

Example of How to Upload .TXT files as Blackboard Exams

Uploading the .txt file will work, but you first need to craft the file in Microsoft Excel and then save it as a "Tab-Delimited" .txt file. Below is a screenshot of an excel file I created with a multiple choice and a short answer question:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|----|---------------------------------------------|-------------|-------------|-----------|-------------|--------------|--------------|---|---|---|---|---|---|
| 1 | MC | What is 2+2? | 1 incorrect | 2 incorrect | 4 correct | 8 incorrect | 19 incorrect | 80 incorrect | | | | | | |
| 2 | SR | How do you feel about fully online courses? | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |

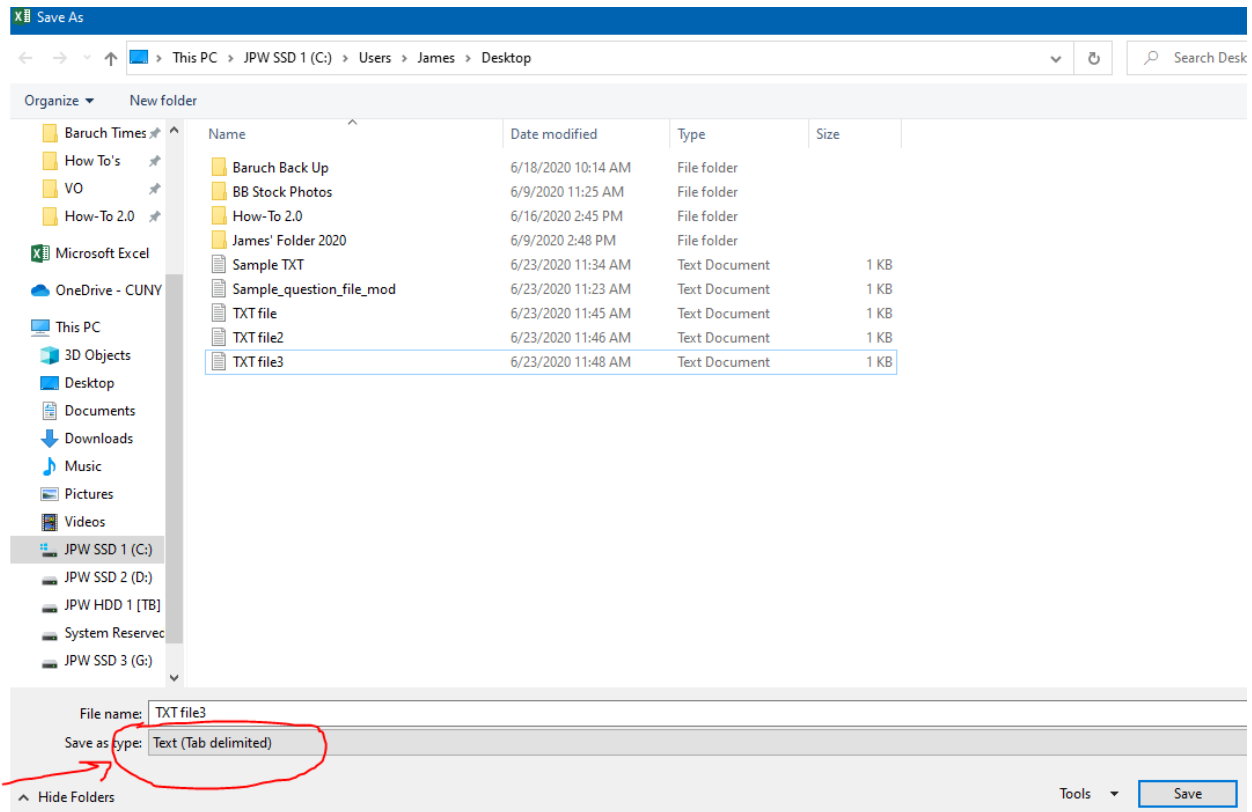
It is very important to follow the format in the screenshot above. If a single character is off, or there is a space at the end of a phrase or sentence, or any other deviation, the upload will fail. The instructor will have to troubleshoot that issue.

If you cannot get the .TXT upload to work, please follow the instructions at the link below to learn the normal way of creating Exams on Blackboard:

www.baruch.cuny.edu/bctc/intech/documents/HowtoCreateaTestLinkinBlackboard.pdf

The link above shows the normally recommended method of creating exams on Blackboard.

Once you have your questions configured like in the screenshot, you would then "Save As" and tab-delimited .txt file, which is compatible with Blackboard exams:



The video below can help clarify this information, and I recommend a quick review of it: <https://www.youtube.com/watch?v=Mt4H9eCNFgI>

If you create the questions in excel, and save as a tab delimited .txt file, Blackboard will recognize 5 or more possible answers per multiple choice question. In fact, the screenshot shown above is of the Excel file showing a multiple choice question with 6 possible answers. After uploading the tab-delimited .txt file, the result looks like this:

Test Canvas: TXT

The Test Canvas lets you add, edit, and reorder questions, as well as review a test. [More Help](#)

Create Question

Reuse Question

Upload Questions

Question Settings

Description

Instructions

Total Questions 2

Total Points 20

Select: [All](#) [None](#) | Select by Type: - Question Type -

Delete

Points

Update

Hide Question Details

1. Multiple Choice: What is 2+2?

Points: 10

| Question | What is 2+2? |
|----------|--------------|
| Answer | 1 |
| | 2 |
| | ✓ 4 |
| | 8 |
| | 19 |
| | 80 |

2. Short Answer: How do you feel about fully online co...

Points: 10

| Question | How do you feel about fully online courses? |
|----------|---------------------------------------------|
| Answer | |