

# Formatting a Blackboard Test using a Word Processor

The process of creating a test in Blackboard can be tedious, particularly if the test you're creating already exists as a Word document. However, Blackboard can import properly formatted files to make the process much faster and easier. This handout will help you to format your Word file such that it can be converted into a Blackboard-compatible file. BSU does not host these converters, but our staff has experience using two converters in particular. Each of the sites contains their own specific instructions on how to format text in order to use their tool. Once you have created your text, pasted it into the converter, and gotten your file back, please follow the instructions below.

## [CSI Blackboard Quiz Generator](#)

1. Log in to Blackboard, and proceed into your course site
2. In your Control Panel section, click on Course Tools > Tests, Surveys, and Pools
3. Click the Pools link, then click Import Pool
4. Click the Browse My Computer button, then navigate to your saved .zip file, and click the Open button
5. Press OK, then go back to the Tests, Surveys and Pools section
6. Click the Tests link, then click Build Test
7. Give the Test a name, and click the Submit button
8. Click the Reuse Questions button, then Find Questions

9. Check the box next to the pool you imported and your questions will display in the main frame of the webpage
  10. Check the box next to all the questions you want to add to your test, then click Submit
  11. The questions will be added to your test, where you can update order and point values.
- Your test will not yet be available to students, it needs to be deployed to a content area on your course in order for them to complete it.

## Deploying a Test

1. Go to a Content Area on your course (e.g. Course Content)
2. Click Assessments, then Test
3. Select your quiz or exam from the list, then click Submit
4. The test will be added to your content area and you will be brought to the Test Options page to customize your test
5. Set the following options in the Test Availability area:
  - a. Make the link available: Yes
  - b. Add a new announcement: Optional
  - c. Multiple Attempts: Optional
  - d. Force Completion: Not Recommended
  - e. Set Timer: Recommended ON
  - i. Auto-Submit: Recommended ON
  - f. Display After/Until: Optional
  - g. Password: Optional
6. Test Availability Exceptions: Allows you to set different options for individual students

(in case of extenuating circumstances)

7. Due Date: Use this to show the test in the Blackboard calendar and allow for late submissions to be marked correctly

8. Self-Assessment: Recommended to leave the default settings

9. Show Test Results: Check more options to allow students to use this test for study purposes. The default option shows students only their score.

10. Test Presentation:

a. All at Once: Recommended in most circumstances

b. Randomize Questions: Only recommended if you are not using the Random Block option to present questions in the test