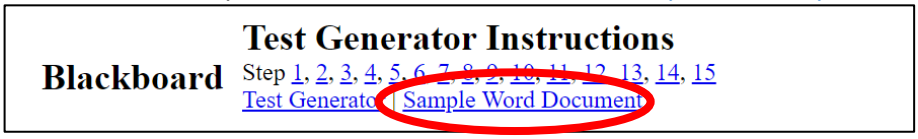
Make a quiz pool for Blackboard from a Word Doc in

3 Steps: 1) Text File, 2) Pool of Questions & 3) Quiz

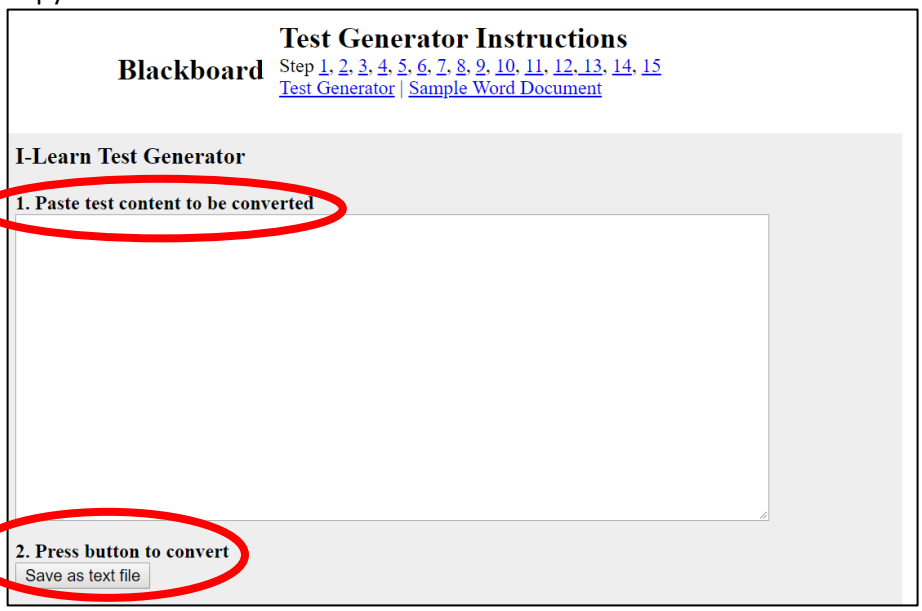
1. Create a properly formatted txt.file

1.1. Download the sample word doc from this converter: http://www2.byui.edu/ATS/testgen.htm



1.2. Refer to the proper format for the type of question you wish to include. Create the questions following the format, or copy/paste from old assessments. Be sure to adhere to correct format. Save the assessment as a Word doc. for future use.

