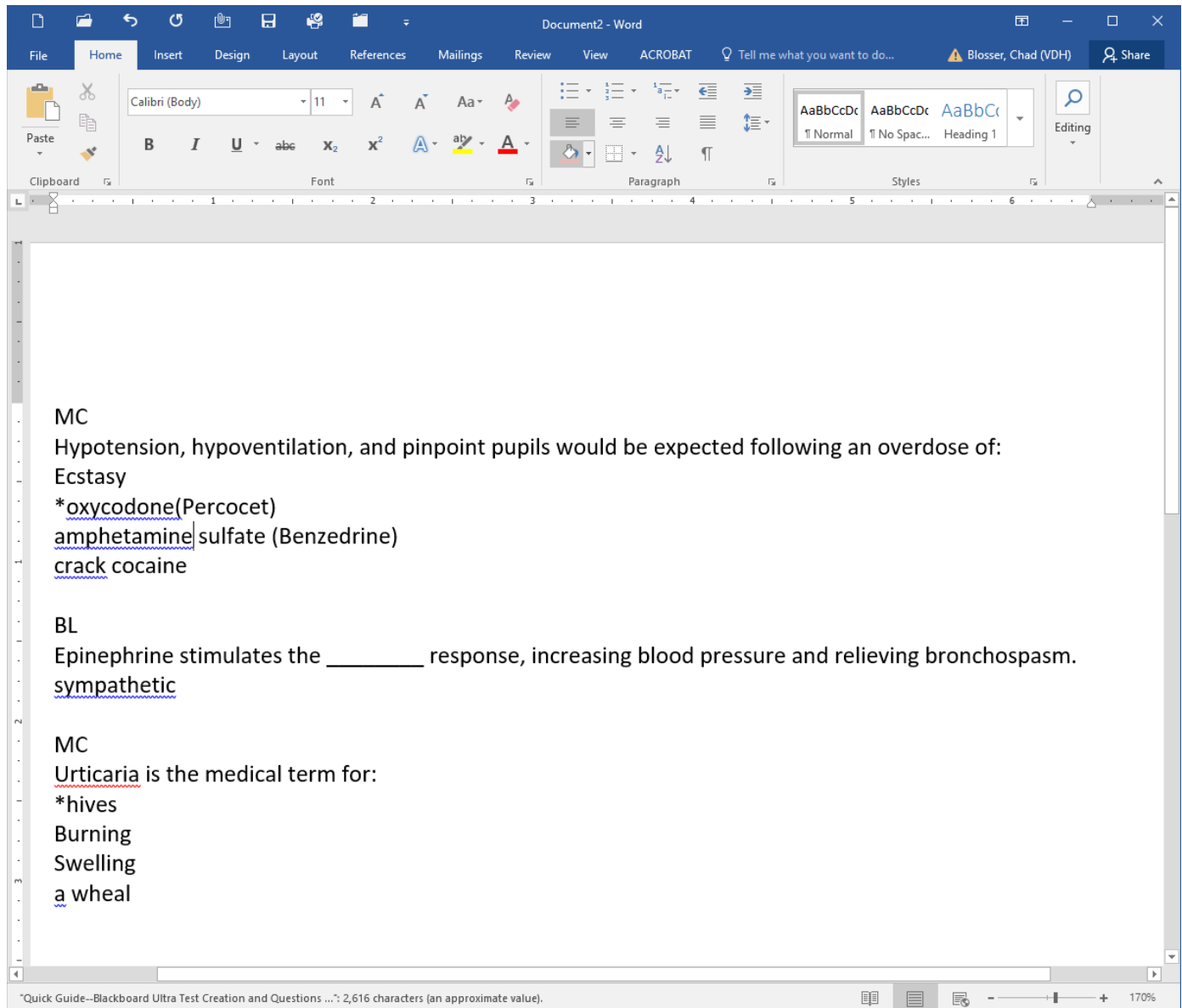
- Begin your question with the keyword: match
- For every answer there should be a slash between the answer and its match.

Example:

match 1. Match the chapters with their topics.
a) Chapter 13/Exception Handling
b) Chapter 16/File Processing
c) Chapter 10/OOP & Classes
d) Chapter 15/Chars, C-Strings, & the String Class
e) Chapter 12/Not covered in this class

Step 3: Using a Web Question Converter to Create a Question Bank

1. There are a number of different Blackboard Test Generators on the internet. The one that we have found works best is hosted by Oklahoma Christian University-- <https://ed.oc.edu/blackboardquizgenerator/>
2. Once you have created your Word file with your formatted question types, simply copy and paste the contents of your Word document into the OCU Blackboard Test Generator.



