

Uploading Test Multiple Choice Questions into Blackboard

You can input your questions and answers into excel, then have a version of this imported into blackboard as a pool, to save time on cutting and pasting each individually.

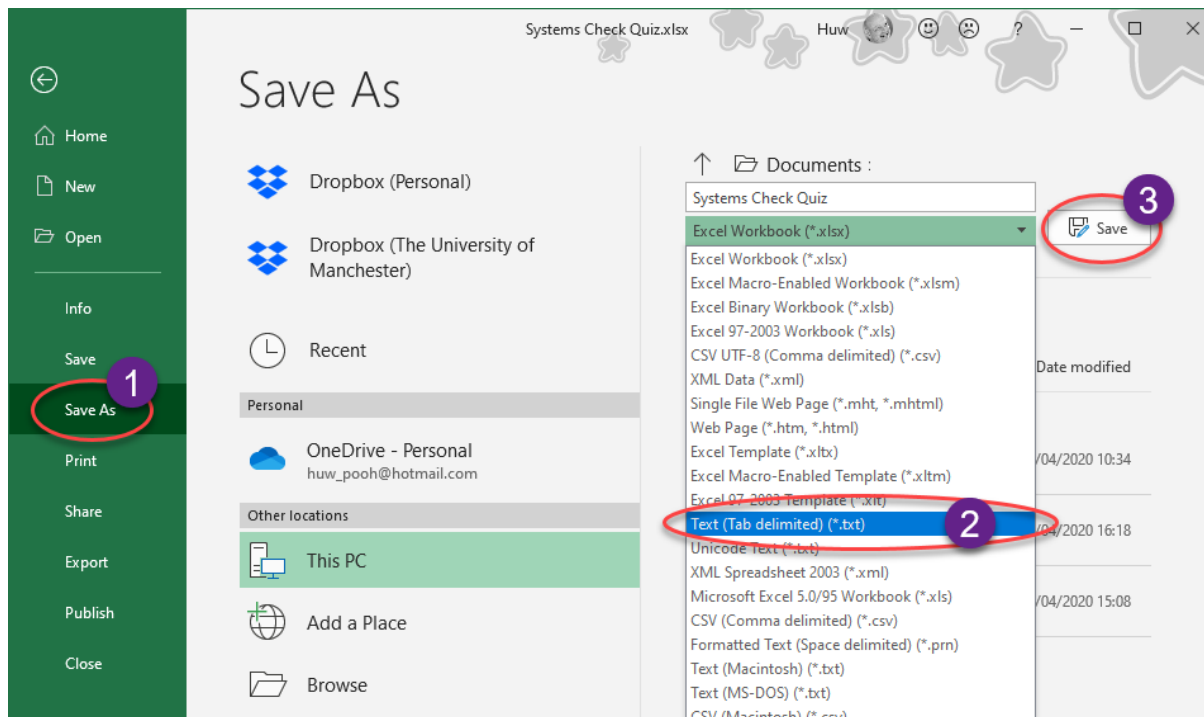
(NB: Only copy and paste the actual question text and answers, **DO NOT** copy and paste the associated numbering), numbering can be added later on BB)

Step 1: Input into the spreadsheet carefully:

