Instructions for Uploading Test Questions

The following are instructions for uploading questions to Blackboard for use in a test from a document.

Part 1-Uploading Questions

1. Open a new file in Notepad. (OR SAVE WORD document as **Plain text**)
2. If the questions are typed in a Word Document, copy and paste them into the Notepad file. If not, type questions into the Notepad file. Format the questions according to the instructions located at this link https://quondam.csi.edu/blackboard/bbquiz/doc.asp. (Don't forget to save the file for future use!)
3. Once the questions are formatted correctly according to the above link, open this quiz generator https://quondam.csi.edu/blackboard/bbquiz/Default.aspx.
4. In the Quiz Name space, type the name that you would like for the test.
5. In the Notepad file you have created with the questions, press **Ctrl** + **A** and then **Ctrl** + **C**. (select all and copy)
6. Go back to the quiz generator.
7. Click in the space for typing or pasting questions then press **Ctrl** + **V**.
8. Click the **Create Quiz** button located at the bottom of the typing space.
9. A sentence will appear in the same place with the amount of questions your quiz contains and button that says **"here."** Click the button. A zip file will be downloaded which you should save in a place you can easily find.
10. In Blackboard, click **Tests, Surveys and Pools** located under the **Course Tools** tab.
11. Click **Pools.**
12. Click **Import Pool.**
13. Click **Browse My Computer**.
14. In the window that pops up, navigate to and double-click the saved zip file of questions from step 9.
15. Click **Submit**. A pool of questions has now been created.

Part 2-Creating a Test from the Uploaded Pool

16. Click the folder in which you want to create a test.
17. Mouse over the **Assessments** tab and select **Test** from the dropdown.
18. Click **Create**.
19. Provide the test name, description, and instructions.
20. Click **Submit**.
21. Mouse over the **Reuse Question** tab and select **Find Questions** from the dropdown.
22. If a window pops up asking for you to select either link to questions or copy questions, select the one for copying and then click continue.
23. A window will pop up for selecting the questions. Under the pools tab located on the left-hand side, select the pool that you uploaded in steps 14 and 15.

24. A list of the questions will pop up. Select from the list all the questions you want in the test.
25. Click **Submit**
26. Continue with your normal method of editing tests such as, point values, checking that questions and answers are correct, etc and then click **OK**.
27. You will be taken back to the create test screen. From the **Add and Existing Test,** click the test you just created from the previous steps.
28. Click **Submit.**
29. Set all the desired settings and click **Submit.**