3. Name the test and paste your questions into the OCU Blackboard Test Generator.

Blackboard Test Question Genera x +

ed.oc.edu/blackboardquizgenerator/

BLACKBOARD TEST GENERATOR

Instructions click the question mark for detailed instructions ?

Type or paste your questions into the main text area and click the **Generate Test Questions** button.

Basic information:

- Questions start with a number followed by a period or parenthesis.
- Answers start with a letter followed by a period or parenthesis.
- If you enter questions/answers without numbers/letters, then questions must be tagged (MC for multiple choice, TF for true/false, MA for multiple answer, etc).
- Separate your questions with one blank line.
- Avoid leaving blank rows, except when you're going on to the next question or answer.

Test Name

EMT Questions

Create sample question

Multiple Choice

MC

Ecstasy

bxycodone(Percocet)

amphetamine sulfate (Benzedrine)

crack cocaine

Hypotension, hypoventilation, and pinpoint pupils would be expected following an overdose of:

BL

Epinephrine stimulates the sympathetic response, increasing blood pressure and relieving bronchospasm.

MC

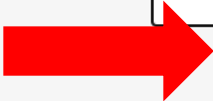
Urticaria is the medical term for:

*hives

Burning

Swelling

a wheal



4. Press the *Generate Test Questions* button and wait to see if all your questions are formatted correctly.
5. Make corrections as directed by the test generator.
6. Press the *Generate Test Questions* button again.

Blackboard Test Question Genera x +

ed.oc.edu/blackboardquizgenerator/

Test generation failed
Hold your mouse cursor over any red box for more information

BLACKBOARD TEST GENERATOR

Instructions click the question mark for detailed instructions ?

Type or paste your questions into the main text area and click the **Generate Test Questions** button.

Basic information:

- Questions start with a number followed by a period or parenthesis.
- Answers start with a letter followed by a period or parenthesis.
- If you enter questions/answers without numbers/letters, then questions must be tagged (MC for multiple choice, TF for true/false, MA for multiple answer, etc).
- Separate your questions with one blank line.
- Avoid leaving blank rows, except when you're going on to the next question or answer.

Test Name

Create sample question

Multiple Choice

MC

Ecstasy
oxycodone(Percocet)
amphetamine sulfate (Benedrine)
crack cocaine
Hypotension, hypoventilation, and pinpoint pupils would be expected following an overdose of:

BL

Epinephrine stimulates the sympathetic response, increasing blood pressure and relieving bronchospasm.

MC

Urticaria is the medical term for:
*hives
Burning
Swelling
a wheal

7. Once corrected, you should see all questions are highlighted in green.
8. Click on the Download Question Pool button.

Blackboard Test Question Generator

ed.oc.edu/blackboardquizgenerator/

Instructions click the question mark for detailed instructions ?

Type or paste your questions into the main text area and click the **Generate Test Questions** button.

Basic information:

- Questions start with a number followed by a period or parenthesis.
- Answers start with a letter followed by a period or parenthesis.
- If you enter questions/answers without numbers/letters, then questions must be tagged (MC for multiple choice, TF for true/false, MA for multiple answer, etc).
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Test Name
EMT Questions

Create sample question
Multiple Choice

MC
Ecstasy
*oxycodone(Percocet)
amphetamine sulfate (Benzedrine)
crack cocaine
Hypotension, hypoventilation, and pinpoint pupils would be expected following an overdose of:

BL
Epinephrine stimulates the sympathetic response, increasing blood pressure and relieving bronchospasm.

MC
Urticaria is the medical term for:
*hives
Burning
Swelling
a wheal

9. Once the test question file has been created, it will automatically be downloaded to your browser for you.
10. Locate the downloaded file so you can import it into Blackboard's Question Pool.

Blackboard Test Question Generator

ed.oc.edu/blackboardquizgenerator/

Instructions [click the question mark for detailed instructions](#)

Type or paste your questions into the main text area and click the **Generate Test Questions** button.

Basic information:

- Questions start with a number followed by a period or parenthesis.
- Answers start with a letter followed by a period or parenthesis.
- If you enter questions/answers without numbers/letters, then questions must be tagged (MC for multiple choice, TF for true/false, MA for multiple answer, etc).
- Separate your questions with one blank line.
- Avoid leaving blank rows, except when you're going on to the next question or answer.