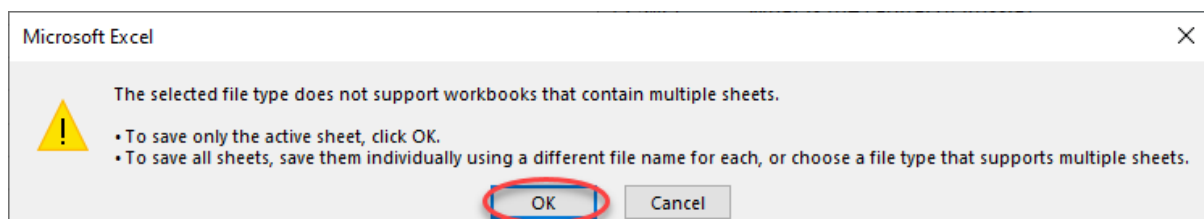
Systems Check Quiz.txt										
	A	B	C	D	E	F	G	H	I	J
1	MC	On what part of your body would you find your bicep?	Leg	incorrect	Head	incorrect	Torso	incorrect	Arm	correct
2										
3	MC	On what part of your body would you find your hamstring?	Arm	incorrect	Head	incorrect	Torso	incorrect	Leg	correct
4										
5	MC	On what part of your body would you find your pectorals?	Leg	incorrect	Head	incorrect	Arm	incorrect	Chest	correct
6										
7	MC	In which city is the football ground Old Trafford?	London	incorrect	Birmingham	incorrect	Liverpool	incorrect	Manchester	correct
8										
9	MC	In which city is the football ground Anfield?	London	incorrect	Birmingham	incorrect	Manchester	incorrect	Liverpool	correct
10										
11	MC	In which city is the football ground Stamford Bridge?	Liverpool	incorrect	Birmingham	incorrect	Manchester	incorrect	London	correct
12										
13	MC	What is the capital of Russia?	Tokyo	incorrect	Madrid	incorrect	Berlin	incorrect	Moscow	correct
14										
15	MC	What is the capital of Germany?	Tokyo	incorrect	Madrid	incorrect	Moscow	incorrect	Berlin	correct
16										
17	MC	What is the capital of Japan?	Moscow	incorrect	Madrid	incorrect	Berlin	incorrect	Tokyo	correct
18										
19	MC	Which of these pairs of animals are most likely to meet in the wild?	A penguin and a polar bear	incorrect	A lemur and a wallaby	incorrect	A gorilla and an orangutan	incorrect	A leopard and a cheetah	correct
20										
21	MC	Which pop duo was the first western band to play in China?	Hall and Oats	incorrect	Pet Shop Boys	incorrect	Simon and Garfunkel	incorrect	Wham!	correct
22										
23	MC	The German passenger airship Hindenburg, which was destroyed by fire, was filled with	Nitrogen	incorrect	Oxygen	incorrect	Helium	incorrect	Hydrogen	correct
24										
25	MC	The river Senne flows through which capital city?	Baghdad	incorrect	Vienna	incorrect	Paris	incorrect	Brussels	correct
26										
27	MC	The river Seine flows through which capital city?	Baghdad	incorrect	Vienna	incorrect	Brussels	incorrect	Paris	correct
28										
29	MC	The river Danube flows through which capital city?	Baghdad	incorrect	Brussels	incorrect	Paris	incorrect	Vienna	correct

The row spaces between each question are OK, but you must ensure each line with the MC has a question, 3 wrong answers and 1 correct. If you want to provide partial credit for answers, this is still possible a little later, once uploaded. The excel setup we provided caters for 4 answers to the question, one of which is correct (which in the excel sheet is always the final answer). Once these are uploaded to BBD, the appearance of the correct answer can be randomised, so that they will not always be the fourth one. You can also increase the choice of answers (from 4 to 5, say) by adding another column to the spreadsheet. If you need help with this ask the eLearning team.

Step 2: Save the spreadsheet as a tab-delimited TXT file:



You may get this question when you do so, if your spreadsheet had multiple sheets:



Step 3:

Please note: It's advisable to review your .txt file before continuing with the upload process. There may be occasions where BBD will not accept the file due to format problems. This is explained in the [BBD guide](#). For basic MC questions, the required structure is (as used in the excel sheet we are providing for you) is:

MC TAB **question text** TAB **ans1 text** TAB incorrect TAB **ans2 text** TAB incorrect TAB **ans3 text**
 TAB incorrect TAB **ans4 text** TAB correct

Any additional tabs will throw the system.

In short, we advise you review your .txt file before uploading as you can adjust for any incompatible appearances. This may be needed when the question or answers are lengthy and perhaps include a numbered list or anything involving tabs.

For example: The following Q (in red) was simply copied and pasted from a word doc, but included line spaces and numbered list.

B2		Peter, an accounting student, listed down the following as responsibilities of the audit committee. 1. Oversight of financial reporting and disclosure 2. Monitoring of internal control processes 3. Reporting on the "true and fair" view of the financial statements of the firm Which of the above can be correctly considered as responsibilities of the audit committee?			
	A	B	C	D	E
1		Peter, an accounting student, listed down the following as responsibilities of the audit committee. 1.Oversight of financial reporting and disclosure 2.Monitoring of internal control processes 3. Reporting on the "true and fair" view of the financial statement of the firm Which of the above can be correctly considered as responsibilities of the audit committee?			
2	MC		1, 2 & 3	2 & 3	incorrect

Converting this to a .txt file resulted in the following:

```

MC TAB "Peter, an accounting student, listed down the following as responsibilities of the audit committee.
1. TAB Oversight of financial reporting and disclosure
2. TAB Monitoring of internal control processes
3. TAB Reporting on the "true and fair" view of the financial statements of the firm
TAB
Which of the above can be correctly considered as responsibilities of the audit committee?" TAB "1, 2 & 3" TAB
  
