

# Uploading Questions to a Test or Pool in Blackboard



## Tests, Surveys, and Pools

Questions can be authored offline in a specially formatted text file and uploaded into tests and question pools. Once uploaded, questions can be edited and used like questions that have been authored in the system. This tutorial assumes that you are familiar with the process of creating tests in Blackboard.

## Before You Begin – Review Examples and Format Rules

In this tutorial, you will use a Microsoft Excel spreadsheet to properly format and save a question file in a tab-delimited format (.txt). For an example of correctly formatted questions and the .txt question file that will be uploaded to Blackboard, please see these resources:

- [Download Example Question Template \(Excel Workbook\)](#)
- [Download Example .TXT Question File](#)

Before you begin adding your questions to an Excel spreadsheet, review these formatting rules:

### Spreadsheet Formatting

- The first row in the Excel document must contain your *first question* (no column or row labels allowed).
- Each question must be typed in its own row on the spreadsheet, no spaces between questions.
- In each question's first field, specify the question's *type*, as indicated in the examples below.
- Question type, question body, and answers are typed in the same row within separate fields.
- All answers must be typed in English and have no spelling mistakes.
- You can have up to 500 questions in the Question File; each question can have up to 100 answers.

### Question Formats

For the purpose of this tutorial only, the following examples include a row of labels to help you understand how to enter question information into each column. The file that *you* create must *not* have these labels.

#### Multiple Choice (MC)

	A	B	C	D	E	F	G	H	I	J
1	QUESTION TYPE	QUESTION BODY	ANSWER CHOICE		ANSWER CHOICE		ANSWER CHOICE		ANSWER CHOICE	
2	MC	Hedwig is what type of owl?	Barn Owl	incorrect	Snowy Owl	correct	Great Horned Owl	incorrect	Eagle Owl	incorrect

#### Multiple Answer (MA)

	A	B	C	D	E	F	G	H	I	J
1	QUESTION TYPE	QUESTION BODY	ANSWER CHOICE		ANSWER CHOICE		ANSWER CHOICE		ANSWER CHOICE	
2	MA	Select the Unforgivable Curses.	Crucio	correct	Avada Kedavra	correct	Imperio	correct	Hakuna Matata	incorrect

### True/False (TF)

	A	B	C
1	QUESTION TYPE	QUESTION BODY	ANSWER CHOICE
2	TF	Draco Malfoy was sorted into Slytherin	TRUE

### Matching (MAT)

	A	B	C	D	E	F	G	H
1	QUESTION TYPE	QUESTION BODY	ANSWER CHOICE		ANSWER CHOICE		ANSWER CHOICE	
2	MAT	Match the potion with its purpose.	Polyjuice Potion	To impersonate.	Veritaserum	Truth serum.	Skelegrow	To regrow broken bones

### Fill in the Blank (FIB)

	A	B	C
1	QUESTION TYPE	QUESTION BODY	ANSWER CHOICE
2	FIB	_____ is the head of Slytherin house.	Severus Snape

### Short Answer (SR)

	A	B	C
1	QUESTION TYPE	QUESTION BODY	ANSWER CHOICE
2	SR	Who is Tom Riddle ?	Tom Riddle is Lord Voldemort. It is his true given name.

### Essay (ESS)

	A	B	C
1	QUESTION TYPE	QUESTION BODY	ANSWER CHOICE
2	ESS	Why is Harry's insistence on being placed in Gryffindor House instead of Slytherin House so significant in terms of his development as a character?	Throughout the novel, Rowling emphasizes the importance of choice in determining an individual's character and direction in life. It is the choices that we make that establish what kind of person we will become.

