

# Importing Questions Using Microsoft Excel

## Excel Question Format

You can create different question types in Microsoft Excel and upload the questions to Blackboard Learn. You must follow a certain format to be able to upload the file to Blackboard Learn.

The following is the format that must be followed in order for the Test Questions to be uploaded without any problems.

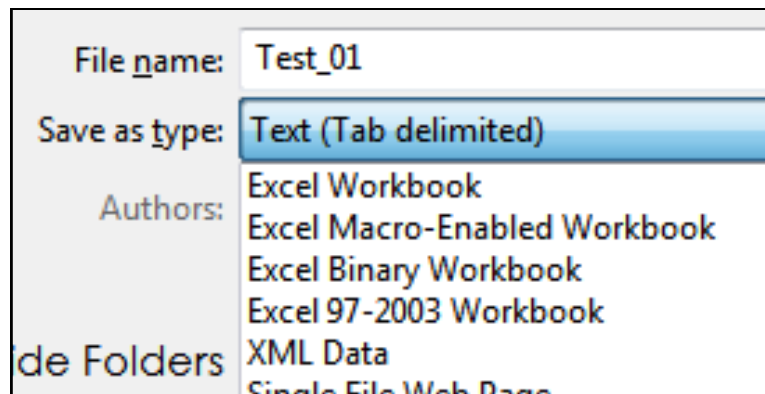
- Column A– Question Type
- Column B– Question Text
- Column C– Answers (if you have multiple answers, use the column that follow)

Question Type	Format
Calculated numeric	NUM
Essay	ESS
Fill in the blank	FIB
Multiple Choice	MC
Multiple Answer	MA
True/False	TF
Ordering	ORD
Matching	MAT
Short response	SR
Opinion/Likert scale	OP

	A	B	C	D	E	F	G	H
1	TF	George Washing is the current President	FALSE					
2	TF	Mexico is a country north of the United States.	FALSE					
3	MC	Which country is not in North America	Mexico	incorrect	Venezuela	correct	Canada	incorrect
4	SR	Describe the flight pattern of flamingoes.	V formation					

## Create a Test in Microsoft Excel

1. From Microsoft Excel, create your questions on the format discussed above.
2. When you have finished your test questions, save your file.
3. **Type** a name for your file in the **File name** box.
4. In the Save as type, select **Text(Tab Delimited)**, and then click **Save**.



**Important:** only "Text (tab delimited)(.txt)", files will be accepted by Blackboard Learn.

## Uploading a Test to Blackboard

1. Login to your course, under Course Management, under Course Tools, click on **Tests, Surveys, and pools**.
2. Click **Tests**.
3. Click the Build Test button.
4. **Enter** a name for the test (required), description (optional), and instructions (optional). Click **Submit**.
5. In the Test Canvas, click the button to Upload Questions.
6. Browse your computer to locate your .txt file with the test questions.
7. Enter a point value for the test questions. Click Submit.
8. Your test questions will appear in the Test Canvas. You can edit the questions by clicking on the action link next to the question text or enter individual question point values by clicking in the points box.

**1. Upload Questions**

Click **Browse** to locate a file to import.

File containing questions to import

Points per question  Enter the points possible per question defined in Question Settings, etc.

Select: **All** None | Select by Type: - Question Type -

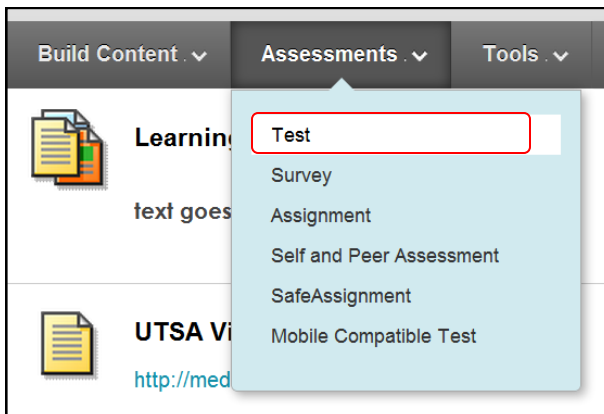
Points

1. True/False: George Washing is the current President

Question	Answer
George Washing is the current President	True
	<input checked="" type="checkbox"/> False

## Make the Test Available

1. Navigate to the content area where you would like to place your test.
2. From the **Assessments** drop down menu, **click** Test.



3. **Select** your test form the list. Click **Submit**.
4. Choose the **Test Options**. This would make the test available to your students Set a timer, force completion, due date, feedback options, etc.
5. Click **Submit** to complete the test process.