```

In addition to the tabs required, tabs appeared (shown in red) between some of the words/numbered list which if submitted into BBD in this format would be rejected. Best to review the more "complicated" wording to replace all such tabs with spaces. **Unwanted Tabs are identified by moving your cursor using the arrows. Where there is a "jump", that's a tab.**

Step 4:

In Blackboard course tools, select tests, surveys and pools, and choose the pool option:

PLAYGROUND-mewxdhmb
PLAYGROUND-5790291

- Home Page
- Information
- Content
- Discussions
- Groups
- Tools
- Help
- Turnitin
- My Grades

Course Management

- Control Panel**
- Files
- Course Tools**
 - Achievements
 - Announcements
 - Blackboard Collaborate Ultra
 - Blogs
 - Contacts
 - Course Calendar
 - Discussion Board
 - EvaluationKIT User Access
 - Glossary
 - Journals
 - Rubrics
 - SafeAssign
 - Self and Peer Assessment
 - Send Email
 - Tasks
 - Tests, Surveys and Pools**
 - Turnitin Assignments
 - Turnitin Assignments by Groups

Tests, Surveys and Pools

Tests

Tests are sets of questions that are marked to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Centre. Note that some question types are not marked automatically.

Surveys

Surveys are not marked and Student Responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

Step 5:

Choose to build a pool:

Blackboard Files My Manchester

PLAYGROUND-mewxdhmb PLAYGROUND-5790291 Tests, Surveys and Pools Pools Edit Mode is: ON

Pools

Pools are sets of questions that can be used in multiple tests or surveys. You can import pools from outside the system and export them for reuse. [More Help](#)

Build Pool Import Pool Import QTI 2.1 Package

NAME	NUMBER OF QUESTIONS	DATE LAST EDITED
Practice Test	0	22 April 2020 11:56

Displaying 1 to 1 of 1 items Show All Edit Paging...

Step 6:

Give your pool a title and submit (no need for description/instructions):

The screenshot shows the 'Pool Information' form. On the left is a dark sidebar with navigation links: PLAYGROUND-mewxdhmb, PLAYGROUND-5790291, Home Page, Information, Content, Discussions, Groups, Tools, Help, Turnitin, My Grades, May 2020 ONLINE assessment, Blogs, Contacts, Course Calendar, Discussion Board, EvaluationKIT User Access, Glossary, Journals, Rubrics, SafeAssign, Self and Peer Assessment, and Send Email. The main form area has a title 'Pool Information' and a subtitle 'Type a **Name** for the pool. This is a required field. Use a descriptive name to identify the pool. [More Help](#)'. Below this is a text input field for 'Name' containing 'Systems Check 2020'. A 'Description' section follows with a rich text editor toolbar and a large text area. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in red. A status bar at the bottom shows 'Path: p' and 'Words:0'.

Step 7:

Now select “upload questions”:

The screenshot shows the 'Pool Canvas: Systems Check 2020' interface. A purple banner at the top says 'Success: Systems Check 2020 created.' Below the title, there's a subtitle: 'The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the checkboxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)'. A navigation bar contains 'Create Question', 'Find Questions', 'Upload Questions' (circled in red), and 'Question Settings'. Below this is a summary box showing 'Description', 'Instructions', 'Total Questions: 0', and 'Total Points: 0'. A message states 'This test has no questions! Create questions or add questions from other resources.' At the bottom right is an 'OK' button.

Step 8:

Browse to the location where you saved your .txt file from step 2 and select this:

The screenshot shows the Blackboard interface for uploading questions. The left sidebar contains navigation links: PLAYGROUND-mewxdhmb, PLAYGROUND-5790291, Home Page, Information, Content, Discussions, Groups, Tools, Help, Turnitin, My Grades, May 2020 ONLINE assessment, ONLINE ASSESSMENT, and Course Management. The main content area is titled 'Upload Questions' and includes a description: 'Questions can be authored offline in a specially formatted text file and uploaded into tests, surveys, and question pools. Once uploaded, questions can be edited and used like questions that have been authored in the system. [More Help](#)'. Below this, there are two sections: 'File containing questions to import' with a 'Browse' button circled in red, and 'Points per question' with a text input field containing '0'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

You can opt to select the marks per Q at this stage, although it's easily altered later in pools:

The screenshot shows the Blackboard interface after the file 'Systems Check Quiz.txt' has been uploaded. The 'File containing questions to import' section now displays the filename with a 'Remove' button. The 'Points per question' section has a text input field containing '1', which is highlighted with a red box. At the bottom right, the 'Submit' button is circled in red.

