

Blackboard Test Question Generator

Step by Step Instructions

These instructions describe how to create a Blackboard quiz, test or exam based on a Microsoft Word document being converted into a text file that uploads questions into Blackboard. The following question types are supported when using the Blackboard Test Question Generator: **Multiple Choice, Multiple Answer, True/False, Matching, Ordering and Essay**.

1. This step will ensure that the exam is created in plain text (See figure 1).
 - If typing a new exam in Word, start with just the text. Don't number questions or answers.
 - If the exam is already created in Word,
 - a. Select the whole document (Ctrl – A)
 - b. Open a **New Blank Document**
 - c. Click on the down arrow below the **Paste** button and select **Keep Text Only**. This step will ensure that the test will be pasted to the new document as text only (no formatting).
 - d. Review the document, making sure it only contains questions and answers. Remove any numbering. The document should look like *Figure 1*.

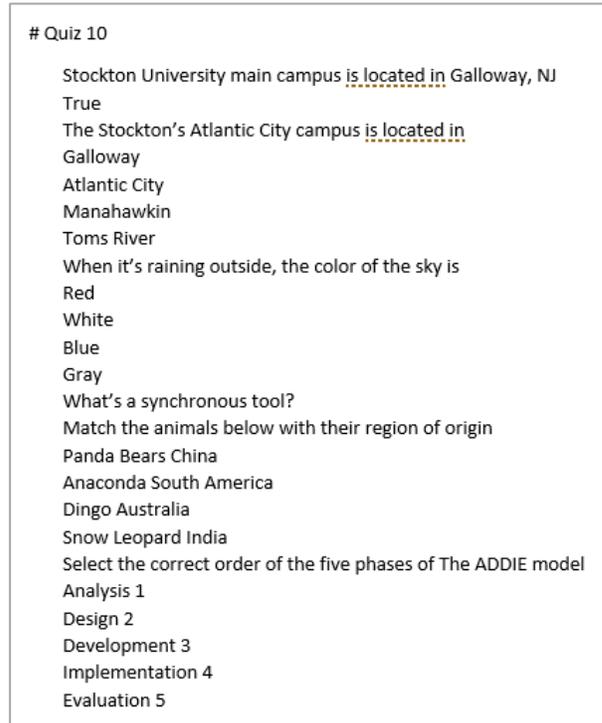


Figure 1

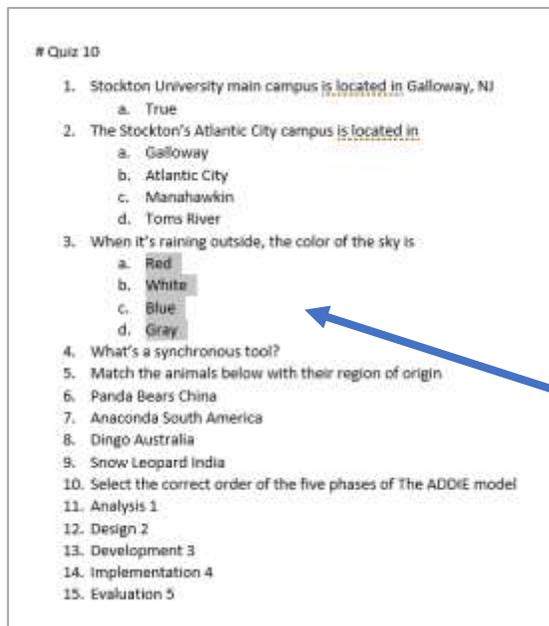


Figure 2

2. Now, highlight your questions and answers and click on **Numbering** on the Ribbon to add numbers to all question and answers. The Numbering format must be number and period (**1.**)



3. Highlight answers for each Multiple Choice, Multiple Answers, True/False, Matching and Ordering question in your exam. Click on **Increase Indent** on the Ribbon. This changes the numbers to lower-case letters and a period (**a.**) You'll need to repeat this step for each set of answers.
4. Essay questions will have no answers and should not be followed by a blank line (see question 4, *Figure 2*).

