

# Blackboard Quiz Generator

from College of Southern Idaho (CSI)

---

The Blackboard Quiz Generator is a free online tool that will convert questions from a word processing (text) file to a format that can be imported into Blackboard.

## **Step 1:**

Create your questions in a word processor using the format described here:

<http://www.csi.edu/blackboard/bbquiz/doc.aspx>

You might take an existing test and "clean it up" to follow the needed format.

## **Step 2:**

Once you have written your test and have it in the correct format, you will copy/paste the text into the Quiz Generator to produce a zip file that you will save to your local PC.

*To do this:*

- a. Go to the main screen for the Blackboard Quiz Generator:  
<http://www.csi.edu/blackboard/bbquiz/Default.aspx>
- b. Type in a name for this quiz or question pool.
- c. In your word processor, select ALL of your questions (Ctrl-A) and then copy (Ctrl-C).
- d. Back at the Quiz Generator site, paste (Ctrl-V) the questions into the box provided.
- e. Click the "Create Quiz" button.
- f. After a few seconds, you'll see this message at the bottom of the screen:  
Your test seemed to have X questions. The package is available: [here](#)
- g. Click on the "here" button and save the zip file on your local computer.

## **STEP 3:**

Import the zip file into a Blackboard Pool.

*To do this:*

- a. In your course on Blackboard, go to Control Panel > Pool Manager
- b. Click IMPORT, and follow the prompts to select the zip file you just saved in step 8. Note: The pool will be named whatever you specified in step 2h.

## **STEP 4:**

Move the questions from the pool to a test.

*To do this:*

- a. Go to Control Panel > Tool Manager and create a new test (or "modify" an existing one, if you want to add questions to a test you've previously created).
- b. Proceed through the Test Info screen (where you enter a title, description, etc).

- c. On the Test Canvas, click "Creation Settings" to specify a default point value.
- d. Back on the Test Canvas, click the drop-down that lists question types. Choose the last option: From Question Pool or Assessment
- e. In the list, select the pool you just imported. Under "Question Types", check ALL and then click SEARCH.
- f. The list of questions in this pool are displayed. Click the box beside each question that you want to bring into this test. Then click SUBMIT. The questions are now in your test!