ACADEMIC TECHNOLOGIES (ITS)

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TUTORIAL

CREATING A MULTIPLE CHOICE TEST GENERATOR IN BLACKBOARD

This tutorial shows steps for creating a multiple choice test generator

1. **Creating a Pool**
   - Reformat Questions so that the star is *in front of the correct option*, and get rid of additional spaces (see "Preparing your Test Questions for uploading into Blackboard' Pool Manager" doc for exact formatting guides) Note: You must turn off Word's automatic bullets
   - Open test generator link: http://www.csi.edu/blackboard/bbquiz/Default.aspx
   - Copy and paste questions from Word doc then click "Create Quiz".
   - After loading is complete, download zip file and save to computer
   - Log in to Blackboard
   - Click Course Tools→"Tests, Survey, and Pools"→ "Pools"
   - Click Import Pools→Brows my computer→Select Zip File→Submit

2. **Creating a Test**
   - Click →"Tests, Survey, and Pools"→ "Tests"→"Build Test"
   - Fill in the boxes.
   - Click "Reuse Question"→"Create Random Block"
   - A pop-up window will appear. Select the pool you want to use. Then, select all pool questions. Click Submit
   - Select the number of questions you want to display. Click Ok.

3. **Activating Test**
   - Click "Course Work"
   - Click "assessments"→test
   - Select test
   - Click Submit
   - Fill in test info. Click submit.