## Step One: Create the Question File in Microsoft Excel

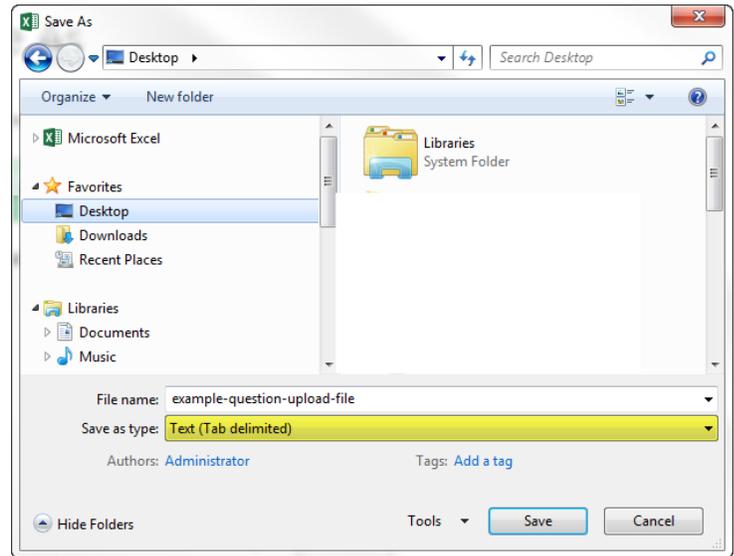
1. On your computer, launch the *Microsoft Excel* software program.
2. Add your questions to the Excel spreadsheet in the expected format. Review your questions and correct any mistakes.

Your questions should look similar to this example:

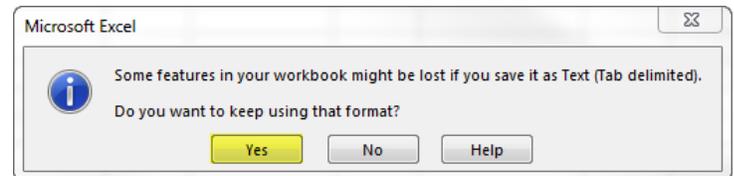
	A	B	C	D	E	F	G	H	I	J
1	MC	Hedwig is what type of owl?	Barn Owl	incorrect	Snowy Owl	correct	Great Horned	incorrect	Eagle Owl	incorrect
2	MA	Select the Unforgivable Curses.	Crucio	correct	Avada Kedavra	correct	Imperio	correct	Hakuna Matata	incorrect
3	MAT	Match the potion with its purpose.	Polyjuice Potion	To impersonate.	Veritaserum	Truth serum.	Skelegrow	To regrow broke	Felix Felicis	To have good luck.
4	TF	Draco Malfoy was sorted into Slytherin house	TRUE							
5	FIB	_____ is the head of Slytherin hou	Severus Snape							
6	SR	Who is Tom Riddle ?	Tom Riddle is Lord Voldemort. It is his true given name.							
7	ESS	Why is Harry's insistence on being placed in	Throughout the novel, Rowling emphasizes the importance of choice in determining an individual's character and direction in life. It is							

3. Once you are done creating your questions, click **FILE** and select **SAVE AS**. In the list of locations, select **COMPUTER**. In the window that appears, select a location to save the file.

In the **SAVE AS TYPE** drop-down menu, select **TEXT (TAB DELIMITED)**. Then, click **SAVE**.

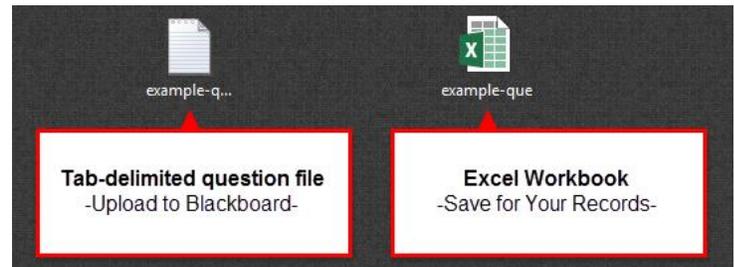


4. A confirmation prompt will appear on the screen. Click **YES**.



5. The question file will be saved to your specified location as a **.TXT file**.

We also recommend saving the Excel file as a workbook (.XLSX) for your records in the event that you must edit or revise question formatting.