1.3. Copy the text of the assessment. Paste the text into the window >> click "convert."

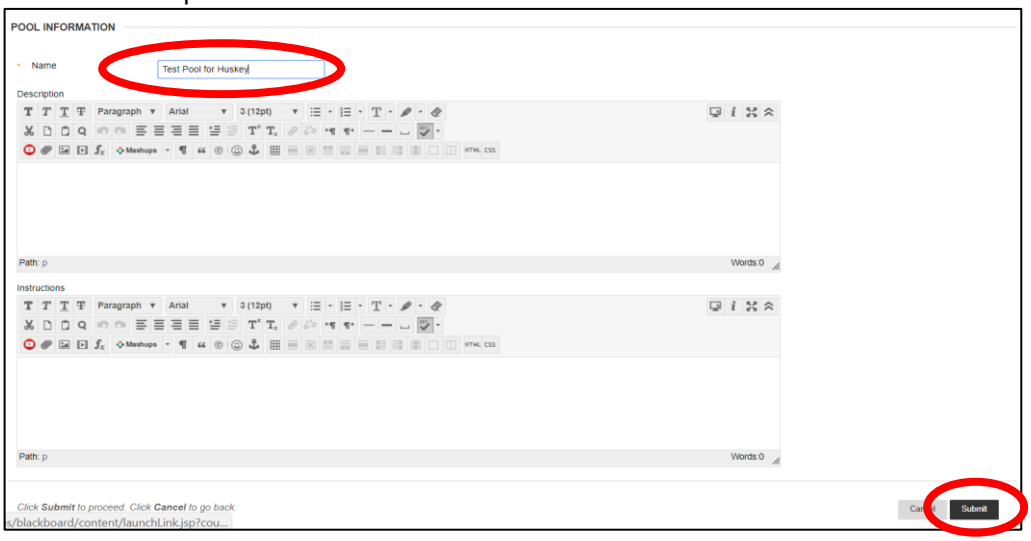


1.4. Save the text file.

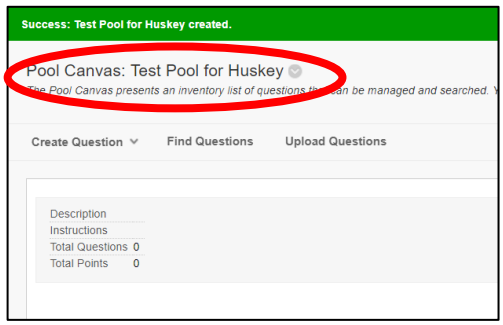
2. Build a Pool

2.1. Open your BB site >> Click Course Tools >> Test, Surveys and Pools >> Pools >> Build Pool

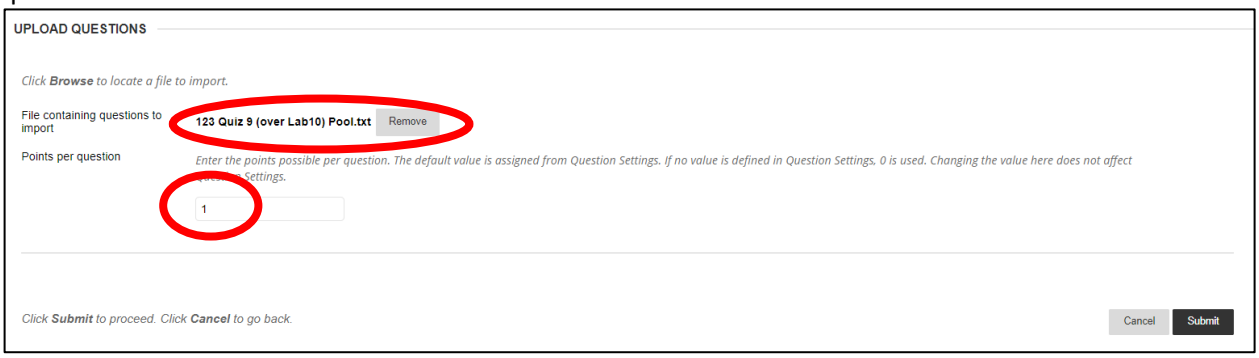
2.2. Name the new pool and hit submit



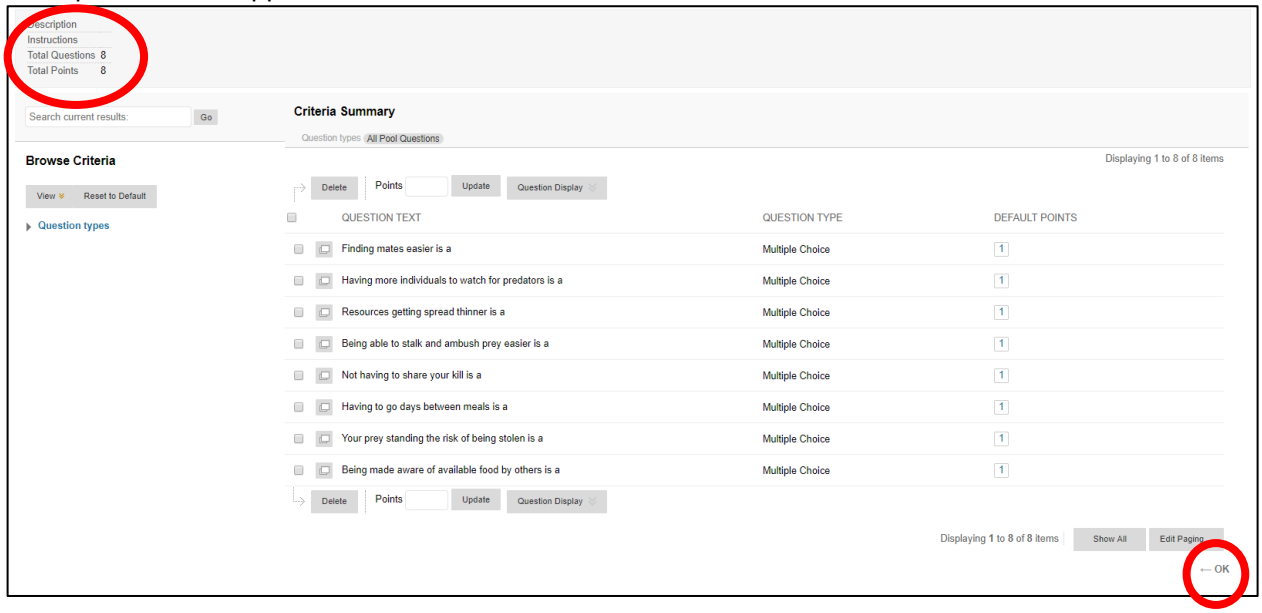
2.3. Success looks like this:



2.4. Click “Upload Questions” and select your newly created text file. Then assign the number of points for each question. Hit Submit



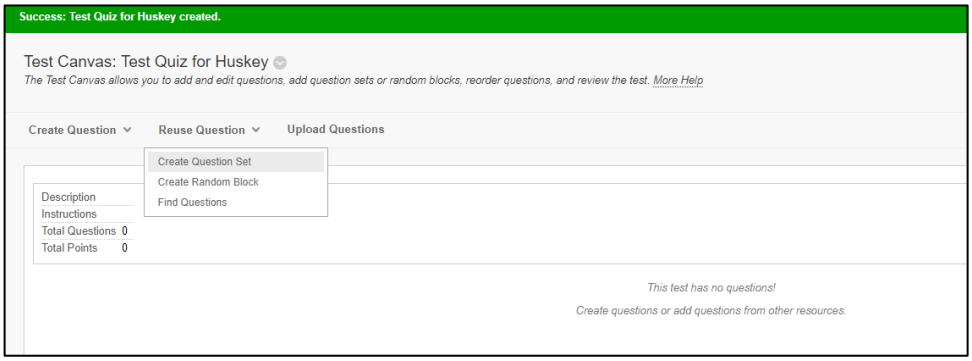
2.5. Your questions will appear like this. Hit OK.



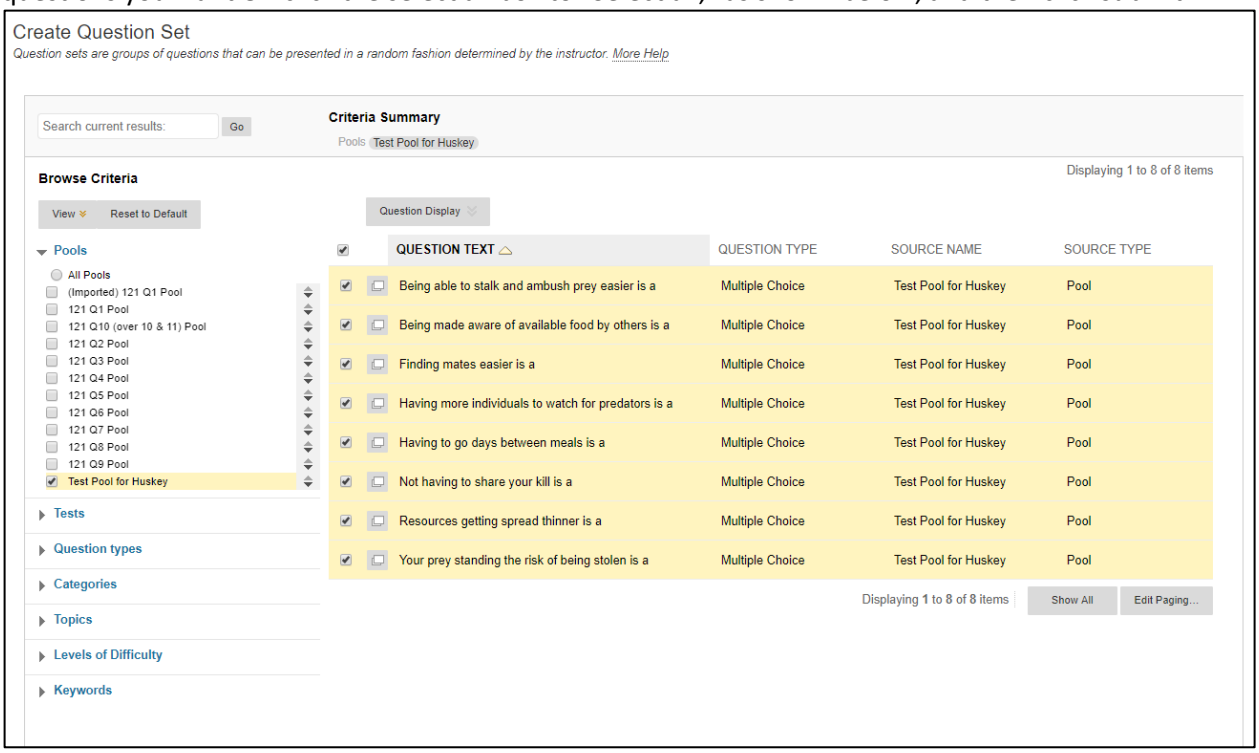
2.6. Now you are ready to add your questions from your pool to your test/quiz.