5. After all questions are numbered and the answers are preceded by lower case letters, we need to define the correct answer(s) for each question type.

- **True/False Question:** Add true or false for the correct answer preceded by a lower-case letter.
- **Multiple Choice Question:** Add a space and asterisk (*) after the correct answer.
- **Multiple Answer Question:** Add a space and asterisk (*) after the correct answers.
- **Matching Question:** The term and the appropriate matching response are separated by hitting the Tab key.
- **Ordering Question:** The term and the appropriate ordering number are separated by hitting the Tab key.
- Text that begin with a pound or hashtag sign (#) will be ignore. Use this for title of the test or quiz.

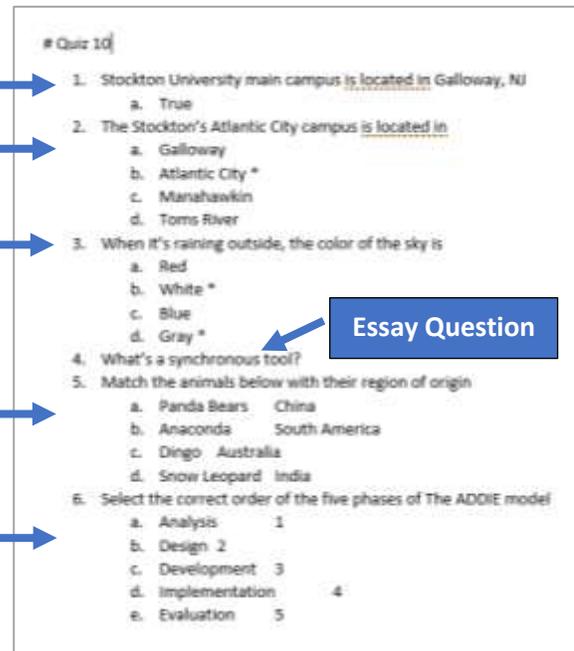


Figure 3

6. Your exam should look like *Figure 3*. Next, highlight the exam (Ctrl + A) and select **Copy**.

7. Go to the Blackboard Test Question Generator at <https://resources.online.nwtc.edu/blackboard/test-generator/>

8. Click on the text box and **Paste** (Ctrl + V) the exam

9. Click on **Generate**, then **Download**. A text file (TXT) will be saved to your Download folder

Note: If you get a **405 error message** after clicking on **Download**, follow the steps below. Otherwise continue on step 10

- Just recopy the test and paste it on the text box again
- Click **Generate**
- Select the content generated (**Ctrl-A**) and copy (**Ctrl-C**)
- Open the **MS Notepad app** and paste (**Ctrl-V**) the content. Save it as My-Blackboard-Test.txt and continue following the instructions below.

10. Log in to your Blackboard course section.

11. On your content page, click on **Assessments** and **Test**.

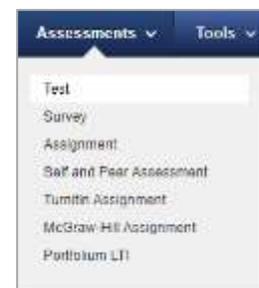
12. Click on **Create**.

13. Type a name for the test (e.g. Quiz 10) and click on **Submit**.

14. Click on **Upload Questions**.

15. Click on **Browse**, select the text file (My-Blackboard-Test.txt) in the Download folder and click on **Open**.

16. Enter the points possible for each question and then click on **Submit**.



17. Your exam is now uploaded to Blackboard. Make sure you check your questions for accuracy.
18. When done, click on **OK**.
19. Then Select the exam you just uploaded and click on **Submit**.
20. Select your exam options under **Test Options** and at the end click on **Submit** to add your exam to your Content page. To learn more about **Test Options**, click on the link below and watch the “Setting Test Options” tutorial.

<https://stockton.edu/blackboard-tutorial/instructor-tutorials/tests-exams.html>