The common method of creating questions for Blackboard tests is to set up a test canvas, select the individual question type, and type (or copy and paste) the question, answers, and feedback into Blackboard. However, if you have many questions to enter, you may find it easier to create them first in a file using a text editor or Microsoft Excel, which can then be uploaded to Blackboard.

File Format

Each file must follow the formats below for the questions to upload successfully into Blackboard. This table explains the structure for the four most commonly used question types. **TAB** refers to the tab key on your keyboard.

Question Type	Structure
Multiple Choice	*MC TAB question text (TAB answer text TAB correct|incorrect)* Text within ( ) may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 100.
Multiple Answer	*MA TAB question text (TAB answer text TAB correct|incorrect)* Text within ( ) may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 100.
True/False	*TF TAB question text TAB true|false*
Essay	*ESS TAB question text TAB [example]* Text within [ ] is optional. You may choose to add a sample or leave this blank.

A full list of question format guidelines is available on Blackboard's own help pages: https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Reuse_Questions/Upload_Questions

Here is an example of a text editor file, using tabs between fields (.txt).

Using Excel, each question must be added to a new row. Column 'A' defines the question type and column 'B' is the question text. Here is an example of an Excel file (.xlsx).

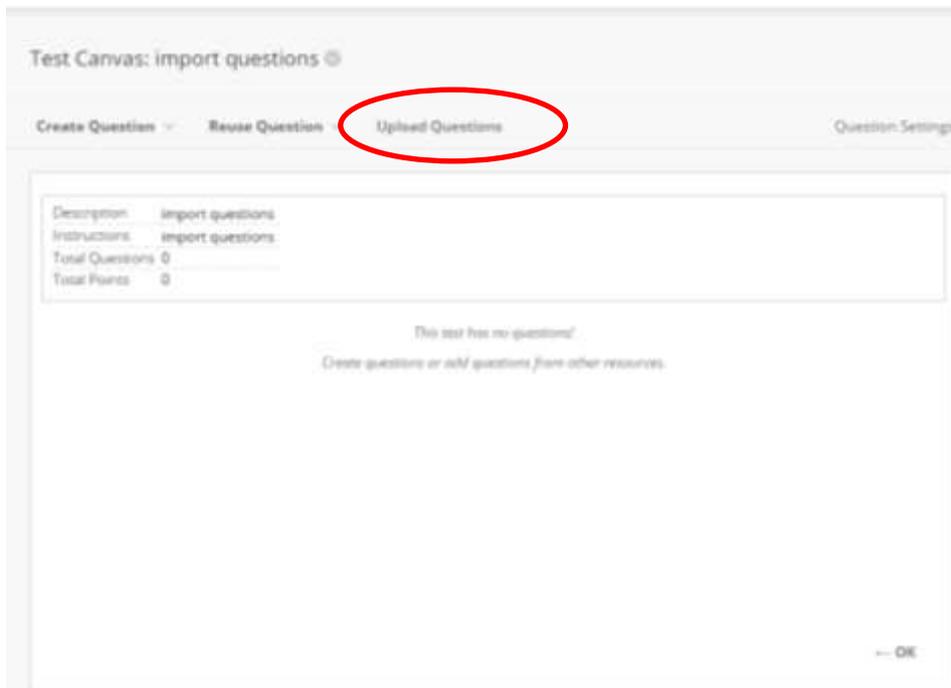The Excel file must be saved as a tab-delimited text file (.txt).

Another alternative is to create a table of questions in Microsoft Word, following the same structure, which you can then copy and paste into Microsoft Excel. You can then save the Excel file as a tab-delimited text file, as outlined above.

Uploading to Blackboard

You can upload questions to a new test, or to an existing test which already contains questions. However, if you wish to upload to an existing test you can only do so if the test has not been deployed yet.

To set up a new test, go to **Control Panel > Course Tools >Tests, Surveys and Pools > Tests**. Click on **Build Test,** complete all the fields and click **Submit**. Upload the questions to Blackboard by clicking the **Upload Questions** button in the Test Canvas.

To upload questions to an existing test, go to **Control Panel > Course Tools >Tests, Surveys and Pools > Tests.** Click on the downward arrow next to your chosen test title and select **Edit**.   Then upload the questions to Blackboard by clicking the **Upload Questions** button in the Test Canvas.

Click **Browse** to locate the tab-delimited text file, enter the points per questions (this can be edited later) and click **Submit**. Questions that contain an error will fail to upload.

If the upload is successful, the questions will appear in the test canvas. Uploaded questions can be edited and reordered if necessary. It is worth noting that Blackboard does not check for duplicate questions.

If the upload is not successful, you will see an error message in Blackboard. Check the test afterwards to establish which questions were imported and which were not.