

How to Create and Edit: Table of Contents

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How do I create a test (or a survey) from scratch?

You have a couple of options for creating tests or surveys in your course. You can create a content area and call it Assessments or Tests and consolidate all of those assessments in that spot. Alternatively, you can add a test to any learning module, folder, or content area.

1. Select the content area where you'd like to place the test by clicking the link on the course menu.
2. Click "Create Assessment"
3. Select " Test" (or click " Survey")
4. On the Create Test Page, click "Create" in section 1. Add Test
5. Click "Submit" to proceed to the Test Information page.
6. On the test information page, enter a name and description for the test as well as the instructions, then click "Submit."
7. You are now on the Test Canvas page, here you can create individual questions for your test. Click "Create Question" and select your question type. (There are 17 different question types in Blackboard Learn).
8. You are now looking at the create/edit question page.
9. Here you will enter the question text and point value for the question, choose answer numbering options and the layout of the question (vertical/horizontal).
10. You'll also have the option to show answers in random order (recommended).
11. Finally, you'll enter the answer choices and select the radio button next to the correct answer. At this point, you can scroll down and click "Submit."
12. You'll be taken back to the Test Canvas page to preview the question you've just entered. You can either click "Create Question" and repeat the process to add additional questions to your test or you can simply click "OK" in the bottom right of the screen.

13. Once you've clicked "OK" you will be returned to the Create Test screen and see your new test listed in the "Add Test" box; select the test here
14. Click "Submit"
15. Now you will be directed to the Test Options page where you can change the options for test availability, number of attempts allowed, the display dates for the test and how the test will be presented (randomize questions is recommended). Once you made your selections, click "Submit."

How do I import pools from a publisher's CD and create tests?

Usually the publisher's CD has instructions with it. In most cases, you'll download the zip file from the CD or website and save it to your desk top.

1. From the control panel in your course go to course tools and select "Tests, Surveys, Pools." [Pools are similar to a database of questions]
2. Click "pools"
3. Click "import pool" then on the Pool import page, click "Browse for Local File" and select the zipped file on your desktop.
4. Click "Submit." Depending on the size of the zipped files, the process can take between 5 -45 minutes to complete.
5. Once the process is complete, click on the content area where you'd like to place a test.
6. Click "evaluate"
7. Click "reuse question" and select "find from pool or test"
8. Hold down the control key on your keyboard and select the question pools you want on your test.
9. Confirm the answer types by checking the check box for "all" or the individual question types. Assign point values as needed and then click "search".
10. On the search page, select the check boxes next to the tests you'd like to use and click "add selected." You'll be taken back to the Test Canvas page to preview the questions you've just selected.
11. You can either click "create question" and repeat the process to add additional questions to your test or you can simply click "ok" in the bottom right of the screen.
12. Once you've clicked "ok" you will be returned to the Create Test screen and see your new test listed in the "add test" box; select the test here
13. Click "Submit."
14. Now you will be directed to the Test Options page where you can change the options for test availability, number of attempts allowed, the display dates for the test and how the test will be presented (randomize questions is recommended). Once you made your selections, click "Submit."

How do I add a test to a content area that is already created?

1. Select the content area where you'd like to place the test by clicking the link on the course menu.
2. Click "Create Assessment"
3. Select " Test" (or click " Survey")
4. On the Test Page choose the test from the menu in section 2.
5. Click "Submit"

How do I edit the test options?

1. Click on the content area on the course menu where the test is located
2. Click on the chevron next to the test you want to edit
3. Click "edit test options"
4. In Box 2 select the test availability, number or attempts, etc. (make sure to select "Yes" for make item available)
5. In Box 3 select a due date (optional)
6. Select the self assessment options in box 4
7. Select the test feedback in box 5
8. Select test presentation in box 5
9. Click "Submit"

How do I edit a single question on a test?

1. Click on the content area on the course menu where the test is located
2. Click the chevron next to the test you want to edit
3. Click "edit the test" to edit specific questions
4. Click the chevron next to the question you want to edit and select "edit", "create question above", or "create question below".
5. Click "Submit" to save your changes
6. How do I edit the test options to edit point values or dates of availability?
7. Click on the content area on the course menu where the test is located
8. Click the chevron next to the test you want to edit
9. Click "edit the test options" if you just want to edit the point values or dates that the test is available
10. Update the desired options and click "Submit."

How do I set up a text document for conversion into a Blackboard test or survey?

We have recently purchased a few single licenses of a product called *Respondus*. It's a software program that converts text documents into code that Blackboard can interpret as tests. Given how time consuming entering individual test question can be, this is a great software tool.

