

UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

Converting Test Banks for Blackboard

Blackboard's name for a test bank is 'pool'. This document provides instructions for setting up and converting ready-made or self-made test banks into importable pools for Blackboard. Some publishers have test banks already formatted for Blackboard import; however, some only come in Word documents, which will need to be formatted according to the directions below.

Formatting Test Questions

Test questions for pools must be formatted a certain way for the test generator to read and convert into an importable .zip file into the Pools area.

- Questions and answers start with an identifier (typically a number or letter) followed by a period or parenthesis, followed by the question or answer text on a single line.
- Don't use new lines or return characters except when you're going on to the next question or answer. This is especially important if you're pasting in questions from another program like Word.
- Separate your questions with a blank line.

Question Types:

- [Multiple Choice](#)
- [Multiple Answer](#)
- [True/False](#)
- [Essay](#)
- [Fill in the blank](#)
- [Matching](#)

Multiple Choice

- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of the correct choice.

Example:

1. Which of the following is a prime number?

- a) 4
- *b) 5
- c) 6

Multiple Answer

- Exactly the same as multiple choice, only with multiple answers marked correct.
- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of all correct choice.

Example:

1. Which of the following is a prime number?

*a) 2

*b) 3

d) 4

*e) 5

f) 6

*g) 7

True/False

- Question on a single line
- The answer on the next line. Can be any of the following: T, t, True, TRUE, true, F, f, False, FALSE, false

Example:

1. 3 is a prime number.

True

Essay

- This is simply a question with no answer given.

Example:

1. Tell me your life story.

Fill in the blank

- Begin your question with the keyword: blank
- Leave a blank somewhere in the question.
- Give all of the possible correct answers.

Example:

blank 1. Two plus two equals _____.

- a. four
- b. 4

Matching

- Begin your question with the keyword: match
- Put the matches separated by slashes (/).
- You can have entries with no match, i.e. leave the other side blank.
- The entries will be randomized.

Example:

match 1. Match the number with its spelling. :)

- a. 3 / three
- b. 1 / one
- c. 12 / twelve
- d. 4 / fore

Using the Test Generator

1. Go to <https://quondam.csi.edu/blackboard/bbquiz/>,
2. Give your test a name (e.g. Quiz 1).
3. Copy your formatted test questions from Word or Notepad into the big box.
4. Click the **Create Quiz** button.
5. It will tell you “Your test seemed to have (x) questions. The package is available here.” Click the **here** button.
6. A zip file will download to your computer as “bbquiz.” Navigate to your Downloads folder and rename it appropriately to your quiz name (e.g. Quiz1.zip).
7. Go into your Blackboard course and navigate to **Course Tools → Tests, Surveys and Pools → Pools** and click the **Import Pool** button.
8. Follow the directions according to the Pool Manager document at <https://hartford.edu/fclد> for more details.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fclد@hartford.edu

Website: <http://www.hartford.edu/fclد>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Office of Technology Services (OTS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 (on campus) or (844) 292-3213 (off campus)

Email: ots@hartford.edu **Website:** <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)

Website: <http://www.hartford.edu/mts>