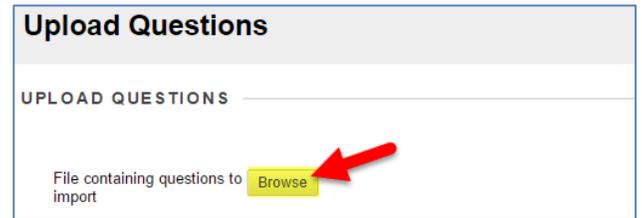
## Step Two: Upload the Question File in a New Test or Pool

1. Log into Blackboard and access your course. In your course, go to the **CONTROL PANEL**, click **COURSE TOOLS**, and select **TESTS SURVEYS AND POOLS**.
2. On the main menu that appears, select the option you want to work with, **TESTS** or **POOLS**.
3. On the page that appears, click the **BUILD** button. On the **INFORMATION** page that appears, give the test or pool a name. Then, click the **SUBMIT** button.

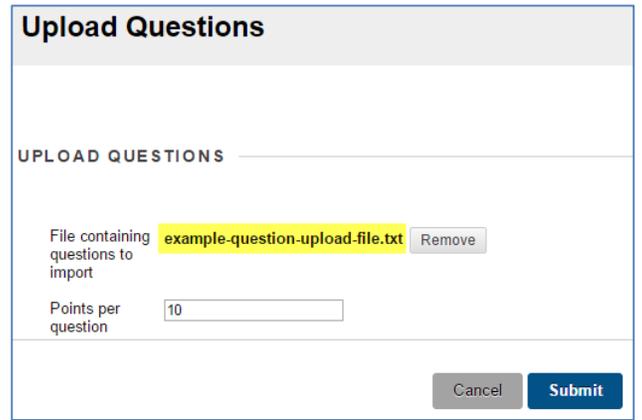
4. You will be taken to the **CANVAS** page. Here, click the **UPLOAD QUESTIONS** button.



5. On the **UPLOAD QUESTIONS** page, click the **BROWSE** button. Locate and select the tab-delimited text (.TXT) file that you created earlier.

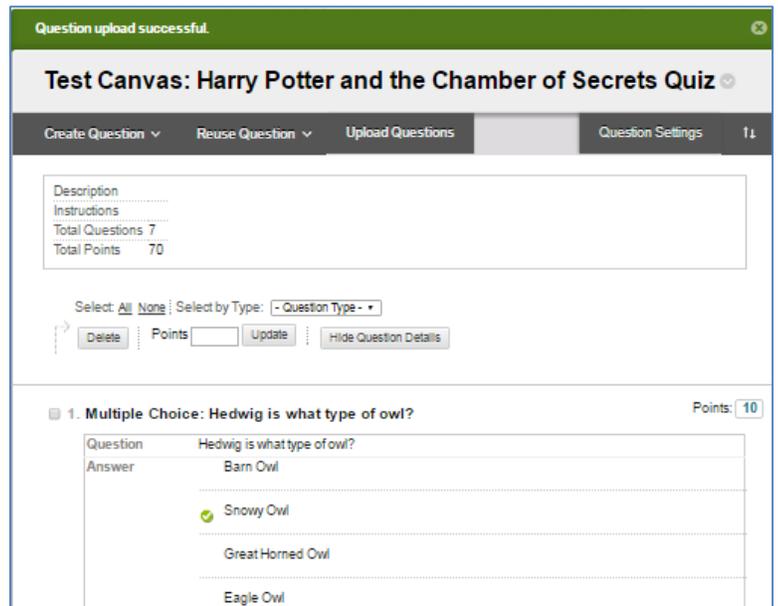


6. The selected file will display as an attachment on the page. Click **SUBMIT**.



7. If you are successful, you will see a confirmation message and see that your questions have been added to the Canvas.

**If you see an error message, please review your Excel file for errors in question or file format using the guidelines in step one.**



## Step Three: Review Questions

It is a best practice to review questions that you import into a test or pool to make sure that they are the correct format, have a correct answer assigned, and have the correct point value assigned. You may edit a question's settings to make corrections as needed.

**Once you have reviewed your test or pool questions, use the following tutorials to deploy the test or build a test from a pool:**

- [Create a Test from a Question Pool](#)
- [Makes a Test Available to Students](#)