

## Upload Questions

### Overview

Instructors may import files containing questions into an Assessment. After selecting the Upload Questions question type on the Test Canvas the Upload Question page appears.

The questions in the uploaded file must match a specific file structure, which is explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer and True/False questions, or any combination of these.

When questions are imported they automatically default to the point value set in [Creation Settings](#). If a default value has not been chosen in Creation Settings questions will automatically have a point value of '0' and Instructors must enter a point value for each question.

**Note:** Files with questions may be imported into Pools and Surveys. Survey questions that are imported may not include correct and incorrect answers.

Please note that this feature is not available in *Blackboard Learning System – Basic Edition*.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > TEST MANAGER > UPLOAD QUESTIONS

**Upload Questions**

**1 Upload Questions**  
Click the **Browse** button to locate a file to import.  
File containing questions to import:  **Browse...**

**2 Submit**  
Click "**Submit**" to finish. Click "**Cancel**" to abort this process.

**Cancel** **Submit**

### Find this page

Follow the steps below to open the Upload Questions page.

**Step 1** Select **Test Manager** in the Assessment area of the Course Control Panel.

**Step 2** Click **Modify** next to an existing Test.

**OR**

- Step 1** Select **Add Test**, complete the Add Test page and select **Submit**.
- Step 2** Select **Upload Questions** in the Add Question: drop-down list and click **Go**.

### Function

Click **Browse** and locate the file that is to be uploaded to this Assessment. All of the questions in this file will be added to the Assessment. Instructors may not choose specific questions within a file to be uploaded.

### Point Value

Setting a default point value for uploaded questions must be done before the questions are uploaded from [Test Creation Settings](#). If a default point value is not set before questions are uploaded, then Instructors must go into each question and set a point value. If a point value is not set before the Assessment is deployed the questions will default to a 0 point value.

### Tips and Tricks

The following information is important to note when importing Assessment questions:

- Once uploaded, questions will function and can be manipulated like other questions created within the Assessment.
- If there is an error in a question within a file, only the question with an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to the Instructor to manage this aspect of the Assessment questions.

### File Structure

Questions in the file must conform to a specific structure in order to be uploaded to an Assessment successfully. The image below is a sample of how each type of question must be formatted in the file. Each field in the file is separated by a tab.

MC	Multiple choice question.	Answer 1	Correct	Answer 2	Incorrect	Answer 3	Incorrect
MA	Multiple answer question.	Answer 1	Correct	Answer 2	Incorrect	Answer 3	Correct
TF	True false question.	false					
ESS	Essay question.	Suggested Answer					
ORD	Ordering question.	First	Second	Third	Fourth	Fifth	
FIB	Fill in the blank question.	Answer 1	Answer 2				
MAT	Matching question.	Dog	House	Cow	Barn	Parakeet	Cage Fish Aquarium

#### Multiple Choice questions are structured as follows:

'MC' tab <question text> (tab <answer text> tab 'correct' or 'incorrect')

- Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.

#### Multiple Answer questions are structured as follows:

'MA' tab <question text> (tab <answer text> tab 'correct' or 'incorrect')

- Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 20.

**True/False questions are structured as follows:**

'TF' tab <question text> tab 'true' or 'false'

**Essay questions are structured as follows:**

'ESS' tab <question text> tab [<rubric text>]

- Text within [] is optional. The Instructor may choose to add a sample essay question or leave this blank.

**Ordering questions are structured as follows:**

'ORD' tab <question text> (tab <answer text>)

- Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 20.
- The order entered in the file is the correct order. The system will randomly order the answers.

**Matching questions are structured as follows:**

'MAT' tab <question text> (tab <answer text> tab <matching text>)

- Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 20.
- The system will randomly order the answers and their question.

**Fill in the Blank questions are structured as follows:**

'FIB' tab <question text> (tab <answer text>)

- Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 20.
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