Uploading Questions

Questions can be written offline in a specially formatted text file and uploaded into tests, surveys, and question pools. Once uploaded, questions can be edited and used exactly like questions that have been created from inside Blackboard Learn.

Before You Begin
The following information is important to note when uploading questions:

• The uploaded file must meet the file format guidelines detailed in this topic below.
• The questions in the uploaded file must meet the question format guidelines detailed in this topic below.
• Questions that contain an error will fail to upload. Questions without errors will upload successfully.
• The system does not check for duplicate questions. It is up to you to manage this.
• Uploaded questions automatically default to the point value that they are assigned when uploaded. If a default value was not set, questions will automatically have a point value of '0' and you must then enter a point value for each question.

• Once uploaded, questions are used just like other questions created within tests, surveys, or pools.

How to Upload Questions
1. Create or edit or edit an existing assessment.
2. From the test, survey, or pool canvas page, on the Action Bar, click **Upload Questions**.
3. Click **Browse** to locate the file.
4. (Optional) Type a number in the **Points per question** field to set a default value for all questions. If it is left blank, all questions will be set to a value of zero, but individual question values can be edited can be edited at any time after the upload is complete.
5. Click **Submit** and then click **OK**. The questions appear on the assessment canvas page. You can edit and reorder the questions as necessary.

File Format Guidelines

Each file containing questions to be uploaded must conform to the following guidelines.

- Each file must be a tab-delimited .txt file. You can edit this file in Excel or in a text editor.
- Blackboard recommends that each batch file not exceed 500 records because of time-out restrictions associated with most browsers.
- Do not include a header row in the file.
- Do not include blank lines between records. The blank line will be processed and return an error.
- Include only one question per row.
- The first field in every row defines the type of question.
- Separate each field in a row using a TAB.
- `correct`, `incorrect`, `true`, `false` and other words that identify answers must be in English.

Question Format Guidelines

To be uploaded successfully, the questions in the text file to be uploaded must conform to the guidelines detailed in the following table.

Note: Questions that contain an error will fail to upload. Questions without errors will upload successfully.

Note: When uploaded to a survey, the `correct|incorrect` answer designation is ignored, but the file must follow the same format as described for tests and pools.

File Structure for Uploaded Question Files

Question Type	Structure
Multiple Choice	`MC TAB question text (TAB answer text TAB correct|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	`MA TAB question text (TAB answer text TAB correct|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	`TF TAB question text TAB true|false`
Essay	`ESS TAB question text TAB [example]` Text within [ ] is optional. The instructor may choose to add a sample essay question or leave this blank.
Ordering	`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	`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. When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.
Fill in the Blank	`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.
File Response	`FIL TAB question text`
Numeric Response	`NUM TAB question text TAB answer TAB [optional]tolerance`
Short Response	`SR TAB question text TAB sample answer`
Opinion/Likert Scale	`OP TAB question text`
Multiple Fill-in-the-Blank	`FIB_PLUS TAB question text TAB variable1 TAB answer1 TAB answer2 TAB variable2 TAB answer3` The format consists of a list of variable-answers where each variable-answer is composed of the variable name and a list of correct answers for that variable. Variable-answers are delimited by an empty field.

Jumbled Sentence	JUMBLED_SENTENCE TAB question text TAB choice1 TAB variable1 TAB choice2 TAB TAB choice3 TAB variable2 The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that choice is not the correct answer for any variable.
Quiz Bowl	QUIZ_BOWL TAB question text TAB question_word1 TAB question_word2 TAB phrase1 TAB phrase2 The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.

Example: File Structure in Excel

A1   *fx* MC

	A	B	C	D	E	F	G	H	I	J	K
1	MC	What ocean contains mc	Arctic	incorrect	Pacific	correct	Indian	incorrect	Atlantic	incorrect	
2	MA	Hydrothermal vents ___	Have chim	correct	Were disc	incorrect	Are locate	correct	Are void c	incorrect	Host a flo
3	MC	Submarine Canyons wer	Depositio	incorrect	Earthquak	incorrect	Erosion by	correct	Erosion by	incorrect	
4	TF	Paleomagnetism confirr	TRUE	FALSE							
5	TF	The magnetic field of th	FALSE	TRUE							
6	ESS	Give a few examples where in you can help preserve marine ecosystems.									

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