2.7. Go back to Tests, Surveys and Pools >> Click Tests >> Build Tests >> Name the Test

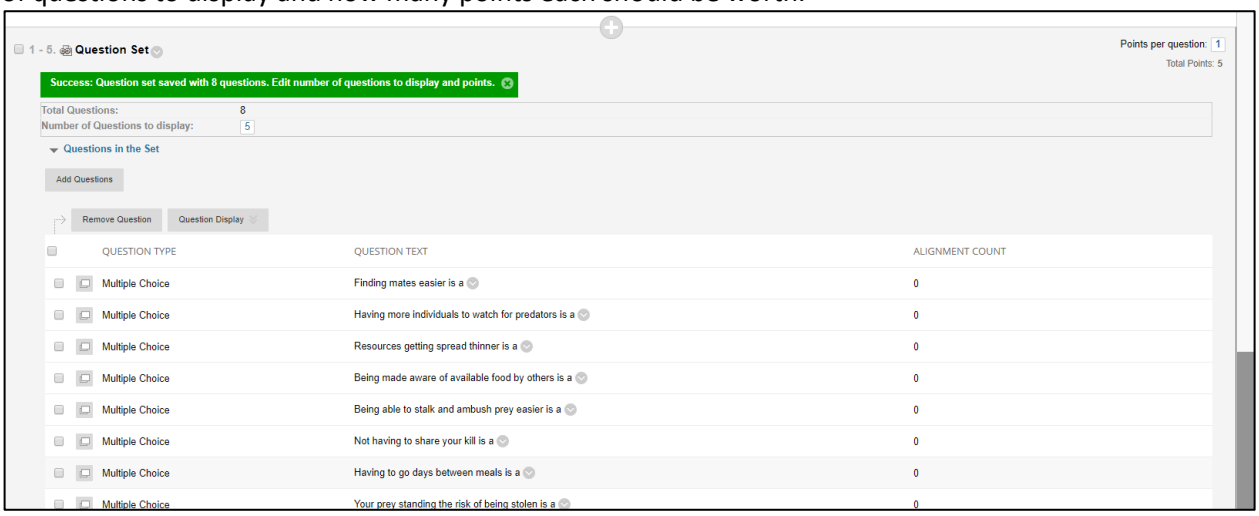
2.8. Hover over “Reuse Question” and click “Create Question Set.”



2.9. A new window will open. Select the pool you just made, and the questions will appear at the left. Select the questions you want OR click the select all box to “Select all,” as shown below, and then click submit.



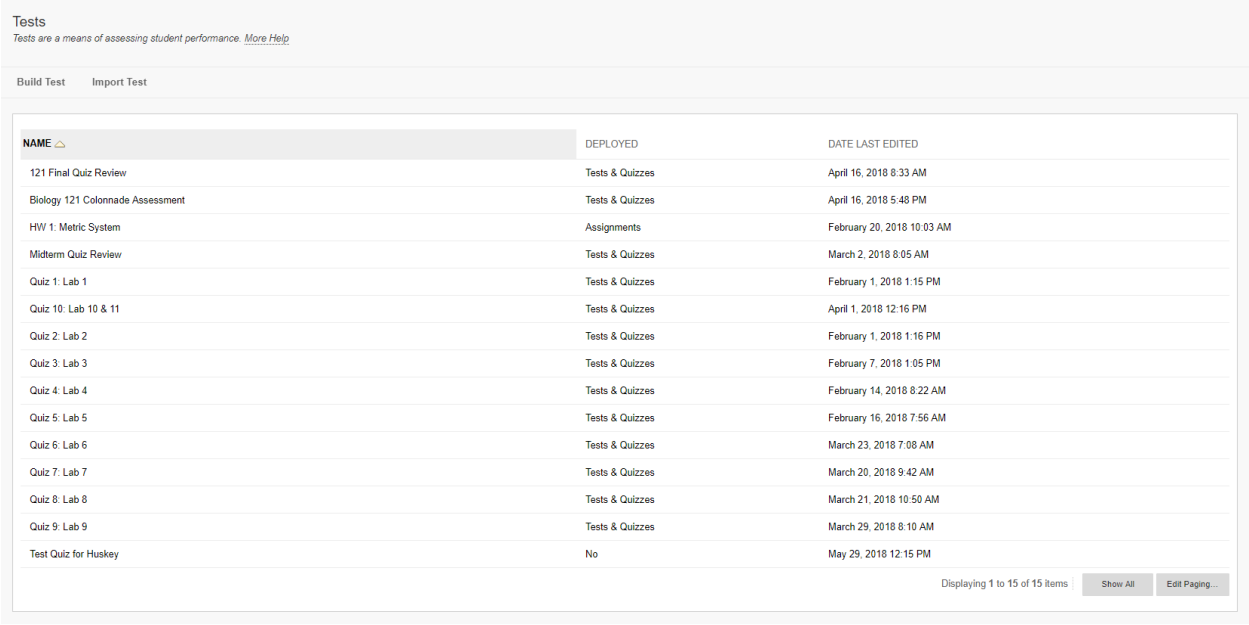
2.10. Now your questions are loaded into your pool. Lastly, you need to make a several choices…Select the number of questions to display and how many points each should be worth.



