1. Open the TestGen file that you want to upload to Blackboard. In order to work with Bb9, you must first be sure to save test as a Web Test:

You can either create your test as a Web Test from the outset …

Create New
- Paper Test
- Web Test

OR change the Test Type to a Web Test later:

File menu:
New Test	Ctrl+N
New Testbank	
Open	Ctrl+O
Close	Ctrl+W
Add Testbank to Library	
Locate Testbanks	
Edit Testbank	
Save	Ctrl+S
Save Test As…	
Change Test Type	
Save as New Testbank	

Change Test Type
What type of test do you want to change to?
- A paper test.
- A test for the web.
- ☐ Don't show this again. (Save as default.)
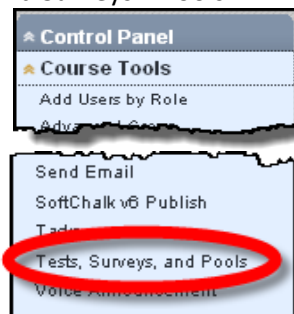
How do I decide? Cancel

2. Once you have your questions the way that you want them in TestGen, select Export > Blackboard 6.x-9.x, then click "OK." You will be prompted to enter a name for your question pool; when you have done so, click "OK" again:

File menu:
New Test	Ctrl+N
New Testbank	
Open	Ctrl+O
Close	Ctrl+W
Add Testbank to Library	
Locate Testbanks	
Edit Testbank	
Save	Ctrl+S
Save Test As…	
Change Test Type	
Save as New Testbank	
Page Setup	
Print	Ctrl+P
Export	
Exit	

Export Test
Export Exam To:
- ○ Plain Text File
- ○ Formatted Text File (RTF)
- ○ Easy Edit Text File (RTF)
- ○ HTML Formatted File
- ○ PDF
- ○ HTML Practice Exam
- ● Blackboard 6.x-9.x
- ○ WebCT 3.x
- ○ WebCT 4.x
- ○ QTI (WebCT CE 6, WebCT VISTA)

OK Cancel

Export To Blackboard
Enter a name for your question pool.

Blackboard Elasticity test

Enter a description for your question pool (optional).

OK Cancel

3. You will be prompted to save your test; your test has now been saved a .zip file that you will be able to import to Blackboard. To get started, log in to Blackboard, and select the course where you want to use the TestGen questions that you have saved. Go to Control Panel > Course Tools > Tests, Pools, and Surveys > Pools.

4. Click "Import Pool," and then browse for the .zip file that you saved earlier. Click "submit."

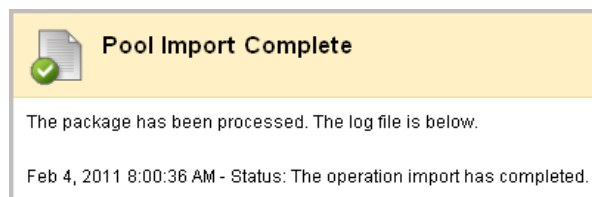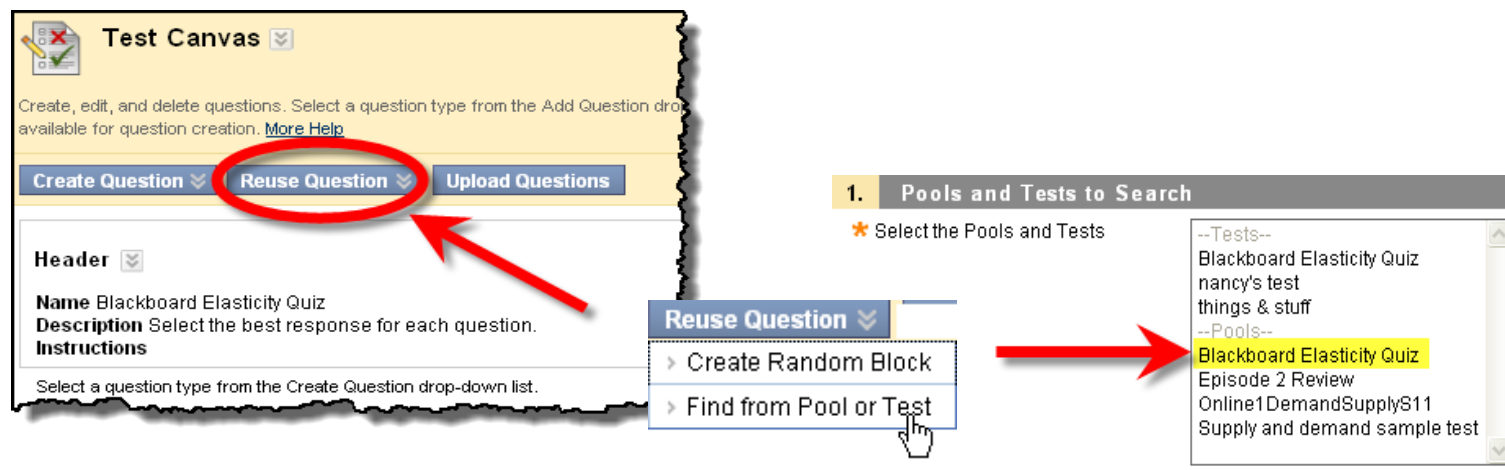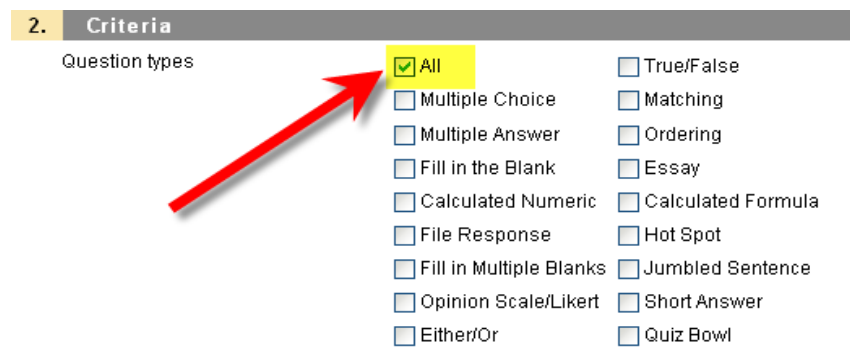When you see the "Pool Import Complete" verification message, click "OK."

