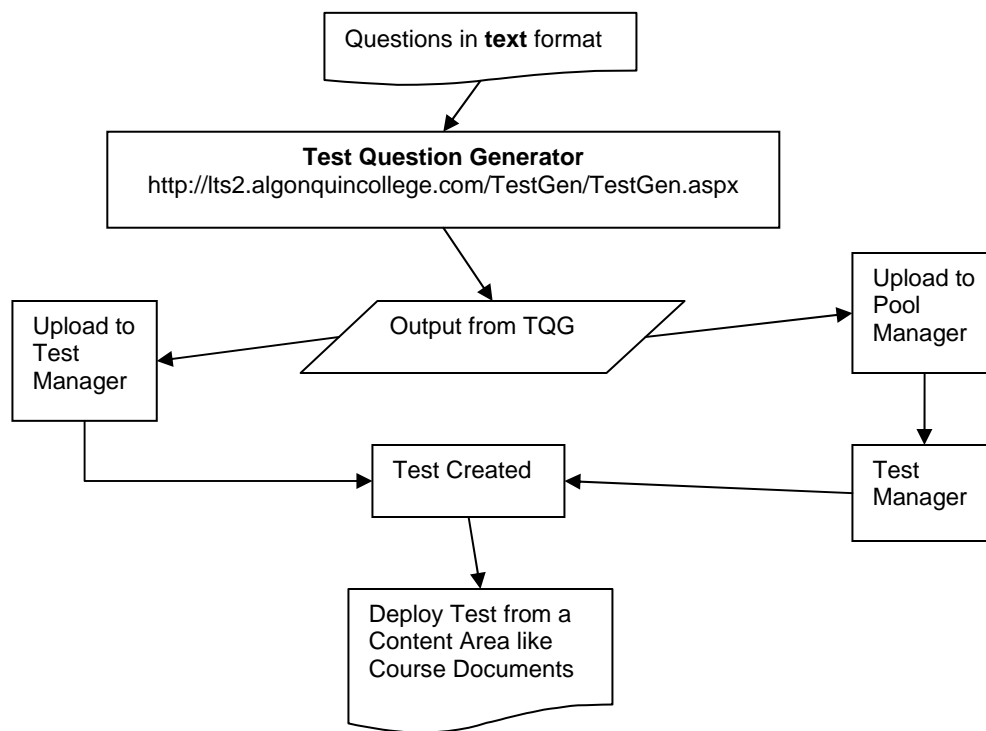


The **Test Question Generator (TQG)** has been created to enable you to quickly upload a set of questions to the Test, Survey or Pool Manager in Blackboard. You can go directly to Blackboard and create a test without using the TQG but it is much slower if you have many questions to create. The Test Question Generator only creates questions in eight basic question types, but these are the ones most commonly used in Blackboard.

The flow chart below shows an overview of the process to create tests in Blackboard when using the Test Question Generator to create the questions.



## Step One: Creating a Set of Test Questions

1. Go to <http://online.algonquincollege.com> , click on “**Blackboard Faculty Resources**”.
2. Select “**TOOL: Blackboard Test Question Generator**” from the “**Tools and Resources**” section. Maximize the **TQG** window if it is not already full screen.

3. Insert a title in the "Quiz Name" then go to the "Questions" area. Do not add a description or instructions to the text. If a description is necessary, it can be added in Blackboard, in the Test or Pool Manager. Any extra text will not be interpreted correctly.
4. To find out the required format for your test questions, read the descriptions in the table on pages two and three of this document or click on the dropdown menu next to "Select Question Type" on the right side. Choose a question type then click "Add Sample".

The TQG will insert an example of the type of question directly into your test to show the required format.

5. Before entering the questions you must indicate the question type code for the questions to follow. If you are creating a series of Multiple Choice questions, for instance, you would indicate MC at the start of that series of questions, when you change to a different type of question, such as True or False, you start the next section with TF. Question Type codes are only required when you change the question type.
  6. Leave a blank line between each question but do not leave one between the question and the answers. You do not need to number the questions or answers but you can add numbers or letters to answers if you require them.
- ➡ If you change the format of questions you must enter a new type code, so it may be best to have all similar question types grouped together.