The following format set up instructions are taken directly from the *Respondus* user manual:

The Standard Format for Importing

Respondus will import multiple choice, true-false, essay, fill in the blank, and multiple answer questions. The plain text, rich-text, or MS Word file must be organized in a “Standard Format” before it can be imported into *Respondus*. The Standard Format for multiple choice questions has *required elements* and *optional elements*, each of which is described below. This section is followed by an explanation of the formatting required for true/false, essay, fill in the blank, and multiple answer questions.

Required Elements (Multiple Choice)

Each question must begin with a *question number*, followed by either a period “.” or a parentheses “)”.

Example: **3)**

Example: **3.**

The *question wording* must follow the question number. (Note: at least one space should be between the question number and the question wording.)

Example: **3) Who determined the exact speed of light?**

Example: **3. Who determined the exact speed of light?**

Each *answer* must begin with a letter (A-T) followed by a period “.” or a parentheses “)”.

Example: **3) Who determined the exact speed of light?**

- a. Albert Einstein**
- b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

Optional Elements (Multiple Choice)

A “title” can be imported with each question. If a title is not provided for a question, the first 20 characters from the question wording will be used as the question title. Titles must be placed at the beginning of a question and begin with “Title:” followed by the actual text for the title. If the title exceeds 20 characters, the remaining characters will be dropped during the import.

Example: **Title: Speed of Light**

3) Who determined the exact speed of light?

- a. Albert Einstein**
- b. Albert Michelson**
- c. Thomas Edison**
- d. Guglielmo Marconi**

For imports into an exam file, *correct answers* can be indicated in two ways. First, you may place an asterisk (*) directly in front of the answer choice (do **not** put a space between the asterisk and the answer choice).

Example: **Title: Speed of Light**
3) **Who determined the exact speed of light?**

- a. **Albert Einstein**
- *b) Albert Michelson**
- c) **Thomas Edison**
- d. **Guglielmo Marconi**

The second option is to place a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.)

Example: **Answers:**
1. **A**
2. **C**
3. **B**

If neither method is used to select a correct answer, Respondus will automatically select the letter "A" as the correct answer. Don't worry, you will be warned if a question does not have an answer selected for it prior to completing the import. (Note that survey files should not have "correct answers" indicated. If you are importing questions into a survey file, any correct answer designations will be ignored.)

With an Exam file, *general feedback* can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example: **Title: Speed of Light**
3) **Who determined the exact speed of light?**

~ Yes. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ No. The correct answer is Albert Michelson, who won the 1907 Nobel Prize for Physics for determining the exact speed of light.

- a. **Albert Einstein**
- *b) Albert Michelson**
- c) **Thomas Edison**
- d. **Guglielmo Marconi**

(Note: if you are importing questions into a survey file, all feedback designations will be ignored.)

To import feedback for individual answer choices of *multiple-choice* questions (only available with Blackboard 6 and higher), place the feedback immediately after the answer choice and begin the line with the @ symbol. There must be at least one space between the @ symbol and the feedback text.

Example: **Title: Speed of Light**
3) Who determined the exact speed of light?

a. Albert Einstein
 @ No. Albert Michelson determined the exact speed
of light.

***b) Albert Michelson**
@ Yes. Albert Michelson won the Nobel Prize for Physics for
determining the exact speed of light.

c) Thomas Edison
 @ No, Thomas Edison did not determine the exact
speed of light.

d. Guglielmo Marconi
@ No. Marconi did not discover the exact speed of light, but he did
win the Nobel Prize for Physics for his work with radio waves.

Point values can be set for each question or for a group of questions. Points are set by adding "Points:" followed by a space and the point value. The points value is used for the next question and all following questions until a new point value is set.

Example: **Points: 2.5**

3) Who determined the exact speed of light?

4) Who determined the exact speed of sound?

Both questions 3 and 4 will be given a value of 2.5 points.

Importing True and False Questions

The process of importing "true and false" questions is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

Example: **3) Albert Michelson determined the exact speed of
light?**

***a) True**

b) False

Example: **3) Albert Michelson determined the exact speed of light?**

- *a. T**
- b. F**

It's important to note that the "True" (or "T") answer choice must be listed prior to the "False" (or "F") answer choice in order for Respondus to recognize it as a true and false question type. (If "False" appears first in the list, the question will be imported as a "multiple choice" question).

To include a "title" or "feedback" with the true and false question, follow the same formatting rules described above for multiple choice questions. For instance,

Example: **Title: Light speed**
3) Albert Michelson determined the exact speed of light?

~ Correct. Albert Michelson won the Nobel Prize for Physics for determining the exact speed of light.

@ Incorrect. Albert Michelson determined the exact speed of light and won the 1907 Nobel Prize for Physics for his efforts.

