

## Blackboard Assessments – Uploading Questions from an Excel/Text file

### Overview

Instructors may import files containing questions into a Test, Survey or Pool. The questions in the uploaded file must match the file structure explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions.

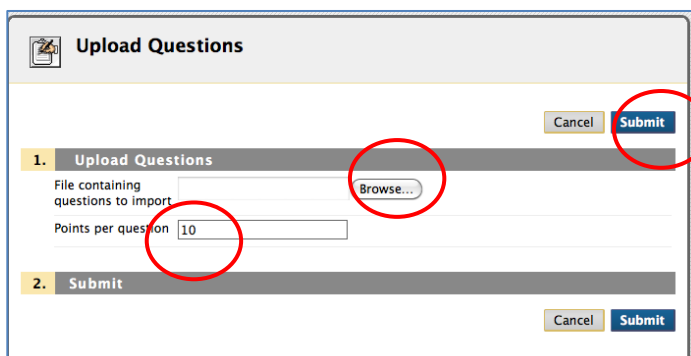
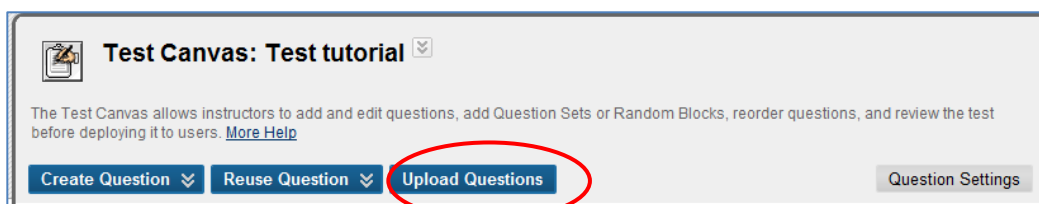
- Once uploaded, questions can be manipulated like other questions created within the Assessment.
- If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to the Instructor to manage this aspect of the assessment questions.

### Point Value

When questions are imported they automatically default to the point value set in Creation Settings. If a default value has not been chosen in Creation Settings questions will automatically have a point value of “0” and Instructors must then enter a point value for each question.

### How to Upload Questions

1. After Creating the Test or Survey, you will be brought to the window for adding the questions.
2. Click **Upload Questions** on the **Test Canvas** or **Survey Canvas** page.
3. Click **Upload Questions** and **Browse** to locate the file.
4. Type a number in the **Points per question** field.
5. Click **Submit**.



**Test Canvas: Upload test questions from Excel or a txt file**

Create Question Reuse Question Upload Questions Question Settings

Description this test demonstrates the process for uploading test questions from an excel file or txt file.  
 Instructions Follow the steps on the Miner Library help page for Uploading Test Questions  
 Total Questions 3  
 Total Points 30

Select: All None Select by Type: - Question Type -  
 Delete Points Update Hide Question Details

1. Multiple Choice: What city is the capital of New York? Points: 10  
 Question What city is the capital of New York?  
 Answer Rochester  
 New York City  
 Albany

2. True/False: The earth is round. Points: 10  
 Question The earth is round.  
 Answer  True  
 False

3. Multiple Choice: What is the opposite of up? Points: 10  
 Question What is the opposite of up?  
 Answer  down  
 left  
 right

### Excel File Structure

Questions in the file must conform to a specific structure to be uploaded to an Assessment successfully. Each field in the file is separated by a tab. Each row is a separate question. Refer to the Blackboard User Manual for the file structure for other question types.

Question Type	Structure
Multiple Choice	„MC“ TAB question text (TAB answer text TAB „correct“ or „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 20.
True/False	„TF“ TAB question text TAB „true“ or „false“

## Steps for Creating Excel file for Uploading Questions

1. Create the questions in an Excel spreadsheet, following the structure definition above. Here is a sample spreadsheet with 3 questions (*Excel may change the “true” to “TRUE”, don’t worry about that*).

MC	What city is the capital of New York?	Rochester	incorrect	New York City	incorrect	Albany	correct
TF	The earth is round.	true					
MC	What is the opposite of up?	down	correct	left	incorrect	right	incorrect

2. “Save as”, change the Save as type to “Text (Tab delimited) (\*.txt)”. Ignore any errors and follow the prompts to proceed with the save.