**Examples of questions**

<p><b>For multiple choice:</b> Type the question then place each choice on separate line * precedes correct answer</p>	<p>MC What time is it? Don't know *Now Then</p>
<p><b>For multiple answer:</b> Same as above except add * to all answers</p>	<p>MA The weather is *fine blue *sunny *warm</p>
<p><b>For true and false:</b> Type the question, and then indicate T or F on next line</p>	<p>TF A plain text editor has no hidden codes. T</p>
<p><b>For fill-in-the-blanks:</b> Type the question and all possible forms of the answer.</p>	<p>BL Christmas falls on December ____. 25<sup>th</sup>. 25<sup>th</sup> 25</p>
<p><b>For matching:</b> Type the question and the pair the correct answers using a backslash</p>	<p>MT Match the following: Plain text editor/Notepad Rich text editor/Word Html editor/Front Page</p>
<p><b>For Ordering:</b> Type the question and then list items in the correct order</p>	<p>OR Arrange the following in ascending order of size 1 micron 1 cm 1 m 1 km</p>
<p><b>For Essay:</b> Type the Essay Question</p>	<p>ES What is the difference between full text editors and plain text editors?</p>

<b>For Survey:</b> Type the Survey question	SU
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- Please note that **Essay style questions can not grade themselves**, so if you include this type, you will need to grade the answer yourself by clicking on the ! (Exclamation Mark) in the Gradebook after the student has taken the quiz.
  - You can also create your questions beforehand, then copy and paste them into the "Questions" window. It is preferable to use Microsoft Notepad or another simple text editor, with Word Wrap turned off. If you use Microsoft Word or Corel WordPerfect, you will have problems with special font characters which will be interpreted incorrectly by the TQG.
7. When you have finished entering the text, click on "Create Quiz." A screen will pop up prompting you to "Save" or "Open" the file you have created. Save it as a **plain text file (\*.txt)** to your computer, keeping track of the location so you can find the file later.
    - If you have a popup blocker, hold down CTRL when you click "Create Quiz" and when you click "Save" in the "File Download" menu. This will override the popup blocker and allow you to save the file.

## Step 2: Uploading the Questions into the Pool Manager

*This step is optional but highly recommended to make your questions easily re-useable and transportable from one course to another.*

1. Using the Control Panel in your Blackboard course, go to the Pool Manager.
2. Click on the "Add Pool" button at the top of the screen. Give the pool a name then click "Submit" and "OK".
3. Click on the drop-down menu to the left of the "Go" button, select "Upload Questions" as the question type. Click "Go".
4. Use the "Browse" feature to find your file, then select it and click on "Open". Your file name should now appear in the box beside "Browse". Add a value in the "**Points per question**" field, then click "Submit".

5. After you've clicked on "Submit" please wait for the next screen. It can take some time (1 or 2 minutes) to upload the questions but if you click "Submit" a second time, you will start the process over again and end up with duplicates.
6. When the upload is complete, click on "OK". You will now see the questions in your Pool Canvas. It would be worthwhile for you to check your questions at this stage to make sure that they are correct and that the text has been interpreted properly. If your question text had been created in Microsoft Word, the smart quotes (") are often misinterpreted and can cause confusion but the questions can be corrected by clicking "Modify" to the right of each question.

### Step 3: Creating a Test in Test Manager

1. Using the Control Panel in your Blackboard course, go to the Test Manager.
2. Click on the "Add Test" button at the top of the screen. Give the test a name then click "Submit" and "OK".
3. Select "Creation Settings" and choose the settings you want to apply to the test. Click "Submit" and "OK".

**Creation Settings:** Any settings you choose here will be applied to the questions you bring in from this point on – that is, they don't change any existing questions.

The most important setting is the "Default Points Value"; if you don't choose a value, you will need to apply one to each question the slow way, through the Test Canvas.

You can save yourself a lot of work by thinking ahead and making the right choices in the Creation Settings.

