Creating a test via Microsoft Excel for Blackboard

Use the template file to create your test. The template is already set for making a multiple choice test so simply overwrite each field with your questions and answers and copy and paste to new rows to add more than five questions.

Leave any spacing/indents the same as in the template (ex. all of the answer fields are indented).

To make another type of test simply replace the MC field with another tag. For example, TF would be for true/false.

For a complete list of different types of test that can be generated using this method, please refer to the link below:
https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Reuse_Questions/Upload_Questions

When you are finished modifying the template:
1. Click on "File" in the top-left and select "Save As".
2. Next, select a location to save the file.
3. Lastly, click on the drop down menu to the right of "Save as type" and select "Text (Tab delimited)" from the drop down and click on "Save".
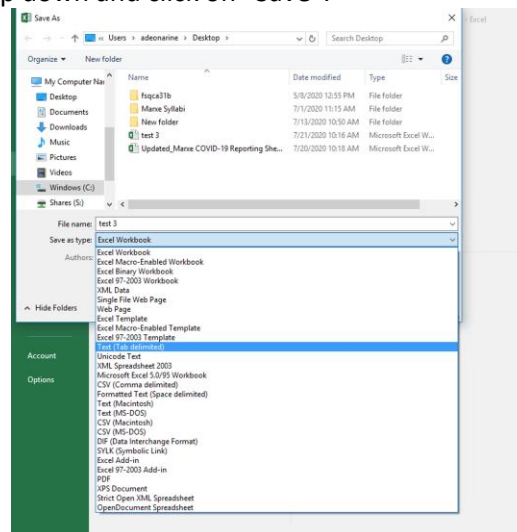
4. You may or may not receive a message similar to the one below, if you do select "Yes".
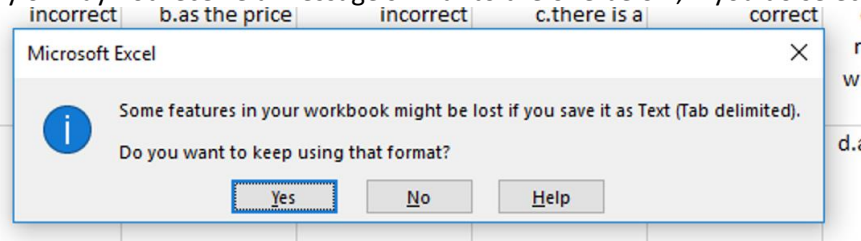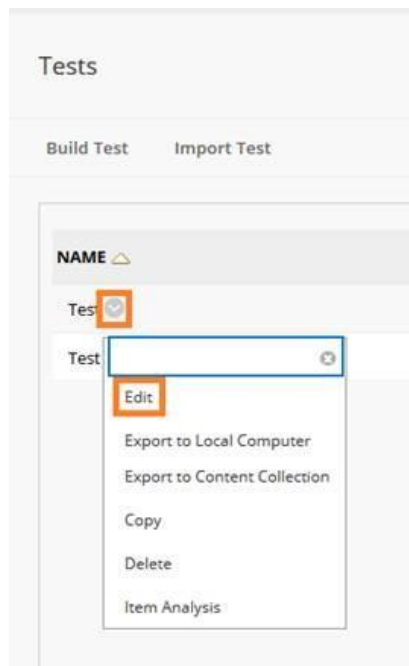
Importing the tab-delimited .txt File to Blackboard:

Once you have the list in a text file, you can import the questions using the following method:

In your course,

1. Go to Control Panel
2. Course Tools
3. Tests, Surveys and Pools
4. Tests
5. Click on the "Down arrow" of an existing Test and select "Edit"

6. Click Upload Questions