

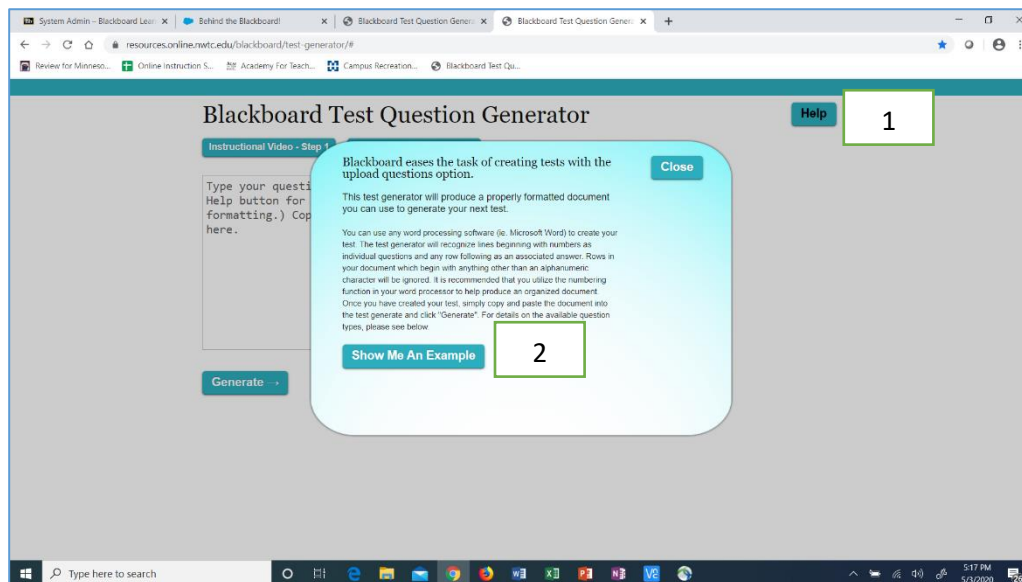
Using a Blackboard Test Generator for Creating Blackboard Tests from Word Documents (Tests)

If you have a word or text document that you would like to use in Blackboard, you first need to convert it, before you can upload it to Blackboard.

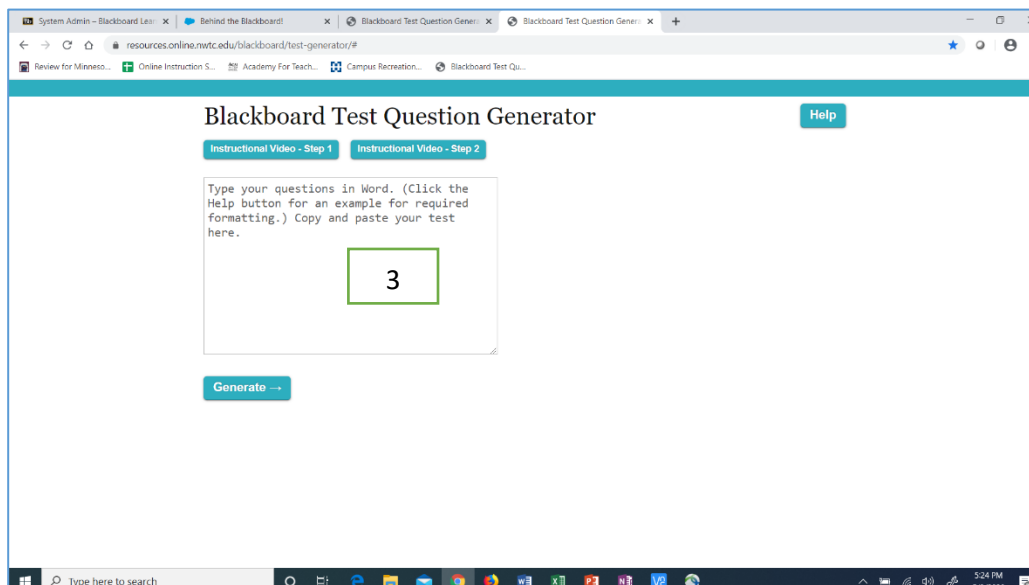
THIS GENERATOR BELOW ONLY WORKS IN CHROME

Go to: <https://resources.online.nwtc.edu/blackboard/test-generator/>

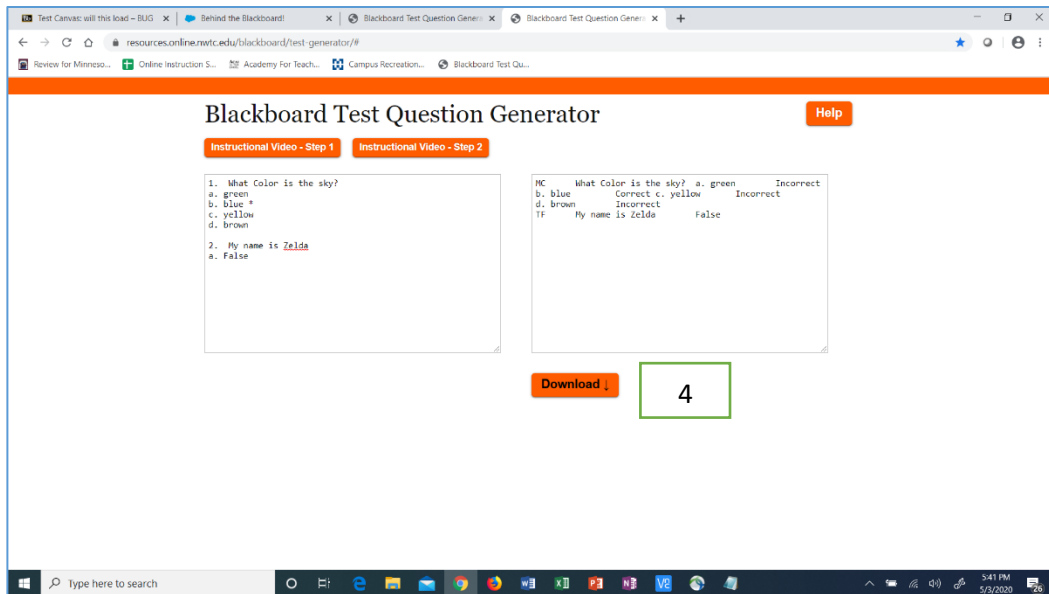
1. Click Help first and the box you see below will open up.
2. Click Show Me an Example and a document will download with examples of how to format your questions in your already existing Word document (test). Then click Close.



3. When you are done formatting your questions, copy and paste them into the window below. Click Generate.



4. Click Download and save to your computer.



5. Go into your Blackboard Course. Go to Control Panel > Course Tools > Tests/Surveys/ Pools > Tests > Build Test. Name the test and give it a Description and Instructions. SUBMIT. Click Upload Questions. Browse your computer for the .txt file you saved above, attach it and click SUBMIT. Your questions will now be in your Blackboard exam. (NOTE: You can also add these to your pool area, by following the same steps here in #5, but going to pools instead of tests)

