Blackboard

You can write questions offline in a specially formatted text file and upload it into tests, surveys, and question pools. Once uploaded, you can edit and use the questions exactly like the questions that you create inside Blackboard Learn.

Before You Begin

The following information is important to note when uploading questions:

- The uploaded file must meet the file format guidelines detailed in this topic.
- The questions in the uploaded file must meet the question format guidelines detailed in this topic.
- Questions that contain an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. You must manage this.
- Uploaded questions automatically default to the point value that they are assigned when uploaded. If you did not set a default value, questions will automatically have a point value of zero. Then, you must enter a point value for each question.

How to Upload

1. Create or edit an existing assessment. To learn more, see Tests, Surveys, and _Pools.
2. From the test, survey, or pool canvas, click Upload Questions on the action bar.
3. Click Browse to locate the file.
4. Optionally, type a number in the Points per question box to set a default value for all questions. If left blank, all questions will be set to a value of zero, but you can edit the individual question values at any time after the upload is complete.
5. Click Submit and click OK. The questions appear on the test, survey, or pool canvas. You can edit and reorder the questions as necessary.

File Format Guidelines

Each file containing questions to be uploaded must conform to the following guidelines:

- Each file must be a tab-delimited TXT file. You can edit this file in Microsoft® Excel® or in a text editor.
- Blackboard recommends that each batch file not exceed 500 records because of time-out restrictions associated with most browsers.
- Do not include a header row in the file.
- Do not include blank lines between records. The blank line will be processed and return an error.
- Include only one question per row.
- The first field in every row defines the type of question.
- Separate each field in a row using a TAB.
- correct, incorrect, true, false and other words that identify answers must be in English.

Blackboard

Question Format Guidelines

To be uploaded successfully, the questions in the text file must conform to the guidelines detailed in the following table.

When uploaded to a survey, the correct I incorrect answer designation is ignored, but the file must follow the same format as described for tests and pools.
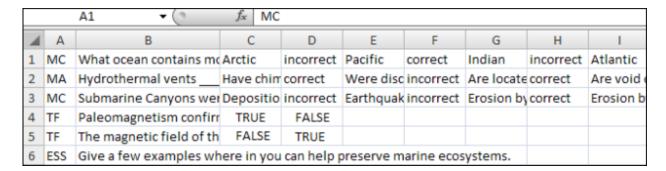
Note: Questions that contain an error will fail to upload. Questions without errors will upload successfully.

Question Type	Structure
Multiple Choice	MC TAB question text (TAB answer text TAB correct I 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 I 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 I false
Essay	ESS TAB question text TAB [example] *Text within [] is optional. You may choose to add a sample essay question or leave this blank.*
Ordering	ORD TAB question text (TAB answer text) *Text within ()maybe repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 100. The order entered in the file is the correct order. The system will randomly order the answers.*
Matching	MAT TAB question text (TAB answer text TAB matching text) *Text within ()maybe repeated for each of the answers that are part of the Matching question. The maximum number of answers is 100. The system will randomly order the answers and their question. When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.*
Fill in the Blank	FIB TAB question text (TAB answer text) *Text within ()maybe repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 100.*

Question Type	Structure
Fill in Multiple Blanks	MC TAB question text (TAB answer text TAB correct I 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.*
File Response	FIL TAB question text *If you need to attach a file for them to download initially, you will need to edit the question after it has been uploaded.*
Numeric Response	NUM TAB question text TAB answer TAB [optional] tolerance
Short Answer	SR TAB question text TAB sample answer
Opinion/Likert Scale	OP TAB question text *The maximum number of answers is 100.*
Jumbled Sentence	JUMBLED SENTENCE TAB question text TAB choice1 TAB variable1 TAB choice2 TAB TAB choice3 TAB variable2 *The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that choice is not the correct answer for any variable.* *The maximum number of answers is 100.*
Quiz Bowl	QUIZ BOWL TAB question text TAB question_word1 TAB question_word2 TAB phrase1 TAB phrase2 *The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.* *The maximum number of interrogatives is 103.* *The maximum number of answer phrases is 100.*

Example of File Structure in Excel

	A	B	C	D	E	F	G	H	I
1	MC	What ocean contains mc	Arctic	incorrect	Pacific	correct	Indian	incorrect	Atlantic
2	MA	Hydrothermal vents ___	Have chim	correct	Were disc	incorrect	Are locate	correct	Are void
3	MC	Submarine Canyons wer	Depositio	incorrect	Earthquak	incorrect	Erosion by	correct	Erosion b
4	TF	Paleomagnetism confirr	TRUE	FALSE					
5	TF	The magnetic field of th	FALSE	TRUE					
6	ESS	Give a few examples where in you can help preserve marine ecosystems.							

You can download an example of a file from: Sample Question File

Upload a Question File

1. From the test, survey, or pool, select *Upload Questions*.

2. Select *Browse* to locate the file.

3. Optionally, type a number in the *Points per question* box to set a default value for all questions. If left blank, all questions will be set to a value of zero. Later, you can edit the individual question values.

4. Select *Submit* and *OK*. The questions appear in the test, survey, or pool. You can edit and reorder the questions.