

Instructions for Batch Posting Test and Quiz Questions to Blackboard

These instructions assume that you have done the following:

a) typed your test or quiz in Word using the specified format guidelines located at <http://www.mc.vanderbilt.edu/nursing/pdf/ExamFormatVU.pdf> and

b) go to

<https://vusn6.vanderbilt.edu/cffiles/xconverter/login.cfm>

and converted a test to a text file formatted for Blackboard.

- 1) Open Blackboard, go into your course, and then click on **Control Panel**.
- 2) Under the **Assessment** section, click on **Test Manager**.
- 3) In Test Manager, click on **add test**. Give the test a name and type in any instructions. Click on **Submit**.
- 4) In **Test Canvas**, click on **Creation Settings** and insert a default point value and a check mark in the “Specify default point values” box then **Submit** and click **OK**. (This is a **critical step** that should help you avoid manually entering points for each question later.)
- 5) In **Test Canvas**, click on the down arrow in the Add Question pull-down menu and select **upload questions**, then click on **Go**.
- 6) Click on **Browse** and select the file that was converted. Highlight the file, and click on **Open**.
- 7) In the window entitled Upload Questions, click on **Submit**.
- 8) The next screen will read Questions Upload Complete. The upload completed successfully. Click **OK**.
- 9) At this point the Test Canvas screen will appear, with the test questions, and answers check-marked. (If not done in step 9, click on **Creation Settings** and insert a default point value and a check mark in the “Specify default point values” box then submit.)
- 10) Click on control panel on the path bar at the top and then click on **Test Manager** and **Modify** the test you have created. Make certain that points assigned to each question appear in bold next to each question. If a point value does not appear, click **Modify** and **Submit** for each question to activate the default point value. (We hope this is only necessary if you forgot step 9 or you want to change the values set in step 9.)
- 11) Click on control panel on the path bar at the top. Click on a desired content area heading then click on **Test**. Select the existing test and submit then **OK**.
- 12) Modify Test will appear. Click on **Modify Test Options**, which will prompt you for several choices.
- 13) At this point, if the time is appropriate, check “yes” to make the test visible, and adjust pertinent settings per faculty instructions, add the beginning and ending test availability, and click on **Submit**. Click on **OK**. The test is now available to the students.