5. Now go to Control Panel > Course Tools > Tests, Pools, and Surveys > Tests; click "Build Test." Give the Blackboard test item that you are creating a name, description, and instructions. Click "Submit."
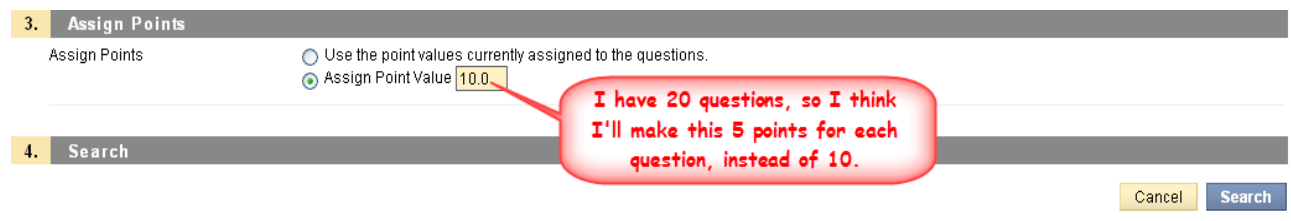
6. In the Test Canvas, select "Reuse Question" > "Find from Pool or Test" > select the name of the pool that you just imported from the list.
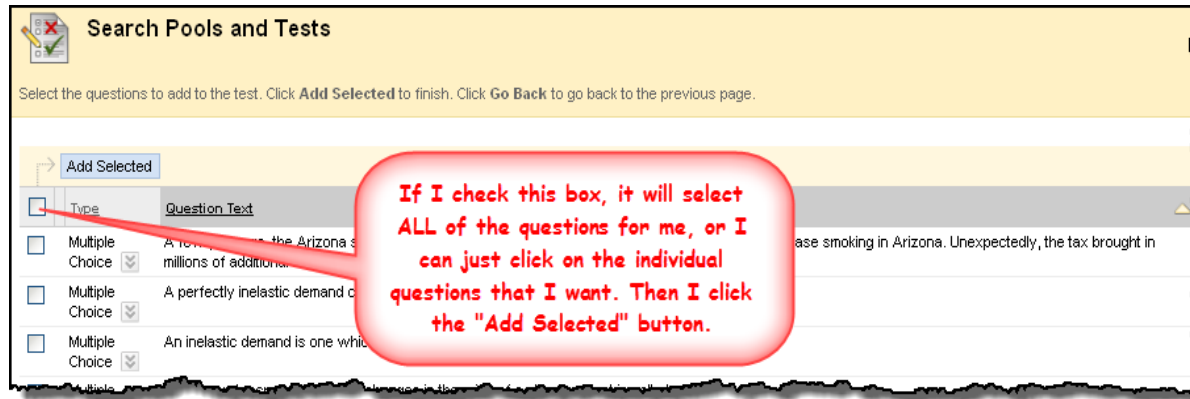
Test Canvas

Create, edit, and delete questions. Select a question type from the Add Question drop available for question creation. More Help

Create Question | Reuse Question | Upload Questions

Header

Name Blackboard Elasticity Quiz
Description Select the best response for each question.
Instructions

Select a question type from the Create Question drop-down list.