You can upload the questions to the test manager in one of three ways – firstly, you can upload questions to the Survey Manager, if you have not created a pool;

**Test Creation Settings**

Display the following options during the creation of this Test

- 1 Feedback**
  - Provide feedback for individual answers.
- 2 Images, Files, and External Links**
  - Add images, files, and external links to questions.
  - Add images, files, and external links to answers.
- 3 Question Metadata**
  - Add categories, topics, levels of difficulty, and keywords to questions.
- 4 Scoring**
  - Specify default point value for questions.  
Default point value
  - Specify partial credit options for answers.
- 5 Display**
  - Specify random ordering of answers.
  - Specify the horizontal or vertical display of answers.
  - Specify numbering options for answers.

secondly you can import the questions to the survey from the pool you have created; and thirdly, you can import pools to create a Random Question Test. All three methods are described below:

### ***Method 1 - Uploading the Questions into the Test Manager***

*(if you haven't created a Pool from the questions)*

1. In the "Test Canvas" in the "Add" area, click the drop-down menu and choose "Upload questions". Use the "Browse" feature to go and find your file, then select it and click on "Open". Your file name should now appear in the box beside "Browse".
2. Click on "Submit" and then wait patiently. It can take some time (1 or 2 minutes) to upload the questions but if you click "Submit" a second time, you will start the process over again and end up with duplicates.
3. The questions are uploaded, click on "OK". You will now see the questions in your Test Canvas. It would be worthwhile for you to check your questions at this stage to make sure that they are correct and that the text has been interpreted properly. If your question text had been created in Microsoft Word, the smart quotes (") are often misinterpreted and can cause confusion.

### ***Method 2 - Bringing Questions into the Test from a Pool***

1. In the "Test Canvas", in the "Add" area, click the dropdown and choose "From a Question Pool or Assessment". In the "Search Pools and Assessments" screen you will find the current Tests listed first, then the Pools. Select the Pool you want the questions taken from, as well as the type of questions, if applicable. Select the questions you want then "Submit".
2. When this is complete, click on "OK". You will now see the questions in your Test Canvas. You can repeat the previous step as often as necessary if you are importing questions from multiple pools.

### *Method 3 - Creating a Test Using Random Questions from Question Pool(s)*

1. From the Control Panel in your Blackboard course, go to the Test Manager.
2. Click on the "Add Test" button at the top of the screen. Give the test a name then click "Submit" and "OK".
3. Go to "Creation Settings" and make your selections; click on "Submit", then "OK".
4. In the "Add" area, select "Random Block" from the drop-down menu, then select "Go".
5. In the Add/Modify Random Block window, choose the pool you want your questions to come from. Note that you can select which kind(s) of questions are chosen, or "All" types.
6. Select the "Number of Questions to Import" from the pool, as well as the point value you want to place on the questions then select "Import". You will be returned to the "Test Canvas".

### **Step 4: Deploying Your Test**

1. Go to the Content Area you want your quiz to be available in.
2. Select "Test" in the "Add" area of the tool bar.
3. Select your test from the list of "Undeployed" Tests, click "Submit" and "OK".
4. Select "Modify the Test Options":
  - o You can choose whether or not you want to generate an Announcement telling your students that the quiz is available.
  - o You can choose to activate your quiz at a certain time and to deactivate it at a certain time by filling in the calendar information.
  - o You can select "Enforce Completion" to ensure your students finish the test in one session.
  - o Multiple Attempts: you can now choose to allow multiple attempts and the Gradebook will keep track of all the attempts, and allow you to choose which attempt will be used to Grade the item.

- Consider using a password to control access, you can change this at any time and it is text which you can see so you don't have to worry about forgetting what password you used.
- Decide what kind of feedback you plan to give the students: Score, Submitted Answers, Correct Answer or Feedback, if you have added any to the questions. You can change this later after all students have finished the test.
- Do NOT create a column in the Gradebook for this item; the column will automatically be created.

**Congratulations! Your job is finished. Now you can sit back and wait for your students' test scores to appear in your grade book.**