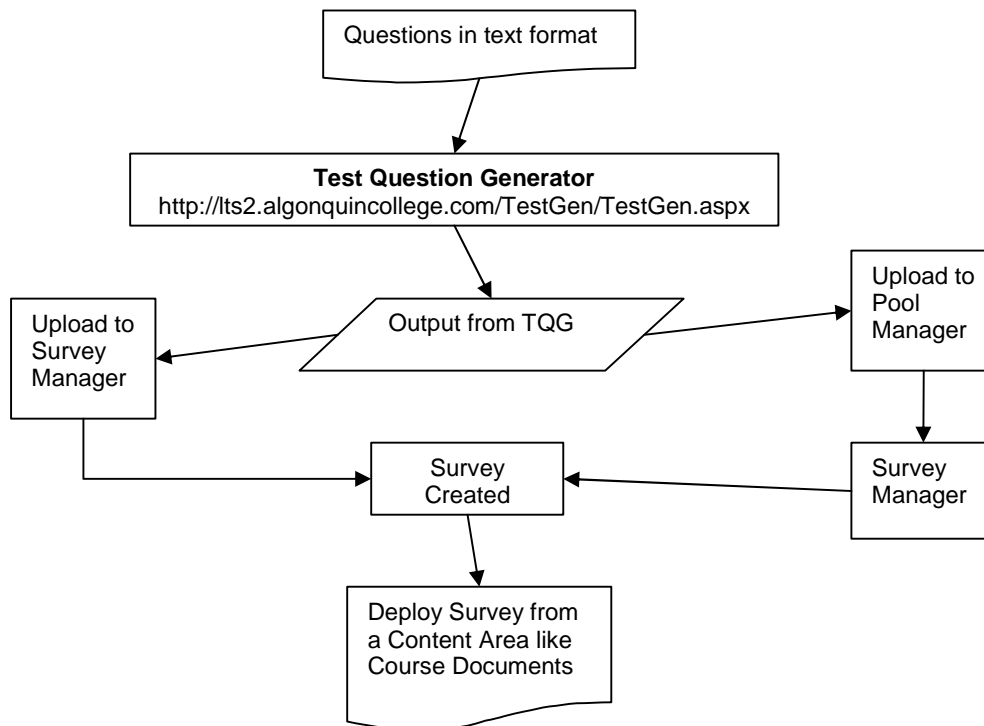


The Test Question Generator (TQG) has been created to enable you to quickly upload a set of questions to the Test, Survey or Pool Manager in Blackboard. You can go directly to Blackboard and create a survey without using the TQG, but it is much slower if you have many questions to create.

The Test Question Generator only creates questions in six 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 surveys in Blackboard when using the Test Question Generator to create the questions.



## Step One: Creating a Set of Survey 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 Survey or Pool Manager. Any extra text will not be interpreted correctly.

4. To find out the required format for your survey questions, read the descriptions in the table on page two 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" to see the method required.

If you choose "Add Sample" The TQG will insert an example of the type of question directly into your survey to show the format needed.

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, then, 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.
  - ➡ Although surveys do not have a "correct" answer, the Test Question Generator requires one in order to create the questions. Select any answer, and once you upload the questions into a survey, the "correct" status will be removed from the question.

### Examples of questions

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

7. When you have finished entering the text, click on "Create Quiz."

- ➡ You can also create your questions in text format 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.

8. A screen will pop up prompting you to "Save" or "Open" the file you have created. Save it 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 triangle 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" then click "Submit".
5. After you've clicked on "Submit", 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 Survey in Survey Manager

1. From the Control Panel in your Blackboard course, go to the Survey Manager.
2. Click on the "Add Survey" button at the top of the screen. Give the Survey a name then click "Submit" and "OK".

At this point you can go two ways – one is to upload questions to the Survey Manager, if you have not created a pool, or you can import the questions to the survey from the pool you have created. Both methods are described below:

### *Method 1 - Uploading the Questions into the Survey Canvas (if you haven't created a Pool from the questions)*

1. In the "Survey Canvas" in the "Add" area, click the drop-down menu and choose "Upload questions". 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".
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. When this is complete, click on "OK". You will now see the questions in your Survey 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 Survey from a Pool*

1. In the "Survey Canvas", in the "Add" area, click the dropdown menu and choose "From a Question Pool or Assessment". In the "Search Pools and Assessments" screen you will find the Tests, Surveys and Pools listed. Select the Pool you want the questions taken from, as well as the type of questions, if you want to restrict the questions to certain types, then click on submit. Select the questions you want and click on "Submit".

When this is complete, click on "OK". You will now see the questions in your Survey Canvas. You can repeat the previous step as often as necessary if you will be importing questions from many different pools.

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

1. From the Control Panel in your Blackboard course, go to the Survey Manager.
2. Click on the "Add Survey" button at the top of the screen. Give the Survey a name then click "Submit" and "OK".
3. In the "Add" area, select "Random Block" from the drop-down menu then select "Go".
4. 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.
5. 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".
6. You are then placed back in the "Survey Canvas" and can now proceed to the next step – deploying your survey in a content area.

### *Step 4: Deploying Your Survey*

1. Go to the Content Area you want your survey to be available in.
2. Select "Survey" at the right end of the "Select" bar, where "Learning Unit" is usually displayed, then select "Go".
3. Select your Survey from the list of "Undeployed" Surveys, click "Submit" and "OK".
4. Select "Modify the Survey Options":
  - o You can choose whether or not you want to generate an Announcement telling your students that the survey is available.
  - o You must select "Make the link available" for the survey to be seen.
  - o You can choose to activate your survey 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 survey in one session.
  - o 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.

5. Set the "Feedback" options. Decide what kind of feedback you plan to give the students: status only or the questions and that student's answers listed. Congratulations! Your job is finished. Now you can sit back and wait for your students' survey results to appear in your Gradebook.

## Viewing the Results of Your Survey

Go to the Gradebook, and then to the column representing the survey; you will see a check mark for all those who have completed the survey. To see the answers, click on the hyperlinked title of the column. The actual answers are shown by going to "Assessment Attempt Details". The answers can also be downloaded through "Download Results". There is no grade assigned to the questions, but you can assign a grade for the completion of the survey if you want.

It is not possible for you to see who gave which answer as the survey is anonymous.