Reuse Question
> Create Random Block
> Find from Pool or Test

1. Pools and Tests to Search

* Select the Pools and Tests

--Tests--
Blackboard Elasticity Quiz
nancy's test
things & stuff
--Pools--
Blackboard Elasticity Quiz
Episode 2 Review
Online1DemandSupplyS11
Supply and demand sample test

6. Click the type of questions you will want to pull from the pool – typically, I just choose "All."

2. Criteria

Question types

☑ All   ☐ True/False
☐ Multiple Choice   ☐ Matching
☐ Multiple Answer   ☐ Ordering
☐ Fill in the Blank   ☐ Essay
☐ Calculated Numeric   ☐ Calculated Formula
☐ File Response   ☐ Hot Spot
☐ Fill in Multiple Blanks   ☐ Jumbled Sentence
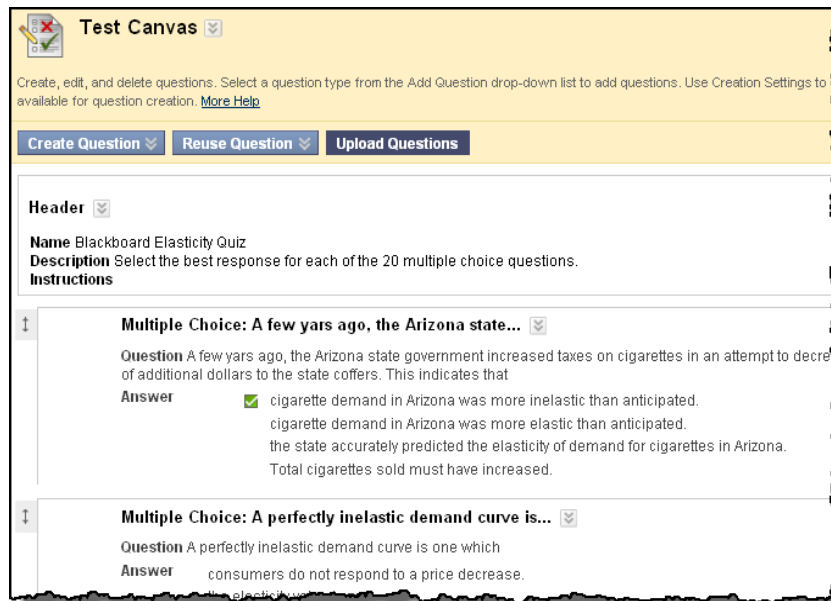☐ Opinion Scale/Likert   ☐ Short Answer
☐ Either/Or   ☐ Quiz Bowl

7. Be sure to give a point value to each question, unless you want to use the default value of 10 points per question. Click "Search."

3. Assign Points

Assign Points   ○ Use the point values currently assigned to the questions.
                       ◉ Assign Point Value [10.0]

I have 20 questions, so I think I'll make this 5 points for each question, instead of 10.
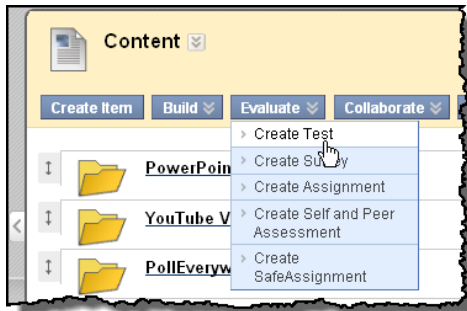
4. Search

Cancel | Search

8. Check the box of any question that you want to use, or check the "select all" box. Then click "Add selected."
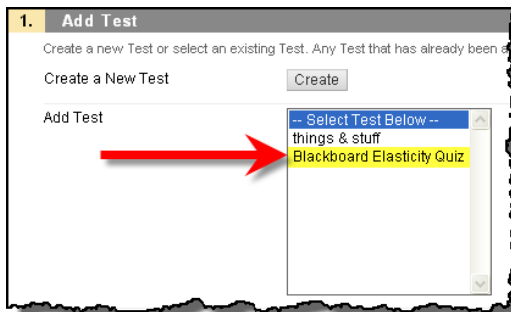

9. Your test is now created in your Test area, but it is not "deployed" yet – i.e., it has not been put in any of your content areas to be made available to students. This is the final part of the process.
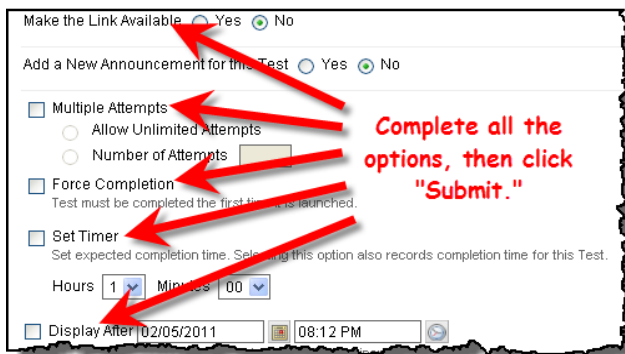
10. Go to the content area of your course site where you wish to "deploy" your test. Click Evaluation > Create Test.

11. Select the test that you have just created from the list of tests that are available. Click "Submit."

12. Complete the title and instructions for your test, along with the desired options (availability, number of attempts allowed, feedback, etc.). Click "Submit."

13. Your test is now ready to go!