



# Uploading Questions for an Assessment

## A Blackboard Learning Services Quick Reference Guide

**Introduction** This Quick Reference Guide is designed for course Instructors, and TAs who wish to upload questions for courses [Blackboard Learning System \(Release 6\)](#). There are two sections in this guide. The first section teaches you how to format the text with your questions so it will upload properly into Blackboard. The second section teaches how you to set up the assessment and upload your file. This guide combines functional steps and best practices to ensure error free question uploading and assessment creation.



**Note:** Please note the upload feature is found in Blackboard 6 Enterprise Edition only.

## Creating Your Questions

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**Introduction** Creating your questions file has some advantages over developing questions in Blackboard 6. Some advantages to creating/uploading a question file include:

- The ability to use your word processor's spell check feature when creating your questions.
- The ability to see your questions and answers on the same page to ensure educational objectives are met and possible ambiguities avoided.
- Reusable content that can be easily edited for future exams.
- Includes all question types such as: Essay, Ordering, and Matching; Fill in the Blank, Multiple Choice, Multiple Answer and True/False questions, or any combination of these.



**Note:**

- Please note this feature is found only in Blackboard 6 Enterprise Edition only.

**Business Rules** The following are business rules that must be followed when creating questions for Blackboard 6:

- All question types must follow a specific format.
- All files must be saved as a .txt (text) or .rtf (rich-text) file. Do not save as a MS-Word (.doc) or WordPerfect (.wpd) document.
- In order for point values to be assigned, you must create and assign default point values first in the assessment. Otherwise all questions uploaded will have a point value of zero.



**Note:** Instructors may customize point values for individual questions.

**Creating the File**

As stated in the business rules, all questions have a specific format when creating them on the word processor. In the following series, you will see the question formats, plus an example of each question. It is very important to know that each question is created from left to right with a tab separating each part of the question.

**Multiple Choice**

To create a multiple choice question, use the following formula:  
MC **Tab** question text **Tab** answer text **Tab** 'correct' or 'incorrect'



**Note:** Repeat "**Tab** answer text **Tab** correct or incorrect" (remove the quotes) for as many answers that you need for the question. The maximum number of answers to create per multiple choice question is 20.

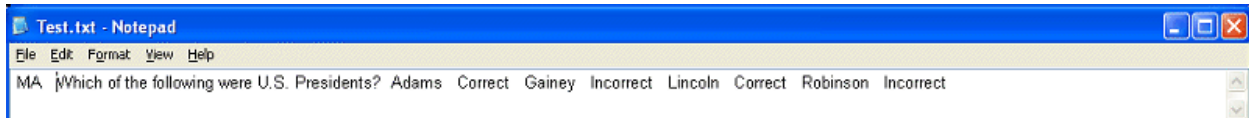


**Multiple Answers**

To create a multiple answer question, use the following formula:  
MA **Tab** question text **Tab** answer text **Tab** 'correct' or 'incorrect'

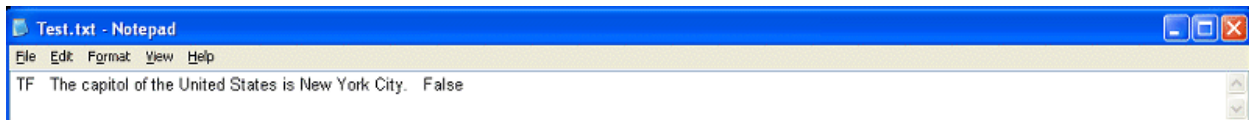


**Note:** Repeat "**Tab** answer text **Tab** correct or incorrect" (remove the quotes) to create as many answers that you need for the question. The maximum number of answers to create per multiple answer questions is 20.



