

To Import Questions into BlackBoard

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 Quiz 3)
5. Click the **Preview** button. You will be notified of any errors, such as missing answers, wrong format, etc.
 - If you get errors, click Cancel, and then fix your document. Repeat steps 1-5.
6. Click **Finish**. You will be moved to the Edit tab.
7. If you choose, you can click on the **Settings tab** and create the settings for this particular quiz or exam. This handles the same options you normally see on the “Quiz Settings” page of your WebCT quiz.
8. Click the **Preview & Publish** tab.
9. Select whether you will be publishing to one course or many courses.
10. Select your BlackBoard Server from the drop-down menu and click the **Next** button. (It may take a few seconds to load all of your courses.)
11. Select the course(s) you want to publish to from the menu. This is a list of all of the courses you have designer access to, and may span back several semesters. Be sure to choose the correct course.
12. Select the Category, or create a new one for the questions to be loaded into.
13. Determine whether you want to create a quiz, update a quiz, or only load the questions into a Question Pool.
14. Click **Next**. You must wait for the “Completed Successfully” message before you can hit **Finish**.
15. **Check your BlackBoard course to make sure everything came across properly.**