Your questions should now be uploaded into the pool:

Question upload successful.

Pool Canvas: Systems Check 2020

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the checkboxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question Find Questions Upload Questions Question Settings

Search current r Go

Criteria Summary

Question types All Pool Questions

Browsing Criteria

View Reset to Default

Displaying 1 to 15 of 15 items

QUESTION TEXT	QUESTION TYPE	DEFAULT POINTS
<input type="checkbox"/> On what part of your body would you find your bicep?	Multiple Choice	1
<input type="checkbox"/> On what part of your body would you find your bicep?	Multiple Choice	1
<input type="checkbox"/> Which pop duo was the first western band to play in China	Multiple Choice	1
<input type="checkbox"/> "The German passenger airship Hindenburg, which was destroyed by fire in 1937...	Multiple Choice	1
<input type="checkbox"/> The river Senne flows through which capital city	Multiple Choice	1
<input type="checkbox"/> The river Seine flows through which capital city	Multiple Choice	1
<input type="checkbox"/> The river Danube flows through which capital city	Multiple Choice	1

Displaying 1 to 15 of 15 items Show All Edit Paging... OK

Step 9: Now you can edit these if needed: some may have quotation marks (not sure why!).

In this case there was one to edit:

My Grades

May 2020 ONLINE assessment

ONLINE ASSESSMENT

Course Management

Control Panel

WileyPLUS

Evaluation

Grade Centre

Users and Groups

Customisation

Packages and Utilities

Search current r Go

Criteria Summary

Question types All Pool Questions

Browsing Criteria

View Reset to Default

Displaying 1 to 15 of 15 items

QUESTION TEXT	QUESTION TYPE	DEFAULT POINTS
<input type="checkbox"/> On what part of your body would you find your bicep?	Multiple Choice	1
<input checked="" type="checkbox"/> "The German passenger airship Hindenburg, which was destroyed by fire in 1937...	Multiple Choice	1
<input type="checkbox"/> The river Senne flows through which capital city	Multiple Choice	1
<input type="checkbox"/> The river Seine flows through which capital city	Multiple Choice	1
<input type="checkbox"/> The river Danube flows through which capital city	Multiple Choice	1

1

Details

2

Edit

Copy

Delete

Displaying 1 to 15 of 15 items Show All Edit Paging... OK

Step 10: Edit each question. You should select the random order for answers, and may want to include a title to identify which question set you want the Q to appear in. This may not be required but would be advisable at this stage.

The screenshot shows the Blackboard Question Editor interface. On the left is a sidebar with navigation links: Discussions, Groups, Tools, Help, Turnitin, My Grades, May 2020 ONLINE assessment, and ONLINE ASSESSMENT. Below these is the Course Management section, which includes a Control Panel and a list of Course Tools such as Achievements, Announcements, Blackboard Collaborate Ultra, Blogs, Contacts, Course Calendar, Discussion Board, EvaluationKIT User Access, Glossary, Journals, Rubrics, SafeAssign, Self and Peer Assessment, Send Email, and Tasks.

The main area is divided into three sections: QUESTION, OPTIONS, and ANSWERS.

- QUESTION Section:** Contains a 'Question Title' field and a 'Question Text' area. The text area includes a rich text editor toolbar and the text: 'The German passenger airship Hindenburg, which was destroyed by fire in 1937, was filled with which gas'. A callout bubble points to the 'Question Title' field, stating: 'include a name to identify the question set you want this Q in - eg 1-1, 1-2..for first set, 2-1, 2-2... for second set'. Another callout bubble points to the text area, stating: 'Can edit Q here, or answers (down bottom)'.
- OPTIONS Section:** Contains settings for the question. A note at the top states: 'If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.' The settings include:
 - 'Answer Numbering' set to 'None'.
 - 'Answer Orientation' set to 'Vertical'.
 - 'Allow Partial Credit' with an unchecked checkbox.
 - 'Show Answers in Random Order' with an unchecked checkbox. A callout bubble points to this checkbox, stating: 'MUST have this ticked in ALL questions, to improve the robustness of the test (randomises)'.
- ANSWERS Section:** At the bottom, it contains a 'Click Submit to proceed.' instruction and three buttons: 'Cancel', 'Save As New', and 'Submit'.

Once you finish applying the relevant setting (e.g. randomising, etc) to all your questions, the next stage is to create a **TEST**, please follow the instructions on section B (page 3) in [Online Exam \(MCQs\) - Blackboard Setup Guidance](#)