Test Name **Create sample question**

MC
Ecstasy
*oxycodone(Percocet)
amphetamine sulfate (Benzedrine)
crack cocaine
Hypotension, hypoventilation, and pinpoint pupils would be expected following an overdose of:

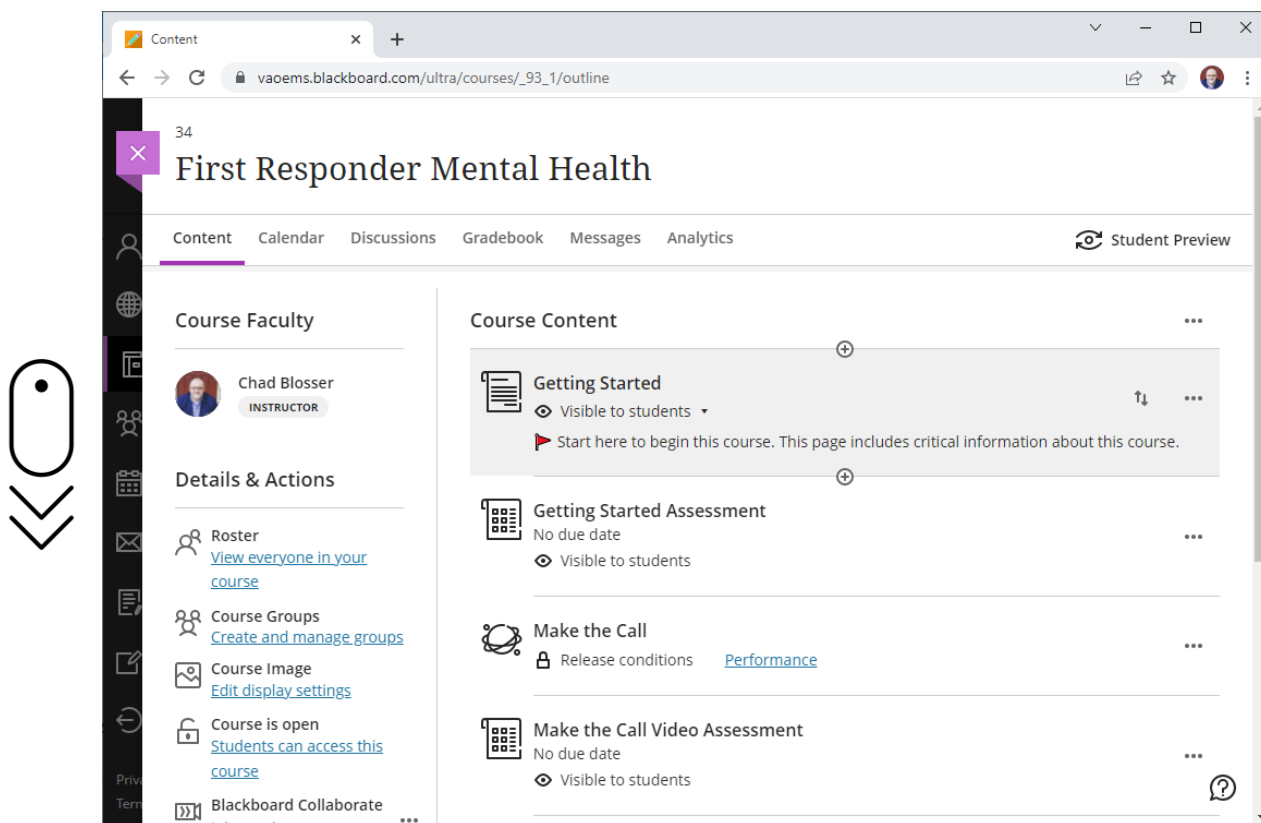
BL
Epinephrine stimulates the sympathetic response, increasing blood pressure and relieving bronchospasm.