**True/False Questions**

To create a true/false question, use the following formula:  
TF **Tab** question text **Tab** 'true' or 'false' (remove quotes)

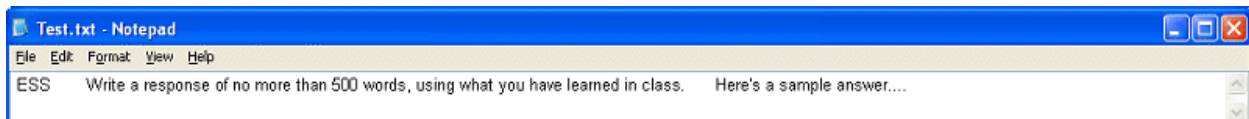


**Essay Questions**

To create essays, use the following formula:  
ESS **Tab** question text **Tab** "essay sample text" (remove the quotes)



**Note:** Essay sample text is for modeling a sample essay answer and is optional.

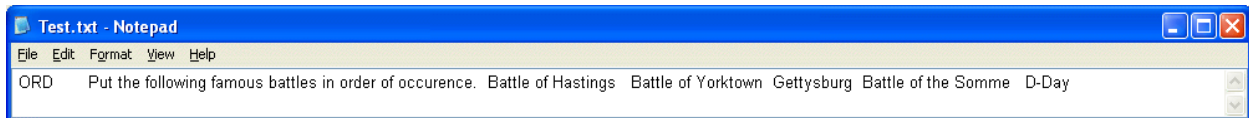


**Ordering Questions**

Use the following formula to create ordering questions:  
 ORD **Tab** question text **Tab** answer



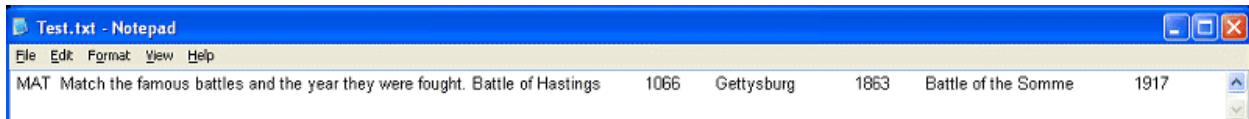
**Note:** Repeat “**Tab** answer” (remove quotes) to create additional answers. The maximum number of answers is 20. Ensure the order entered in the file is the correct order. The system will randomly order the answers.

**Matching Questions**

To create matching questions, use the following formula:  
 MAT **Tab** question text **Tab** answer text **Tab** matching text



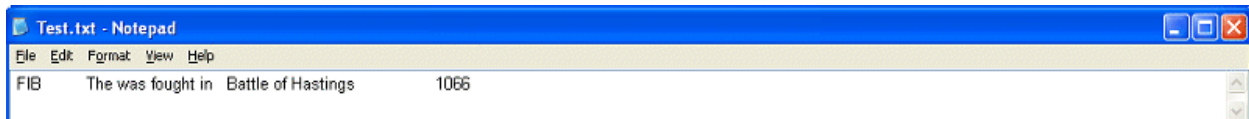
**Note:** Repeat “**Tab** answer” (remove quotes) to create additional answers. The maximum number of answers is 20. Ensure the order entered in the file is the correct order. The system will randomly order the answers and matches.

**Fill in the Blank Questions**

Use the following formula to create fill in the blank questions:  
 FIB **Tab** question text **Tab** answer text



**Note:** Repeat “**Tab** answer” (remove quotes) to create additional answers. The maximum number of answers is 20.

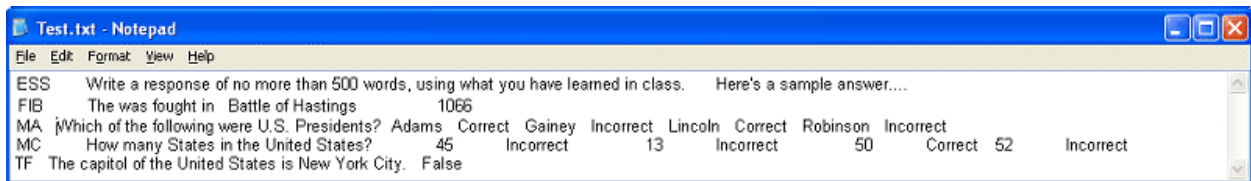


**After Creating Your Questions**

When complete, remember to save your file in either in .txt (text) or .rtf (rich text). Next, we will develop the assessment and upload the questions into Blackboard.



