

Blackboard Assessments: Uploading Questions

It is possible to save a great deal of time when creating Blackboard assessments (either tests or surveys) by uploading the assessment questions from a single file. To do this, the test or survey questions must be saved in a text or tab-delimited file (filename*.txt). Each question in the file must conform to the structure given below, and may still require modification once uploaded.

To upload the question file, go to the **Test Manager** under **Control Panel** and choose either to **Add a new test** or to **Modify an existing test**. If adding a new test, enter a title, description, and instructions for the test and then click **Submit**.

From the Test Canvas page, go to the drop-down menu of question types. Select the **Upload Questions** option and click the **Go** button. Browse for the text file containing the questions, set the point value for each question, and submit. **Note:** All questions added will have equal point values. If you would like to specify this value as something other than the default value (10 points), edit the **Points per question** field. You can edit the individual question values later on under the **Test Canvas** by selecting the **Modify** button next to the test you would like to modify.

1 Upload Questions

Click **Browse** to locate a file to import.

File containing questions to import

Enter the points possible per question. The default value is assigned from Creation Set Settings.


Points per question

Formatting the Text File


The question file can be easily created in **Microsoft Excel**, which provides an organized environment to create questions and answers for upload.

As seen in the screenshots below, the first two columns should always be question type (abbreviations given below) and question text, respectively. The following columns (answer fields) will vary in number and content based on the desired answer choices and the type of question asked. The main questions types will be described with examples below.


	A	B	C	D	E	F
1	MC	Which of the following is not a Case color?	Blue	correct	Red	incorrect
2	MA	Choose the Case buildings:	The Q	incorrect	Nord Hall	correct
3	TF	Case is in Washington, D.C.	TRUE	incorrect	FALSE	correct



Question
Type



Question
Text



Answer
Fields

The following are the question types that will need to be entered in the first column of an Excel spreadsheet:

MC	Multiple Choice
MA	Multiple Answer
TF	True or False
ESS	Essay
SR	Short Response
FIB	Fill-in-the-Blank
OP	Opinion (Survey)
FIL	File Response/ Upload
NUM	Numerical Response
ORD	Ordering
MAT	Matching
FIB_PLUS	Fill-in-the-Blank with Multiple Blanks

Multiple Choice Questions (MC)

1	MC	Which of the following is not a Case color?	Blue	correct	Red	incorrect	White	correct	Gray	Correct
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Starting in the third column, enter a possible solution followed by the word incorrect or correct in the next cell. *You may only have one correct answer with this type of question.* It is possible to add up to 20 different potential answers. The possible solutions will be displayed in the order they are inputted into the spreadsheet.

Sample output:

Question 1

Which of the following is not a Case color?

- Blue
- Red
- White
- Gray

Multiple Answer Questions (MA)

2	MA	Choose the Case buildings:	The Q	incorrect	Nord Hall	correct	Sears Hall	correct	Thwing	Correct
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Starting in the third column, enter a possible solution followed by the word incorrect or correct in the next cell. You may have multiple correct answers with this type of question. It is possible to add up to 20 different potential answers. Note that the possible solutions will be in the order they are inputted into the spreadsheet.

Sample output:

Question 2

Choose the Case buildings:

- The Q
- Nord Hall
- Sears Hall
- Thwing

True/False Questions (TF)

3	TF	Case is in Washington, D.C.	TRUE	incorrect	FALSE	correct
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After inputting the question type and text, simply enter in "True" or "False" in the third column, then whether it is the correct answer or not.

Sample output:

Question 3

"Case is in Washington, D.C."

- True
- False

Essay Questions (ESS)

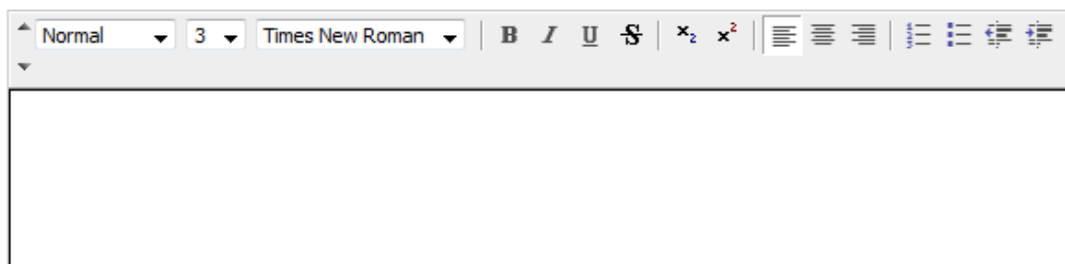
4	ESS	Tell me about your Case experience.	(Example) It's really been great so far!
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The text in the third column is optional; the instructor may add a sample essay or leave this blank. **Note:** *In order for students to receive a grade for essay questions, the instructor must manually grade their responses through the Gradebook.*

Sample output:

Question 4

Tell me about your Case experience.




