

Preparing your Test Questions for uploading into Blackboard' Pool Manager

Rather than tediously creating questions one-at-a-time in Blackboard, you can create up to 100 questions in a word document and make use of a free online Quiz Generator to "zip" the file for uploading into Blackboard's Pool Manager.

This *three-step process* is accomplished by:

1. Properly formatting your Multiple-choice and True / False questions.
2. Using the Quiz Generator to create a zip file
3. Importing the zipped file into Blackboard

1. Properly formatting your Multiple-choice and True / False questions.

Type the questions in the following format with the asterisk denoting the correct answer:

For Multiple-Choice (one answer):

1. Type your question here.
 - a. first answer
 - b. second answer
 - *c. correct answer
 - d. fourth answer, etc.

For Multiple-Choice (more than one answer):

2. Type your question here.
 - *a. correct answer
 - b. second answer
 - *c. correct answer
 - d. fourth answer, etc.

For True / False Questions (use T or F):

3. Type your question here.
T

TIP: Be careful of extra space(s) while formatting your document, especially between the asterisk, number, and period, or in your questions. **Errors will result**, for example:

Questions: Type: True/False (with an extra space indicated by _)

M-theory postulates a supersymmetric_ theory in eleven dimensions.

Result: M-theory postulates a supersymmetric

The remaining text will be missing, and because of this break, the quiz generator will produce an Essay Type question (not a True/False).

Answers: Type: Multiple -choice with four answers (with an extra space indicated by _):

- a.
- _b.
- *c.
- d.

Result: the quiz generator will create only one answer (a). For a multiple choice question, this will also produce an error – as there must be at least two answers.

2. Using the Quiz Generator to create a zip file

To convert your test questions into a zip file to upload into Blackboard using a Free Quiz Generator on the CSI website: <http://www.csi.edu/blackboard/bbquiz/Default.aspx>

- a. **Name the Quiz**
- b. **Cut and Paste** your formatted questions and answers into the text box.
- c. Make sure you provide a **line space between the questions** (see image).

- d. **Click Create Quiz** - The information in the window will be the same, however you will notice at the bottom the generator will verify the number of test questions.

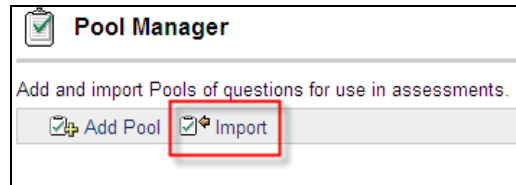
- e. **Click Here (Save as a Zip file)** - By clicking **Here** you can download the zip file created by the generator. (Note - This button only appears AFTER you've clicked on Create Quiz.) The file download window opens - Click on **Save**, browse to where you want to save the file, and **Name** it. Your zip file will look like this:



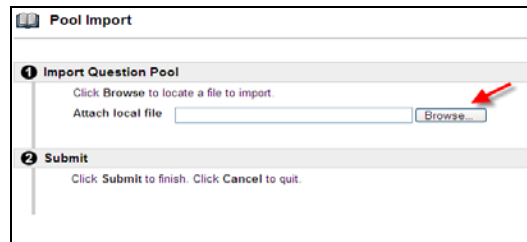
3. Importing the zipped file into Blackboard Pool Manager

Open Blackboard and go to the course where you want to upload the quiz.

- a. Click on the course **Control Panel**> **Pool Manager** - click on **Import**

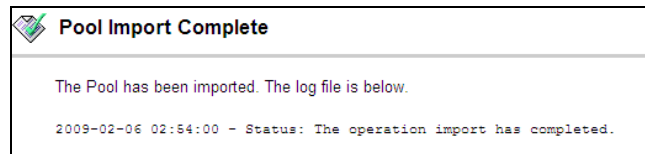


- b. Select **Browse** to locate the zip file on your computer.

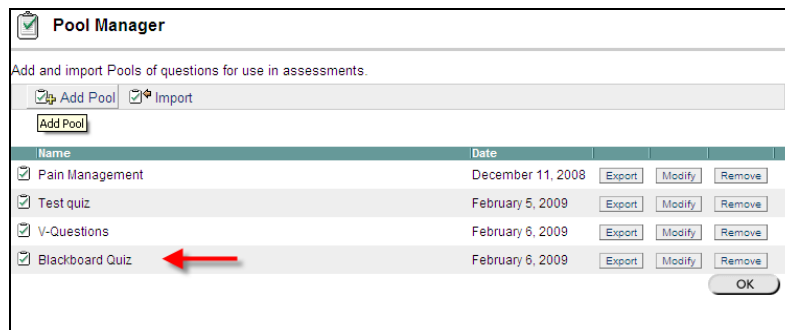


Once you've located the file - Click on **Open** to attach it.

- c. Click **Submit** to upload it into Blackboard. If performed successfully you'll get the following message:



- d. Click **OK** and you'll be returned to the Pool Manager. Your quiz should appear at the bottom (most recent entry).



4. Creating a Test: Adding questions from the Pool Manager – Tutorial is found at:

http://www.samuelmerritt.edu/academic_technology/BbEST