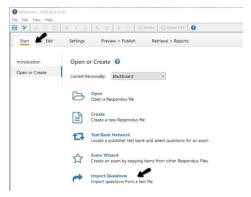
## To Import Questions into Blackboard Rev. 7/24/20

- 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.



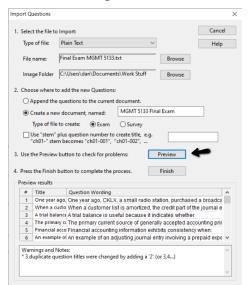
3. Select the type of file you want to upload and browse for it. If there are images, browse to select the image folder.

Import Questions			×
1. Select the file to	Import:		Cancel
Type of file:	Plain Text	v 📕 🎤 📖	Help
File name:	- click browse to choose -	Browse	
Image Folder	- needed if using IMG: for graphics -	Browse	
2. Choose where t	to add the new Questions:		
O Append the	e questions to the current document.		
Create a net	w document, named:		
Type of file	e to create:		
Use "stem"	plus question number to create title, e.	g.	

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)

Sele	ct the file t	o Import:			Cancel
Тур	e of file:	Plain Text	~		Help
File	name:	Final Exam MGMT 5133	.txt	Browse	
Ima	ige Folder	C:\Users\dan\Documen	nts\Work Stuff	Browse	
Cho	ose where	to add the new Questions	:		
0	Append the	e questions to the current	document.		
	Create a ne	w document, named:	MGMT 5133 Fin	al Exam	
0		e to create:	OSurvey		
_	"ch01-" ste	plus question number to m becomes "ch01-001",	"ch01-002",		
Use	"ch01-" ste the Previev		"ch01-002",	Preview Finish	
Use	"ch01-" ste the Previev s the Finish	m becomes "ch01-001", v button to check for prob	"ch01-002",		
Use t Press Previe	"ch01-" ste the Previev s the Finish ew results	m becomes "ch01-001", v button to check for prob button to complete the p	"ch01-002",		^
User Press Previe	"ch01-" ste the Previev s the Finish ew results	m becomes "ch01-001", v button to check for prob button to complete the p	"ch01-002",		^
Use Press Previe	"ch01-" ste the Previev s the Finish ew results	m becomes "ch01-001", v button to check for prob button to complete the p	"ch01-002",		^ ^
Usen Press Previe	"ch01-" ste the Previev s the Finish ew results	m becomes "ch01-001", v button to check for prob button to complete the p	"ch01-002",		
Use Press	"ch01-" ste the Previev s the Finish ew results	m becomes "ch01-001", v button to check for prob button to complete the p	"ch01-002",		
Usen Press Previe	"ch01-" ste the Previev s the Finish ew results	m becomes "ch01-001", v button to check for prob button to complete the p Question Wording	"ch01-002",		

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

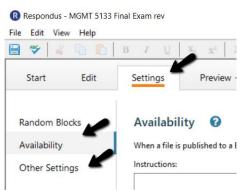


**IMPORTANT!** If you get errors other than "duplicate question titles," click Cancel, and then fix your document (check for missing spaces, extra spaces, skipped question numbers, missing answers, missing periods, etc.). Repeat steps 1-5.

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

Import Questions				×
1. Select the file to	Import:			Cancel
Type of file:	Plain Text	~		Help
File name:	Final Exam MGMT 5133.1	xt	Browse	
Image Folder	C:\Users\dan\Document	ts\Work Stuff	Browse	
2. Choose where t	o add the new Questions:			
O Append the	questions to the current	document.		
Create a net	w document, named:	MGMT 5133 Fina	al Exam	
Type of file	to create:	OSurvey		
	plus question number to m becomes "ch01-001", "			
3. Use the Preview	button to check for prob	lems:	Preview	
4. Press the Finish	button to complete the p	rocess.	Finish	
Preview results				
# Title	Question Wording			^
	ago, One year ago, CKLX usto When a customer lis			
	ance A trial balance is use			e journar e
4 The prima	iny of The primary current	source of genera	lly accepted acco	ounting prin
	acco Financial accounting			
6 An examp	le of An example of an ad	justing journal er	ntry involving a pr	epaid expe 🛩
Warnings and I * 3 duplicate qu	Notes: Jestion titles were change	d by adding a '2' (	or 3,4)	^
				~
Respondus	×			
	1			
File	Saved.			
	ОК			

7. 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.



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

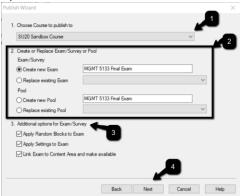


 Select whether you will be publishing to one course or many courses. Select your Blackboard Server from the drop-down menu and click the Next button. (It may take a few seconds to load your courses.)

O Save pool to loc	course multiple courses al file for manual uploading server, or "add new server" to add settings			
<ol> <li>Choose an existing e Blackboard Server:</li> </ol>		information fo	rew server	
Settings:	Server: blackboard.uhcl.edu Auth Type: Automatic Server Pott: 443 (Secure Server, all pages HTTPS) User: lehew	^	Edit Settings	
3. Press [Next] to conn		$\vee$		
<ol><li>Press [Next] to conn</li></ol>	ect to server			

- 10. 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.
  - 3) 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.

Publish Wizard	×
1. The status window below will update after each step of the Publish process.	
Respondus 4.0.8.06 February 6, 2020 - Start Blackboard 9.1 SP10+ Publish	
Exam/Survey: MGMT 5133 Final Exam Uploading Quettions Completed successfully	
~	
Back Finish Cancel	Help
Deck Printen Cancel	nep

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