A rich text editor toolbar is shown above a large empty text area. The toolbar includes options for font style (Normal), font size (3), font color (Times New Roman), and various text formatting tools like bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), and superscript (x²). There are also icons for bulleted list, numbered list, indent, and outdent.

Short Response Questions (SR)

5	SR	What's your favorite event at Case?	
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Just like essay questions, text in the third column is optional; the instructor may add a sample short response or leave this blank. **Note:** *In order for students to receive a grade for essay questions, the instructor must manually grade their responses through the Gradebook.*

Sample output:

Question 5			
What's your favorite event at Case?			
			
<input type="text"/>			
Path: body			

Fill-in-the-Blank Questions (FIB)

6	FIB	Case is a _____.	college	university
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You may create as many possible answers up to a maximum of 20. *Be certain to include all different variations/alternate spellings of your desired answer.*

Sample output:

Question 6
Case is a _____.
<input type="text"/>

Opinion Scale Questions (OP)

7	OP	I enjoy attending Case.	
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Opinion (Likert) Scale questions default to a standard 6-option scale that ranges from Strongly Agree to Strongly Disagree. **Note:** *Any desired changes in the answer text must be inputted once the question is uploaded in the **Test Manager**.*

Sample output:

Question 7

I enjoy attending Case.

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree
- Not Applicable

File Response Questions (FIL)

8	FIL	Upload your picture of Case.	
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File response questions allow students to upload a file from their computers. **Note:** In order for students to receive a grade for essay questions, the instructor must manually grade their files through the Gradebook.

Sample output:

Question 8

Upload your picture of Case.

Attach local file

Numerical Response Questions (NUM)

9	NUM	2+2=?	4	0.1
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In the third column, place the correct answer to your question. Optionally, a tolerance value can be placed in the fourth column, so that any answer submitted within that range would be marked as correct. For example, any answer between 3.9 and 4.1 would be marked as correct in this example.

Sample output:

Question 9

2+2=?

Ordering Questions (ORD)

10 Order these Classes from 1st year to 4th year. Freshman Sophomore Junior Senior

When formatting an ordering question, *be sure to input the answers in the correct order*. Blackboard will automatically randomize the displayed order once the question is uploaded.

Sample output:

Question 10

Order these Classes from 1st year to 4th year.

-	▼	Junior
-	▼	Senior
-	▼	Freshman
-	▼	Sophomore

Matching Questions (MAT)

11 MAT Match the abbreviation with the class. PSCL Psychology PHYS Physics

For matching questions, it is important to organize the questions and their respective answers in pairs, as shown above. Also, be certain to organize the fields based on which terms you want in each column. The first field in every pair will be in one column while the second field in every pair will be in another. Once uploaded, the ordering within each column will be randomized.

Sample output:

Question 11

Match the abbreviation with the class.

-	▼	PSCL
-	▼	PHYS

A. Physics
B. Psychology

Fill-in-the-Blank with Multiple Blanks (FIB_PLUS)

12 FIB_PLUS Case is located in [x] and is a [y]. x Ohio Cleveland y university school

When inputting a fill-in-the-blank question with multiple blanks, denote where the blanks should be in the question text by inserting a bracket variable (ex: [x], [y]). To input answers, first place the specified variable in a cell, followed by all your desired answers into the following cells. *Leave an empty cell before inputting the second variable and its respective answers.*

Sample output:

Question 12

Case is located in and is a .

Saving as a .txt File

Once you are finished editing your questions in an Excel spreadsheet, you must save your file as a tab-delimited file (*.txt). To do this, click File or the Office Button, then select **Save As**. Then, choose **Text (Tab Delimited)** from the dropdown menu as the file type. This new *.txt file can now be uploaded into Blackboard. Be sure to review the questions once they have been placed in Blackboard to ensure the display options and formats are what you intended.