2.11. Click OK at the bottom of the screen.

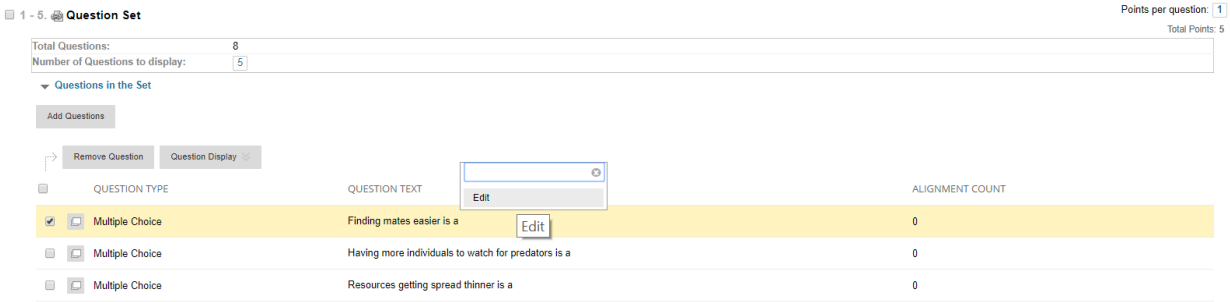
3. Deploy and format the quiz

3.1. Now your new quiz will show up under “Tests.”

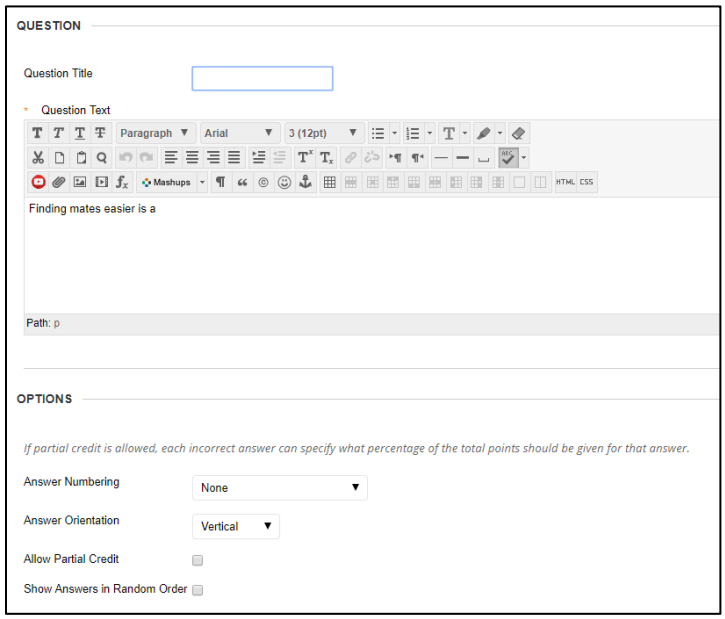


3.2. Click the quiz.

3.3. If you want to randomize the correct answer, click the dropdown arrow on each question and edit.



1. Then check the “show answers in random order” box. YES…for each question. Then hit submit.



2. Now go into the folders for your course. You may have one tiled “Quizzes,” etc.
3. Go into the folder in which you’d like to add the assessment.
4. Hover over “Assessments” then drop down to “Test.”
5. Then select the newly created quiz and hit submit.

6. Set the specifics for your quiz. These are some typical choices:
   ✓ Test Availability: Make Available (Do Not Allow Multiple Attempts)
   ✓ Force Completion: Set Timer (usually 10m) and Turn on Auto-Submit
   ✓ Set “Display After” and “Display Until” Date and Time- (It should be open for 1 week)
   ✓ Set Due Date and Time
   ✓ Check: Do not allow students to start the Test if the due date has passed
   ✓ Show Test Results and Feedback: After Submission, All Answers, Show Incorrect Questions
   ✓ Test Presentation: One at a Time, Prohibit Backtracking & Randomize Questions