

Steps to Using the Blackboard Test Generator to Create a Test Pool

NOTE: If the textbook comes with a CD-ROM with test questions already loaded and is Blackboard compatible, this section may be skipped. Go directly to Steps to Importing a Test Pool in Blackboard.

1. To access the Blackboard Test Pool Generator, click on the **Help** link at the top of the portal page. Under the **Faculty** heading, click on **Tools and Techniques**. Next click on the **Blackboard Test Pool Generator** link. Located on the left-hand side of the screen under **Off Site Links**.
2. A new window will open. To view the format for each test question type, click on the **Documentation** link.
3. Either type your test in Word then copy and paste in the white space under the heading **Type or paste in your questions**, or type the questions directly into the space (It is recommended that the questions be typed in Word. This will allow the test to be saved in a separate safe location).
4. Be sure to follow the exact format in the Documentation window, or the test may not load in Blackboard.
5. Once the questions have been added to the white space, click on the **Create Quiz** button.
6. Next, the following message will appear: **Your test seemed to have _ questions. The package is available: here.**
7. Click on the **Here** button.
8. A File Download window will open. Click on the **Save** button. [NOTE do not select open. The item must be saved as a compressed (zipped) folder].
9. The name will default to **bbquiz**, but it may be named whatever is chosen by the instructor. Save the compressed file to the desired drive or location.
10. Next, a Download Complete window appears. Click on **Close**.

Steps to Importing a Test Pool in Blackboard

1. Now that the Test Pool has been created, it is time to import it.
2. From the **Control Panel** of the course in which the pool is to be added, click on **Pool Manager** under the **Assessment** heading.
3. Next, click on the **Import** link.
4. When the **Pool Import** page opens, click **Browse** next to **Attach local file**.
5. Select the compressed (zipped) file that was created in the Blackboard Test Pool Generator.
6. Click **Submit**.

7. The message - ***The package has been processed. The log file is below.*** - will appear along with the date, time and status of the operation. Click **OK**. The Pool will appear in the **Pool Manager**.

Steps to Adding Test Questions from the Pool

1. Now that the test questions are in the pool, create the Test in **Test Manager**.
2. From the **Control Panel**, click on **Test Manager** under the **Assessment** heading.
3. Click on the **Add Test** link. Give a name for the test and give a description and instruction to the test, then click on **Submit**.
4. The **Test Canvas** page appears. Click on the question type drop-down menu next to **Add**. Select **From a Question Pool or Assessment** (second up from the bottom) and click on **GO**.
5. The **Search Pools and Assessments** page appears. Under the Pools heading, select the pool from which the questions are to come.
6. Next, either select the types of questions desired or select **All** for all question types in the pool.
7. The system defaults to **Use the point values currently assigned to the questions**, but if preferred, select the radio button next to **Assign Point Values** and type in a value for each question.
8. From the **Add Question** drop down menu select from a **Question Pool or Assessment** question type and click **Go**.
9. Next click **Search**. A list of the questions will appear.
10. Place a check mark in the box next to the questions that you would like to add (for all questions insert a checkmark in the box next to **All**). There is also a preview button next to each question to see the question before it is selected.
11. Finally, click **Submit**. The selected questions will now appear on the **Test Canvas** page in the test that was created.