

How to Upload Tests to Blackboard (Bb)

Create & Import Exams Into Blackboard Using ExamView

(If you would like to know how to set the preferences to automatically pull questions from a specific folder, please see Carmen)

Open up evpro.exe (please ask if you don't know where it is)

To create an exam, choose the quick test wizard

- name the test
- choose the test bank(s)
- choose how many of each type of question you want

Once the exam is created, you can choose now to edit, remove or change the wording in any of the questions.

Save test – **NOTE:** do not use special characters other than the dash (–) or underscore (_). The period, number sign and ampersand, etc will cause errors.

When you are confident with its appearance:

- click on file tab
- export →Blackboard 7.1+...
- type in exam name and save in appropriate folder (*you'll need to know this for later)

- fill in test info (this is so you don't have to do it later in Blackboard)
(note: the image directory line must be filled in, any name you choose)

You can now exit ExamView.


Log into Blackboard

STEP 1 – Uploading test to Blackboard

Click on the class you will be adding a test to.

Under the control panel on the left hand side:

- click on class tools
- click on tests, surveys & pools
- click tests
- click import test button
- browse for file you just created
- click open
- click submit

You should have a screen that says “Test Import Complete”. Click the ok button at the bottom right. It should now be listed with anything else you have uploaded for the course. There is now another opportunity to change the test with the drag & drop process. If you want to change the order of the questions, simply click on the  button, click edit and change how you see fit.

STEP 2 – Making the test available

- go to the section you want the exam to be in (lessons, tests, etc.)
- click on create assessment
- click on test
- select the test you want in the add test field
- click submit

The following screen allows you to define properties of the test such as: allow multiple attempts, timer, due date, self-assessment options, test feedback, etc.

- click submit

You can now drag and drop the test to the appropriate place in the lessons list.

If you need visuals, please watch the following youtube link:

www.youtube.com/watch?v=6GDJbTST65o