

CONVERTING A WORD DOCUMENT TO A BLACKBOARD TEST

The Mayville State Blackboard Administrator (Alissa Perkins) can use a product called Respondus to convert text files or word documents into a Blackboard exam. Respondus is able to import Multiple Choice, True/False, Multiple Answer, Essay, and Matching questions. However; the questions MUST be in the correct format to import correctly.

On the next two pages you will find the correct format for the different types of questions along with instructions for contacting Alissa to complete the file conversion. You may use Microsoft Word or Notepad to create your file.

Question Type:	Example Questions in Correct Format:
<p>Multiple Choice: Each question must begin with a question number followed by either a period or parenthesis. Ex: 1) or 1.</p> <p>Each answer must begin with a letter followed by either a period or parenthesis. You can have as many answer choices as you need. Ex: a) or a.</p> <p>To indicate the correct answer, place an asterisk in front of the letter of the correct answer.</p>	<p>1. What is Blackboard Learn? a. The name of a country *b. A learning management system c. The name of Alissa's dog d. A tool for creating exams</p> <p>2) What is Respondus? a) The name of a country b) A learning management system c) The name of Alissa's dog *d) A tool for creating exams</p>
<p>True/False: The format for True/False questions is done the same way as multiple choice questions, except there are only two answer choices.</p> <p>Note: The <i>true</i> answer choice must be listed before the <i>false</i> answer choice in order to be recognized as a True/False question type.</p>	<p>1. Blackboard Learn is the LMS used by Mayville State University. *a. True b. False</p> <p>2) Respondus is the LMS used by Mayville State University. a) True *b) False</p>
<p>Multiple Answer: The format of Multiple Answer questions is similar to that of Multiple Choice questions. The correct answers are denoted by an asterisk. However; the question needs to be labeled as a Multiple Answer question. To import a multiple answer question, the first line prior to the question must begin with</p> <p>Type: MR</p>	<p>Type: MR 1. Blackboard Learn is used for: *a. Giving students online exams *b. Participating in online discussion forums c. Scheduling time off *d. Checking students' grades</p> <p>Type: MR 1) Respondus is used for: *a) Generating quizzes and exams b) Participating in online discussion forums c) Scheduling time off *d) Converting a text file into a Blackboard exam</p>



CONVERTING A WORD DOCUMENT TO A BLACKBOARD TEST CONTINUED

Question Type:	Example Questions in Correct Format:
Essay: To import an Essay question, the question needs to be labeled as an Essay question. The first line prior to the question must begin with Type: E	Type: E 1. Please give a detailed explanation of how you use Blackboard Learn. 2) Please give a detailed explanation of how you use Repondus.
Matching: To import a Matching question, the question must be labeled as a Matching question. The first line prior to the question must begin with Type: MT Each answer must have 2 parts separated with an equal sign (=). Spaces before or after the = are allowed. You may have as many answer choices as you need. Note: Only use an equal sign (=) to symbol the purpose of separating the two parts of the match. Do not use it in equations, etc. or Respondus will not import the question correctly.	Type: MT 1. Please match the correct software to its function. a. Blackboard Learn=Learning Management System b. Microsoft Word=Word Processor c. Microsoft Excel=Spreadsheet d. Respondus=Test Generator e. Microsoft PowerPoint=Presentation Creator Type: MT 1) Please match the abbreviation to the correct state. a) ND = North Dakota b) MN = Minnesota c) CT = Connecticut d) TX = Texas e) SD = South Dakota f) IA = Iowa
Questions with Images	If you are creating questions with images, please use Microsoft Word to create your document. Images included on a Word document will import automatically.

Upon completion of your document, please email the Microsoft Word or Notepad file to Alissa Perkins at alissa.perkins@mayvillestate.edu **NO LATER THAN 48 hours** before you need the test uploaded to Blackboard. If there are any errors in the question formatting, you will receive an email from Alissa to correct the errors. In your email, please include the following information:

- Course in which to put the test
- Area of the course in which to put the test (specific folder, content area, etc.)
 - If this is not provided, it will get put into your test bank for that course. From there, you can put the test in any area of the course.
- Date the test needs to be uploaded by

You will receive a confirmation email from Alissa after the test has been uploaded to Blackboard.

It is your responsibility to login to Blackboard and edit the settings of the test (due date, number of attempts, password, etc.) before opening the test for students.