



## Blackboard... Learn more... go further...

### Upload Test Questions from Excel

Creating a test offline with Excel is time-saving and easy. Save the test in a special file and then upload it to Blackboard. Also, the questions created can be exported or added to different tests. Rules you will need to follow: indicate the type of question in the first column, the question text in the second column and the answer in the third column. There are 3 types of answers:

1. True/False questions: enter the correct response
2. Essay questions: Leave the third column blank
3. Multiple choice / multiple answer questions: enter choices in separate columns with either correct or incorrect in the adjacent column of each choice
4. Ordering and matching questions: enter answers in the correct order; Blackboard will scramble them for you



### Attachment Steps

1. On the Control Panel, under Course Tools, click Tests, Surveys, and Pools.
2. Click Tests.
3. Next to the test you wish to edit, click to expand the Contextual Menu, and then click Edit.
4. Click Upload Questions.
5. On the Upload Questions page, under Upload Questions, click Choose File and locate the .txt file that contains your Excel questions. .
6. You will also need to type the points possible for each test question in the Points per question box.
7. When you are finished, click **Submit**

### References

#### How Can I Upload Test Questions from Excel:

<https://experts.missouristate.edu/display/KB/How+to+Upload+Test+Questions+from+Microsoft+Excel#HowtoUploadTestQuestionsfromMicrosoftExcel-TouploadtestquestionsfromExceltoBlackboard>

#### Youtube video

[https://www.youtube.com/watch?v=Ml4H9eCNFgI&list=PLontYaReEU1shWKvIgLyoK179H\\_5q3TOB&index=6](https://www.youtube.com/watch?v=Ml4H9eCNFgI&list=PLontYaReEU1shWKvIgLyoK179H_5q3TOB&index=6)

#### ccis shared folder – Excel sheet prepared for online attendance system:

<\\10.10.70.70\Blackboard\video>