From Word to Blackboard Test

The following directions will help you bring a test you have created in Word into Blackboard as a test pool. You then be able to use that test pool to create and deploy a test using the questions in the pool.

Directions:
Set up your test in Word in the following format. Remember to put the asterisk in front of the correct answer. *See question format document for more question types and their formats.*

Sample Questions
1. All the following that are examples of Network Operating Systems: Microsoft Windows NT/2000/2003 Server, LINUX, Novell NetWare, DOS
False

2. Choose all the following that would to increase your network's scalability.
*a. adding microprocessors to your servers
*b. changing from a PC server to a mainframe server
*c. using clusters of servers linked together to act as a single server
*d. using load balancing with collections of servers

3. Which is NOT true about a LAN.
a. LAN stands for local area network.
b. A LAN resides in one building or one complex.
*c. A LAN usually uses an outside carrier to handle transmission of messages through the LAN.
d. The transmission of messages through a LAN is done "in house".
e. A LAN is faster than a WAN.

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1. Go to the listed website:
   http://www.csi.edu/blackboard/bbquiz/Default.aspx

2. Type a name for the test pool in the Quiz Name box

3. Copy your questions and answers from Word or any text editor. Do not include any test title or directions, only the questions and answers.

4. Paste the questions and answers into the question text box

5. Click the Create Quiz button

Blackboard Quiz Generator

(Documentation)

Quiz Name: Network Test Pool

Type or paste in your questions:

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1. All the following that are examples of Network Operating
Systems: Microsoft Windows NT/2000/2003 Server, LINUX, Novell
NetWare, DOS
a. True
*b. False

2. Choose all the following that would to increase your network's
scalability.
*a. adding microprocessors to your servers
*b. changing from a PC server to a mainframe server
*c. using clusters of servers linked together to act as a single
server
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a. LAN stands for local area network.
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of messages through the LAN.
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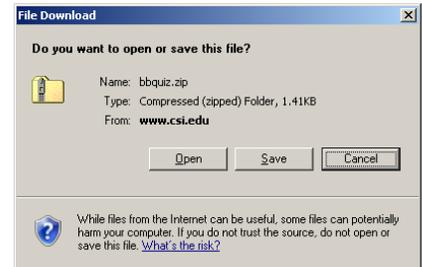
Create Quiz

6. If the website states the correct number of questions for your test, click the "here" button to save the Blackboard test pool package (file) on your computer.
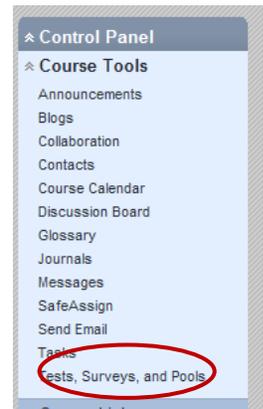
   If it does not say the correct number of questions you need to check your formatting of the questions and answers. Then you need to try click the Create Quiz button again.

7. Click the save button and save the file on your computer (and remember where you saved it).

8. Close the download window, if it is open.

9. Minimize the Quiz Generator website. If you find errors once you get the questions into Blackboard you may want to come back to the website so it is best not to close it.
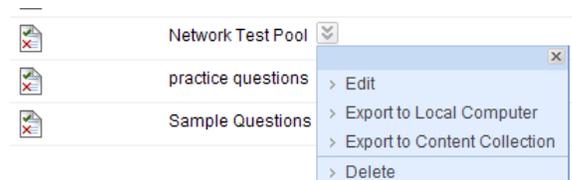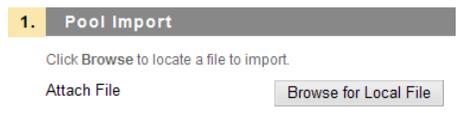
10. Go into the Blackboard class in which you want this test

11. Click the double down arrows to the left of the "Course Tools" title in the Control Panel

12. Click the Tests, Surveys, and Pools link

13. Click the Pools link

14. In the Pool Manager window click the Import Pool button

15. Click "Browse My Computer" and find the file you saved from the website wherever you saved in on your computer.

16. Open the file and click Submit. Then after the import is done click OK

17. In a minute or two the test pool will be ready for you in the pool manager. Click the modify button to the right of its name to check that the questions and answers came through correctly. Make corrections as necessary.

18. Now you will need to use this pool of questions to create a test and then deploy it.