MC
Urticaria is the medical term for:
*hives
Burning
Swelling
a wheal

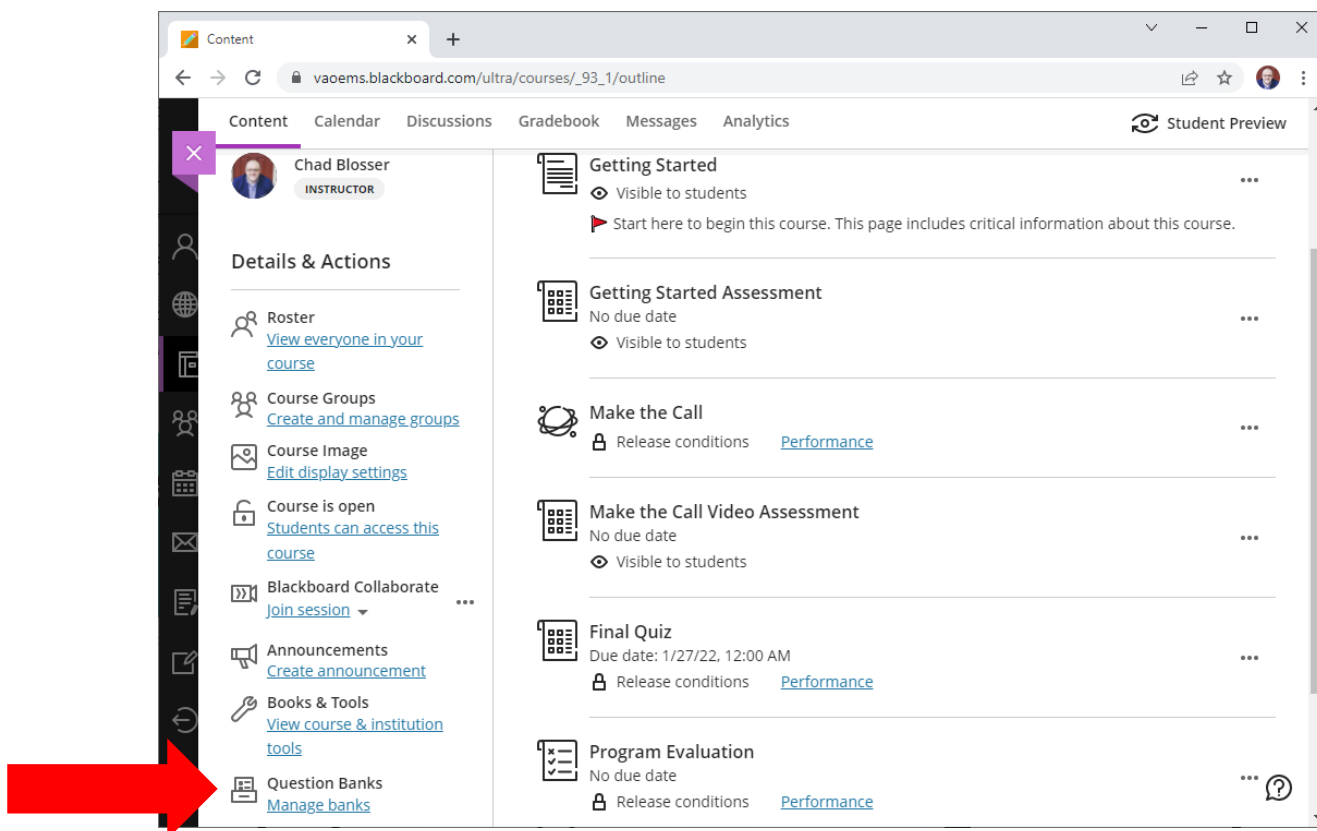
EMTQuestions.zip

Step 4: Importing the Question Bank File into Blackboard

