

While there is no current magic button to transform document tests to work in Blackboard, test questions must first be converted in an acceptable Blackboard coded format using a third party conversion tool. There are a few free conversion tools found on the web. The [BYU Test converter tool](#) will be used in our test conversion process.

Prepare Formatting

If the test was prepared in Microsoft Word or other word processing software, it is advised you strip the formatting of hard returns and spaces.

1. Reformat the test. This can be done in the Word document, or Notepad may be used to strip all formatting. If using Notepad to strip formatting, copy the test questions and paste into Notepad.
 - remove any extra spaces
 - remove hard returns
 - answer choices are vertical
 - only one space after a period
2. **Identify the correct answer with an asterisk in front of the answer choice.** So if your answer was "c" in a multiple choice test, the * goes **before** the letter.

EXAMPLE:

1. What is the number after twelve?
 - a. 29
 - b. 15
 - *c. 13
 - d. 55

3. Repeat adding asterisks in front of the correct answer choice for each test question.
4. Save the document so you don't lose changes after reformatting.

Convert the Test Questions

1. Copy and paste test questions in the free web-based BYU Test Converter:
<http://www2.byui.edu/ATS/testgen.htm>
2. The Quiz Generator will provide you with results of your assessment when you click Open. The converted list prepares the assessment with correct codes in each line, as the codes represent Blackboard's Question Type. Count your questions. If you see any errors after running the question list through the Test Generator, check your formatting. Usually errors are caused by extra spaces.
3. If needed, repeat the steps to rerun the test generator if errors are discovered.
4. Save the converted .txt file on your local computer. Make sure to name the test with a **file name and the .txt file extension**. (for example: **quiz5.txt**)

Create a Blackboard Test

1. Open Blackboard and select the course to which you will upload your test.
2. Click on Control Panel, select Course Tools. Within the Course Tools box, select Tests, Surveys and Pools from the menu.
3. Click on Tests and on the action bar, click the tab **Build Test**. Do not be tempted to click Import Questions, as that is meant for importing already created Bb Tests.
4. Give your test a title. Then on the Test Canvas screen, select the tab from the action bar "**Upload Questions**".
5. Browse for the **converted .txt file** and set your points per question. Click Submit.
6. Your converted txt file will upload to the test canvas where you can proofread your question list.
7. Then, make sure you deploy your test/exam/quiz to the weekly content area and set-up your preferred test options.

Video tutorials, listed below, to show the process of test conversion from a document file to Blackboard.

5. 1. <http://www.kaltura.com/tiny/lytzd> How to reformat document tests and convert using the BYU test converter to make a Blackboard compatible item.
6. 2. <https://www.kaltura.com/tiny/u83r9> How to use the .txt file and build the Blackboard test.