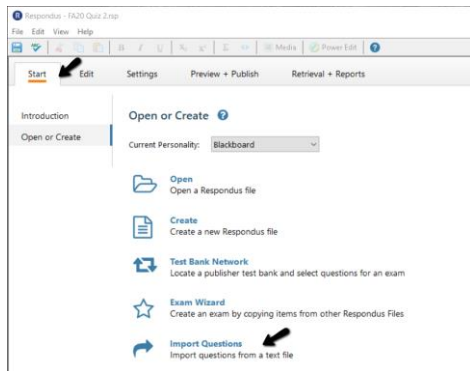


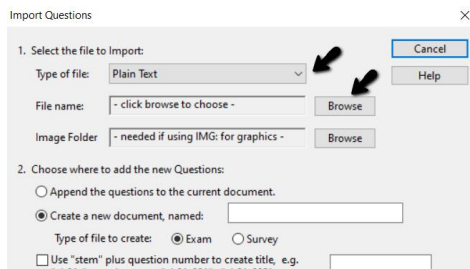
To Import Questions into Blackboard

Rev. 7/24/20

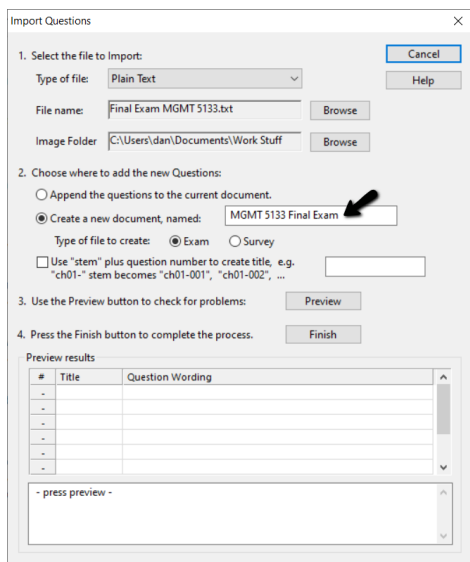
1. Create your document with your questions. Be sure to save it as a **.docx**, **.doc**, **.txt** or **.rtf** file.
2. On the **Start** tab in Respondus, click the **Import Questions** button.



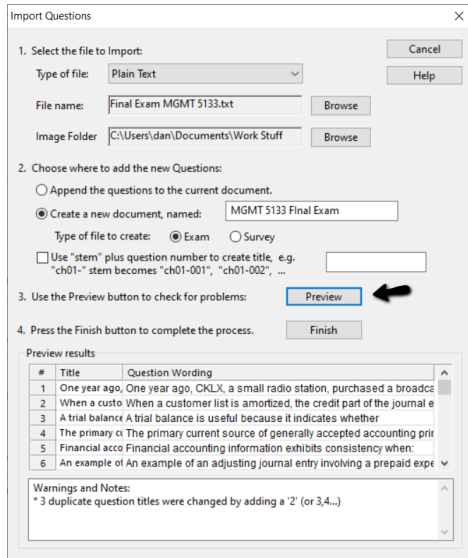
3. Select the type of file you want to upload and browse for it. If there are images, browse to select the image folder.



4. In the **“Create a new document named”** blank, type the name of the quiz you will be uploading. It’s generally a good idea to include the course number with it. (MGMT 5133 Final Exam)

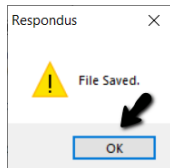
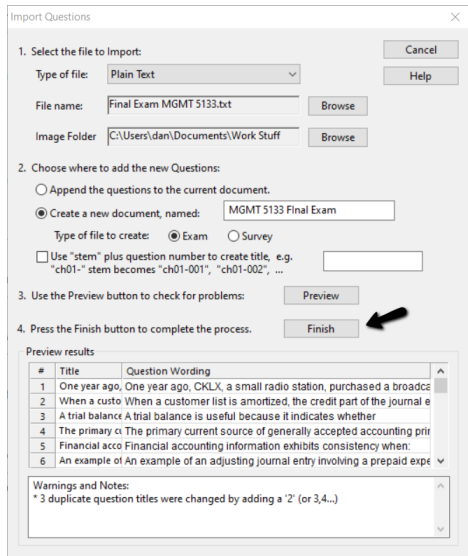


5. Click the **Preview** button. You will be notified of any errors, such as missing answers, wrong format, etc.

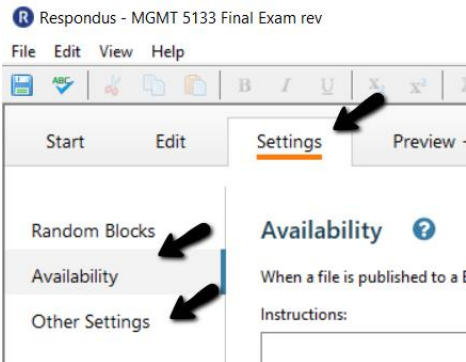


IMPORTANT! If you get errors other than “duplicate question titles,” click Cancel, and then fix your document (check for missing spaces, extra spaces, skipped question numbers, missing answers, missing periods, etc.). Repeat steps 1-5.

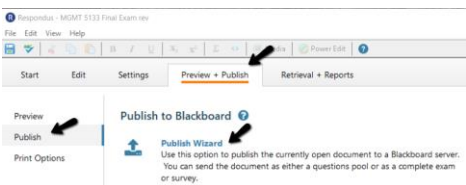
6. Click **Finish**. At the pop-up screen, click OK. You will be moved to the **Edit** tab.



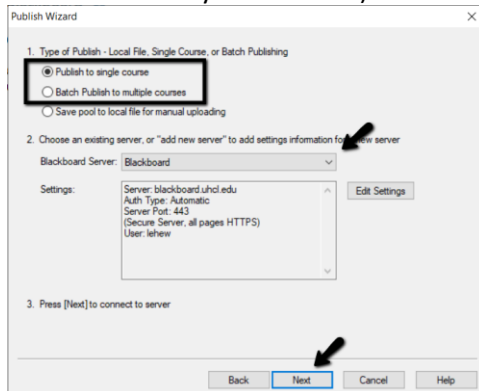
- If you choose, you can click on the **Settings tab** and create the settings for this quiz or exam. The Availability and Other Settings options contains the same options you normally see on the “Quiz Settings” page of your Blackboard quiz.



- Click the **Preview & Publish tab**, click on **Publish**, then click on **Publish Wizard**.



- Select whether you will be publishing to one course or many courses. Select your Blackboard Server from the drop-down menu and click the **Next** button. (It may take a few seconds to load your courses.)



- Publishing to Blackboard sections.

- Select the course(s) you want to publish to from the menu. This is a list of the courses you have access to and may span back several semesters. Be sure to choose the correct course.
- Determine whether you want to create a quiz, update a quiz, or only load the questions into a Question Pool. Example below shows the “Create new Exam” option.
- If you added settings in Step 7 (Availability and Other Settings), leave the boxes checked, select the location you would like the exam deployed, and click **Next**. If you did not add any settings, uncheck the boxes in this section and go to 4).

4) Click Next.

11. You must wait for the “Completed Successfully” message before you can hit **Finish**.

Check your Blackboard course to make sure everything came across properly.