

How to use the Quiz Generator

Tutorials are available via this link:

<http://learn.midsouthcc.edu/blackboard.htm#quizzes>

- * Type your quiz questions in word following the formatting rules below:
- * Each question and answer begins with a number or letter (your choice) followed by a period or a parenthesis)
- * Each question is separated from the next by a blank line
 - Multiple Choice
 - Type your question.
 - Type each answer on a fresh line
 - Put an asterisk * in front of the correct answer
 - True-False
 - Type your statement.
 - Type T or F on the next line (actually it can be t or f or true or false -- it doesn't matter). Notice that this is the exception to the rule of lines beginning with a number or letter followed by a period.
- * Once you have your quiz typed, save the file.
- * Open internet explorer and type <http://www.csi.edu/blackboard/bbquiz/Default.aspx> in the address bar and either press enter or click the go button.
- * This takes you to the black board quiz generator.
- * Once you are at the quiz generator page, type the name of your quiz in the text box beside the words "Quiz Name"
- * Click into the larger text box.
- * Minimize the Internet Explorer Window.
- * Open your document containing your quiz (Make sure that it follows the formatting rules above.)
- * Select the entire document. (Press CTRL and A at the same time to select the entire document.)
- * Press CTRL and C at the same time to copy the text. (You can also right click and choose copy.)
- * Then Maximize the Internet Explorer Window.
- * Click into the larger text box and paste the text you have copied by pressing CTRL and V at the same time or by right clicking and choosing paste.
- * Your screen should look similar to the image below.

Blackboard Quiz Generator

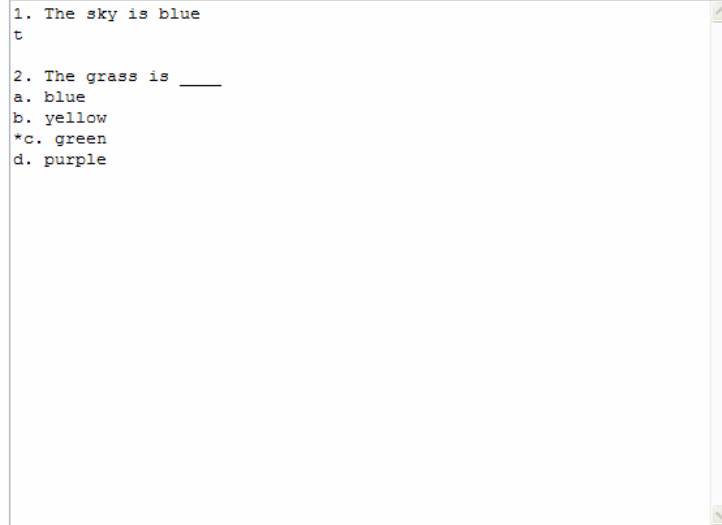
(Documentation)

Quiz Name:

Type or paste in your questions:

```
1. The sky is blue
t

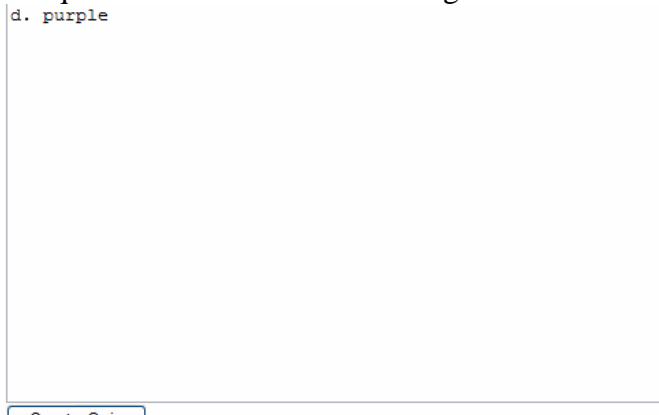
2. The grass is ____
a. blue
b. yellow
*c. green
d. purple
```



Create Quiz

- * Click the Create Quiz Button
- * Once the quiz has been created, you will see a line of text and a button below the create quiz button. Similar to the image below.