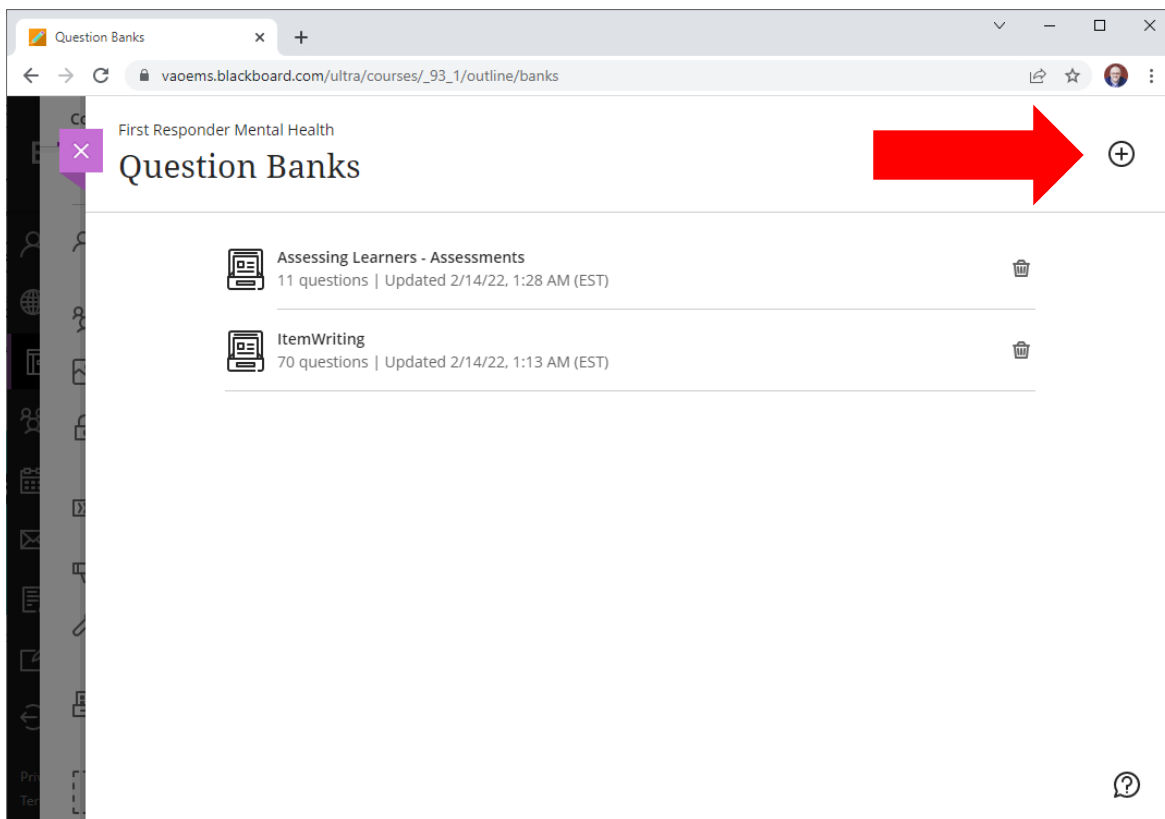
1. Open your course in Blackboard.



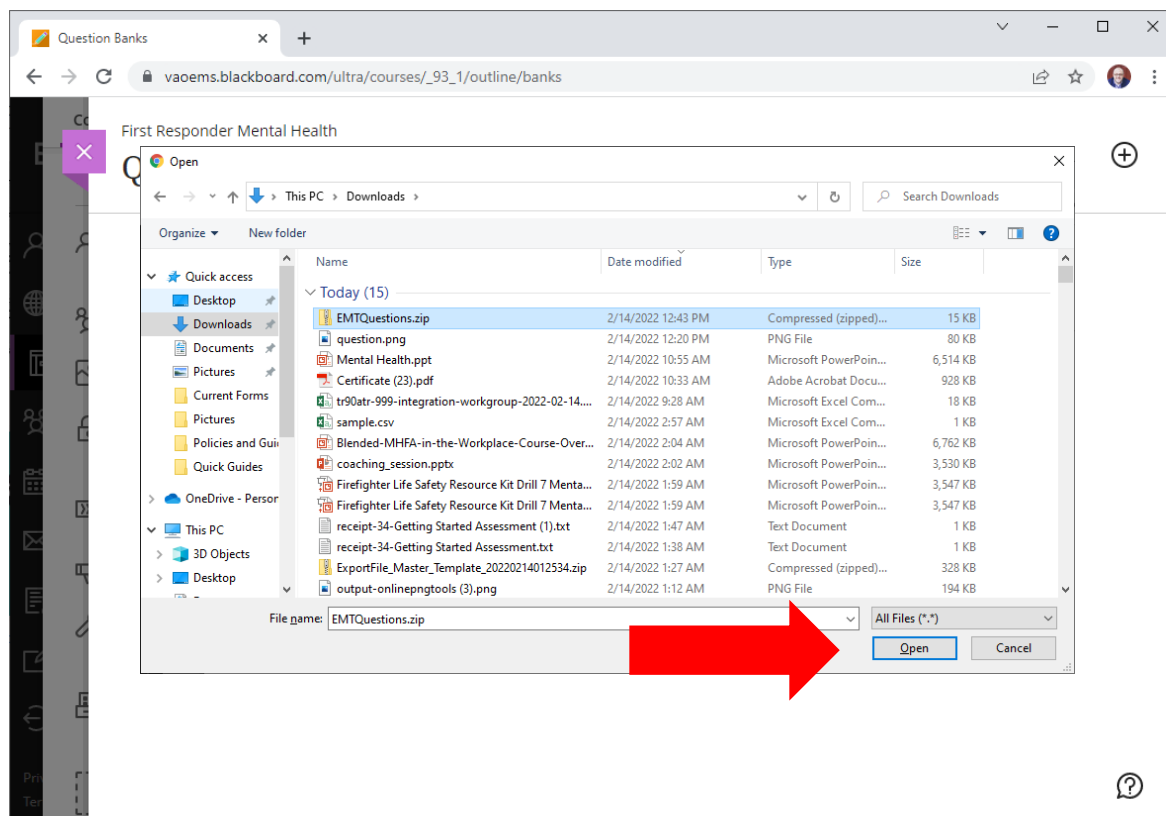
2. Navigate to the Question Banks under Details & Actions and click on *Manage Banks*.



