

Creating a Blackboard Question Pool from a Document



Blackboard Learn

If you have created test questions in MS Word or another word processor, you can use [Oklahoma Christian University's Blackboard Test Generator](#) to create a question pool file to import into your course. This tool provides sample questions that follow a specific format that Blackboard will use to import questions correctly. You may use the tool's sample question formats to build questions or to serve as examples to guide building your own questions.

STEP ONE – CREATE THE QUESTION POOL

1. Go to [Oklahoma Christian University's Blackboard Test Generator](#). Review the instructions and basic information at the top of the page to understand the formatting rules. **You must follow the rules precisely for this to work!**
2. In the **TEST NAME** field, give the test a name. Then, either copy/paste the questions from your document into the questions field and **edit each question's formatting to meet the generator's requirements**. Or, use the **Create Sample Question** tool to use question templates to build your questions.

3. When you are done building questions, take a moment to review your work to ensure that there are no errors. Then, click the **GENERATE TEST QUESTIONS** button. If your questions are formatted correctly, you will see a confirmation message at the bottom of the page and buttons to download a file.
4. Click the **DOWNLOAD QUESTION POOL** button. A pool export file in .zip format will download to your computer's Downloads area.

STEP TWO – IMPORT THE POOL FILE INTO YOUR COURSE

1. Log into Blackboard and select the course in which you want to include your new test questions.
2. Within the course’s **CONTROL PANEL**, select **COURSE TOOLS**. Then click **TESTS, SURVEYS AND POOLS** from the list.
3. On the Tests, Surveys, and Pools main menu, select **POOLS**.
4. On the Pools page, select **IMPORT POOL**.
5. On the Import page, click the **BROWSE MY COMPUTER** button.
6. In the **FILE SELECTION** box that appears, find and select the pool file you saved from the Quiz Generator. Click **OPEN**.
7. Now, click the Pool page’s **SUBMIT** button.

STEP THREE – REVIEW AND CUSTOMIZE QUESTION POOL

After importing a question pool that was created by the “Word to Blackboard” generator, we highly recommend that faculty review the question pool to ensure that the questions are formatted correctly, to assign point values to questions, and make any other necessary customizations to the questions.

1. Go back to the **POOLS** area of your course.
2. Roll your mouse over the name of your question pool and click the gray arrow button that appears.
3. Select **EDIT** from the context menu.
4. That will take you to the **POOL CANVAS**, where you can review and edit your questions.

STEP FOUR – ADD YOUR POOL QUESTIONS TO A TEST

After you have confirmed that your questions are accurate, please see these instructions for adding them to a test:

- [Building a Test from a Question Pool](#)
- [Making a Test Available to Students](#)