- *a. True**
- b. False**

A second way to designate a correct answer for a true and false question is to place it in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be positioned at the end of the file. (Note: Any text after the answer list will be ignored.) The correct answer for a true and false question can be designated in three ways: (1) the complete word "True" or "False," (2) the letter "T" or "F," or (3) the alphabetical letter "A" (for true) or "B" (for false). For example, the formatting of each of the following answers is acceptable for true and false questions in which all of the answers are "true":

Example: **Answers:**
1. True
2. T
3. A

Importing Essay Questions

The logic for importing essay questions is similar to what is described above for Multiple Choice and True & False questions. The primary difference is that the first line of formatting must begin with "Type: E". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example: **Type: E**
Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

If you are importing an essay question into an Exam file, you can supply an answer two different ways. First, you may provide an answer immediately after the question wording, beginning the answer with "a." or "a)" (without the quotes).

Example: **Type: E**
 Title: Michelson-Morely experiment

4) How is the Michelson-Morely experiment related to Albert Einstein's theory of relativity?

a) In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

The second way to supply an answer for an essay question is to place it in a list of correct answers at the end of the file. As described above with multiple choice questions, the list must begin with the heading "Answers:" and must be positioned at the end of the file. The answer to an essay question should begin with the corresponding question number, followed by either a period "." or a parentheses ")". This is then followed by a space and then the answer.

Example: **Answers:**
 1. A
 2. C
 3. B

4. In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

5. B

Again, all answers are ignored if they are imported into survey files.

Importing Fill in the Blank Questions

Fill in the blank questions may be imported by starting the first line of formatting with "Type: F". This is followed by the "Title" (which is optional), the question number, and the question wording.

Example: **Type: F**

Title: Who invented television?
5. Who is known as the "father of television"?

Respondus allows only one correct answer per question, but it does permit you to enter multiple forms of that answer.

Example: Type: F
Title: Who invented television?
5. Who is known as the "father of television"?

a. Zworykin
b. Vladimir Zworykin
c. Vladimir Kosma Zworykin

Answers can also be placed at the end of the file, using a format similar to multiple choice questions. The only difference is that you can enter multiple forms of an answer by repeating the question number.

Example: Answers:

1. A
2. C
3. B
4. C
5. Zworykin
5. Vladimir Zworykin
5. Vladimir Kosma Zworykin
6. B

Importing Multiple Fill in the Blanks Questions

Fill in multiple blanks questions may be imported by starting the first line of formatting with "Type: FMB". This is followed by the "Title" (which is optional), the question number, and the question wording with the words to be filled in provided in [square brackets]. The wording can include up to 10 [words] to be filled in, each of which can have up to 20 correct answers.

Example: Type: FMB
Title: Multiple blanks
5. A [rose] by any other [name] would smell as [sweet].

Respondus allows multiple correct answers per blank to be specified by separating each correct answer inside the brackets with commas.

Example: Type: FMB
Title: Multiple blanks
5. A [rose, red flower] by any other [name] would smell as [sweet, good].

General feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at

least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear after the question wording

Example: **Type: FMB**
Title: Multiple blanks
5. A [rose, red flower] by any other [name] would smell as
[sweet, good].

~ Correct. Well done.

@ Incorrect. A rose by any other name would smell as sweet -
or - A red flower by any other name would smell as good.

Importing Matching Questions

The process of importing a “matching” question is similar to what is described above for importing multiple choice questions, but there are some key differences. The first line of formatting must begin with “Type: MT”. This is followed by the “title” (which is optional), the question number, and the question wording.

Each *answer* (which consists of both parts of a correct match) must begin with a letter (a-t) followed by a period “.” or a parentheses “)”. The two parts of the match must be separated with an “=” symbol and there should not be any hard returns or blank lines within either parts of the answer.

Example: **Type: MT**
Title: Scientific discoveries

- 4) Match the correct name to the discovery or theory.
- a. Michelson-Morely = Speed of light
 - b. Einstein = Theory of Relativity
 - c. Marconi = radio waves

Spaces before or after the “=” symbol are optional, but it is important that an answer only uses the = symbol for the purpose of separating the two parts of the match. If you plan to list correct answers for other questions at the bottom of the document, simply skip the number for all questions that are of the matching variety.

Importing Ordering Questions

Ordering questions may be imported by starting the first line of formatting with “Type: ORD”. This is followed by the “Title” (which is optional), the question number, the question wording, and the answer choices which must be in the correct order.

Example: **Type: ORD**
Title: Presidential Order
5. Put the following presidents in order of service?
a. George Washington
b. John Adams
c. Thomas Jefferson

- d. James Madison
- e. James Monroe

Each *answer* (which must be in the correct order) must begin with a letter (a-t) followed by a period "." or a parentheses ")".

General feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear before the answer choices.

Example: **Type: ORD**
Title: Olympic Order
5. Put the following Summer Olympic host cities in chronological order of when they hosted the Olympics?

~ Correct. You know your Olympic history.

@ Incorrect. Montreal, Moscow, Los Angeles, Seoul and Barcelona are the correct order.

- a. Montreal, Canada
- b. Moscow, Soviet Union
- c. Los Angeles, United States
- d. Seoul, South Korea
- e. Barcelona, Spain

Importing Jumbled Sentence Questions

Jumbled Sentences may be imported by starting the first line of formatting with "Type: JUM". This is followed by the "Title" (which is optional), the question number, and question wording with the phrases to jumble in [square brackets].

Example: **Type: JUM**
Title: Jumbled Sentence
6. A [rose] by [any other name] would [smell] as [sweet].

General feedback can be imported by placing the tilde "~" symbol in front of the feedback for a correct answer. The @ symbol can be used to indicate the feedback for incorrect answers. There must be at least one space to the right of the ~ and @ symbols and the text you want displayed for the feedback. The feedback must appear after the question wording and before any additional distracters. Additional distracters may be added below the question wording and optional feedback. Distracters must begin with a letter (a-t) followed by a period "." or a parentheses ")".

Example: **Type: JUM**
Title: Jumbled quote
6. [Dream] as if you'll [live] forever, live as if you'll [die] tomorrow.

~ Correct. Good job.

@ Incorrect. Dream as if you'll live forever, live as if you'll die tomorrow.

- a. Swim
- b. float
- c. sink

Importing "Multiple Answers" Questions

The logic for importing questions that have multiple answers is similar to what is described above for importing multiple choice questions. (Multiple Answers questions are, essentially, multiple choice questions in which more than one correct answer can -- and generally should -- be selected by the student). The primary difference is that the first line of the formatting must begin with "Type: MA". This is followed by the "Title" (which is optional), the question number, and the question wording. Correct answers are designated with an asterisk.

Example: **Type: MA**

3) Which of the following individuals are credited with determining the exact speed of light?

- a. Albert Einstein
- *b. Albert Michelson
- c. Thomas Edison
- *d. Edward Williams Morley

To include a "title" or "feedback" with the Multiple Answers question, follow the same formatting rules described above for multiple choice questions. For instance,

Example: **Title: Speed of Light**

3) Which of the following individuals are credited with determining the exact speed of light?

~ Yes. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

@ No. Albert Michelson and Edward Williams Morley collaborated on a series of experiments that eventually led to the exact determination of the speed of light.

- a. Albert Einstein
- *b. Albert Michelson
- c. Thomas Edison
- *d. Edward Williams Morley

A second way to designate correct answers for questions with multiple answers is to place them in a list of correct answers at the end of the file. The list must begin with the word "Answers:" and must be

positioned at the end of the file. If a question has been designated as a Multiple Answers type using "Type: MA", then correct answers can be shown in a list in one of three ways: (1) placing a blank space between the letters representing the correct answers, (2) placing a comma between the letters representing the correct answers, or (3) placing a comma and a blank space between the letters representing the correct answers. For example, the formatting of each of the following answers is acceptable for multiple answer questions.

Example: **Answers:**
1. B D
 2. B, D
 3. B,D

Important: Once the import file is organized to the specifications described above, it should be saved to MS Word (.doc or .docx), rich-text (.rtf) or a text (.txt) file. It is then ready to be imported by Respondus.

Importing Images with Questions

Images embedded in MS Word files will import automatically. However, it is possible to import images with rich-text or txt files using an alternate method. First, be sure that the images in gif, jpg, or jpeg format and are contained in a separate folder. Then place the following tag at each place where an image should appear: [img: "filename.jpg"]. The word "filename.jpg" should be replaced with the actual file name.

Example: 3) The interferometer, shown here [img:
 "interferometer.jpg"], was
 used by which of the following scientists.
 a. Albert Einstein
 *b. Albert Michelson
 c. Thomas Edison
 d. Vladimir Zworykin

To include alternative text for ADA-compliant screen readers, place the desired text in a second set of quotes immediately following the quotes that contain the file name:
[img: "interferometer.jpg" "Picture of an interferometer"].

All images that are being imported must be placed in a single folder. During the import process, the location of the image folder must be specified in the first step. After the import is complete, the images will appear inline with the question text.

After you've formatted your text document, send email it with your request to set up the test in your course to [Karen Buchanan@mail.msj.edu](mailto:Karen_Buchanan@mail.msj.edu)

