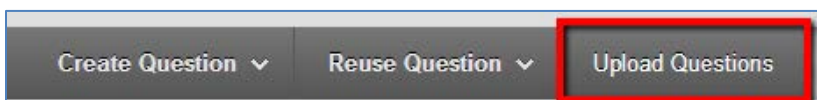


Uploading Test Questions

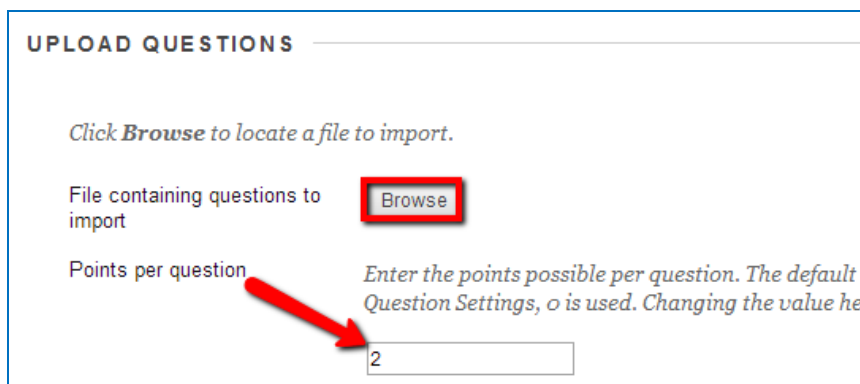
Blackboard allows Instructors to export a test to a computer's file system as a .csv file, which can then be edited in Microsoft Excel. When editing, be sure to maintain the column placement and formatting of the resulting file carefully in order to import the test into a different course and have it display correctly. After uploading the questions, you can use their currently assigned point values in a test or set new point values.

To upload questions from an external file, preferably in the Comma-Separated Values (.csv) format:

1. Click **Upload Questions** on the action bar.

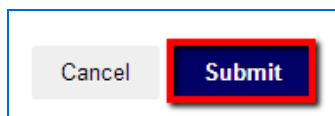


2. Click the **Browse** button, find the file containing your questions, and enter the points per question in the text box.



A screenshot of the 'UPLOAD QUESTIONS' dialog box. At the top, it says 'CLICK **Browse** to locate a file to import.' Below this, there are two fields: 'File containing questions to import' with a 'Browse' button highlighted in red, and 'Points per question' with a text box containing the number '2'. A red arrow points from the text 'Points per question' to the text box. To the right of the text box, there is a note: 'Enter the points possible per question. The default Question Settings, 0 is used. Changing the value he'.

3. Click **Submit**.



A screenshot of the bottom of the dialog box, showing two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.