**Note:** In Microsoft Word and Corel WordPerfect, remember when saving the document to save it as a .txt (text), or .rtf (Rich Text). When saving the document, click **Save As...**, and change the document type



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## Creating an Assessment

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**Introduction** With the questions completed, let's create the assessment. In the following directions we will name the assessment, assign default values, and upload the questions.

**Procedure:** To create your assessment, perform the following steps:

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1. Click **Test Manager** in the Assessment area of the Control Panel.
    - The *Test Manager* screen appears.
  2. Click Add Test.  
The *Test Info* screen appears.
  3. Enter the following information:
    - Name** (Required)-The Name of your assessment.
    - Description** (Optional)-What is the assessment about?
    - Instructions** (Optional)-Directions to the student on how to take the assessment.
  4. Click **Submit**.  
The Test Canvas screen appears.



**Note:** Stay on the Test Canvas screen for the next procedure.

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**Modifying the Assessment** Next, we will modify the assessment through the Creation Settings. In the Creation Settings, you can add images and content to the test, allow student file uploading, categorize questions to keep in the question pool, and assign default values for your questions.

**Procedure:** To modify an assessment settings, perform the following steps:

1. From the *Test Canvas screen*, click **Creation Settings**

➤ The *Test Creation Settings screen* appears.

2. To enable the following settings, simply click the check box to enable:

Field	Description
Provide feedback for individual answers	Enable to enter feedback for individual answers instead of one set of feedback for all answers.
	<b>Note:</b> Feedback is not allowed for answers in True/False, Multiple Answer, and Matching questions.
Add images, files, and URLs to questions	Enables the option to attach images, files, and URLs to questions in the test.
Add images and files to answers	Enables the option to attach images and files to answers from students.
Add categories and keywords to questions	Enable to add specific categories or keywords to the questions in the assessment. This will allow you to query the Question Pool and assessments through categories and keywords when looking for questions to use.
Specify default point value for questions	When this option is enabled, all questions will have the same point value. It is recommended to enable this option prior to uploading the questions for the assessment. If this option is not enabled, all questions that have been uploaded will have a point value of zero. Ensure a default point value is entered.



**Note:** As before, you may still customize points per question.

3. Click **Submit**.  
The Creation Setting Confirmation screen appears.
4. Click **Ok**.  
The Test Canvas screen appears.

**Uploading Questions** Once the assessment has been created, you may now upload your questions.

**Procedure:** To upload your questions, perform the following steps:

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1. From the *Test Canvas screen*, select **Upload Questions** and click **GO**.
    - The *Upload Questions screen* appears.
  2. To locate your questions file, click **Browse**.
    - The *Choose File* screen appears.
  3. Select the desired file, and click **Open**.
    - The file appears in the *Uploading File* screen.
  4. Click **Submit**.
    - The questions file is imported to Blackboard with all questions displayed.
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**After Loading Your Questions** Once uploaded, questions will function and can be manipulated like other questions created within the Assessment. If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully. The system does not check for duplicate questions. It is up to the Instructor to manage this aspect of the assessment questions.

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**To Learn More...** Blackboard Learning Services offers comprehensive classroom training programs and educational materials for the *Blackboard Learning System™* products. For more information about how Blackboard Learning Services can serve your institution's training needs through on-site events, remote seminars, or via our Certified Education Center partners, please contact your Account Manager at Blackboard or visit the online [Training Center](http://behind.blackboard.com) at <http://behind.blackboard.com>.

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