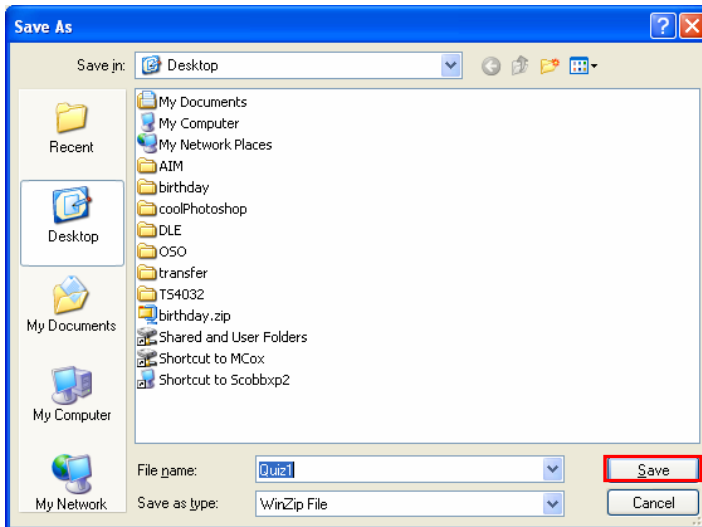
```
d. purple
```



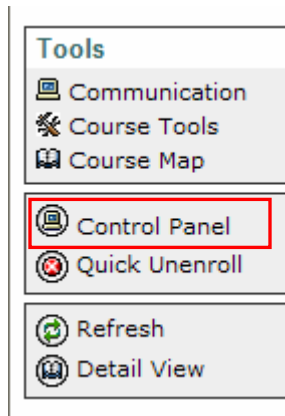
Create Quiz

Your test seemed to have 2 questions. The package is available: [here](#)

- * This text will tell you how many questions were in the quiz
- * To download your quiz, click the “Here” button.
- * This will bring up a file download dialogue box.
- * Click the save button.
- * Now browse to where you want to save this file.
- * Rename the file to something relevant.
- * Click Save.



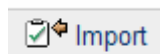
- * Now that your file has been saved you can upload the questions into blackboard.
- * To do this login to blackboard.
- * Click on the course site you want to add the quiz to.
- * Open the control Panel
- * To get to the control panel, under the buttons on the left side of the screen there is a set of links like the one below.



- * Click the Control Panel link.
- * This will bring up the control panel.
- * Under the assessment section click pool manager link.



- * This will open the pool manager
- * Click the Import Pool button

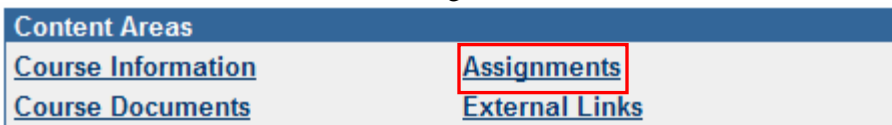


- * A Pool Import page will appear.
- * Click the browse button and browse to the zip file that you saved from the quiz generator.

- * Click the submit button.
- * A receipt of success will appear. To click the OK button you have to scroll all the way to the right most part of the page. Then click the OK button.
- * Your pool has now been imported into blackboard and ready for use in a quiz. Now you must create the quiz.
- * To do this Go back to your control panel.
- * Click test manager in the assessment area



- * This will bring up the test manager screen.
 - * Click the add test button.
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- * The test information screen will appear.
 - * Name the test.
 - * Type in your instructions.
 - * Click submit
 - * On the test canvas click the down arrow on the box beside Question type.
 - * Then choose from question pool or assessment.
 - * Choose the pool you want questions from.
 - * Then click the type of questions you want. Usually you can just click all types.
 - * Then click search
 - * Click the box beside all the questions you want to use.
 - * Click the submit button
 - * Now scroll down to the bottom of the page
 - * Click the ok button
 - * It takes you back to the test manager
 - * Click the ok button here also.
 - * Your test has been created.
 - * Now you want to place the test in blackboard for your students to take.
 - * Go to the control panel.
 - * Under content areas, click the assignments link



- * This will bring up the assignments section of your course site in edit mode.
- * Click the add test button



- * Select the test you just created.
- * Click on the submit button.
- * Click ok.
- * Click on modify test options.
- * Choose to make the link visible.

- * Make sure the box by display until is not checked.
- * You can also choose what the student gets upon grading of the test.
- * You can also choose the presentation... all at once or one at a time.
- * You can also choose to randomize the questions.
- * Once you are done click submit.
- * The test is now available for your students.