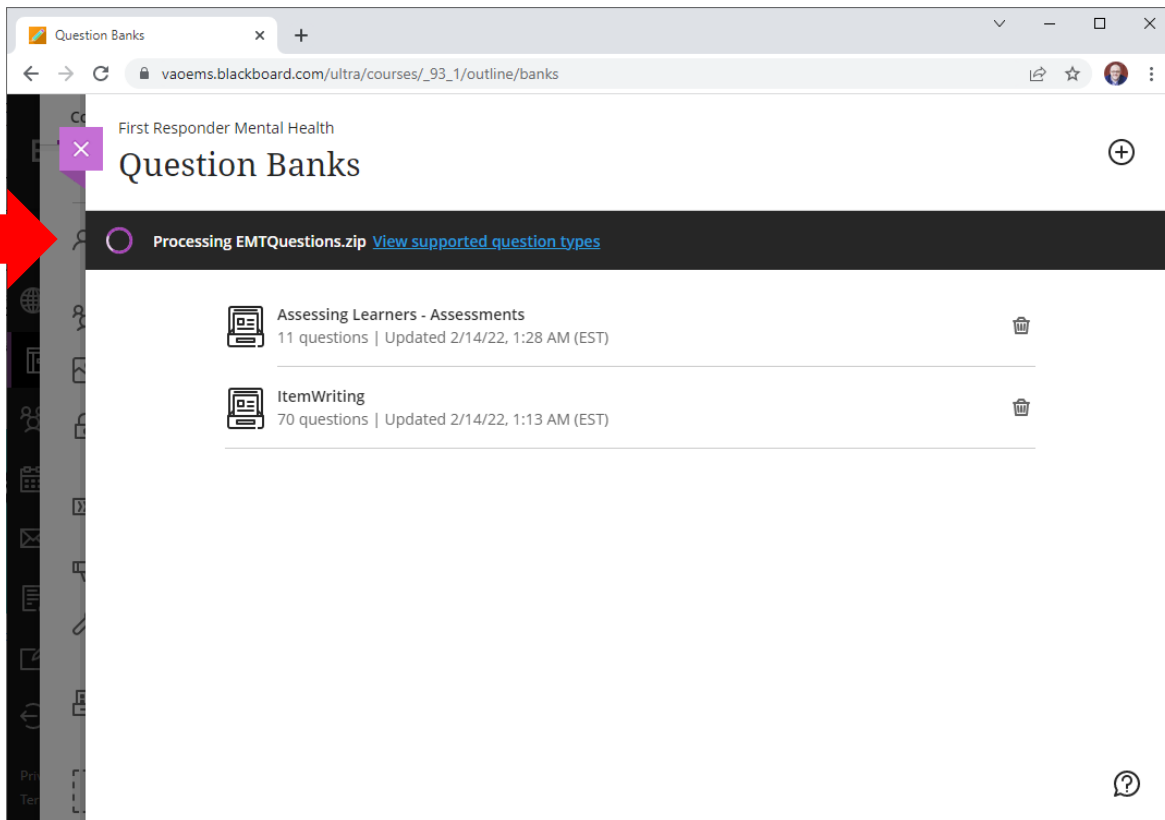
- Click on the (+) sign to import your question bank.



- Locate the .ZIP file you created on the OCU Blackboard Test Generator.
- Click **Open**.



6. Your question bank file will process over a period of minutes.



7. You will be notified by Blackboard once the file has been successfully imported.

8. Your Question Bank is now available for use.

