

My.Wartburg... *Tips to make your teaching life easier!*

Convert a test from Word into my.wartburg

Step 1: Create test in Word and Convert

1. Create your test in Microsoft Word with the question and answers. Number each question and place an asterisk in front of the letter for the correct answer. Leave online one line between questions.

1. A form of semantic mapping is:

- *A. list-group-label
- B. word hunts
- C. word maps
- D. QAR

2. It is important to provide students with practice of using the alphabetic system to read and spell words. One way to accomplish this task is to

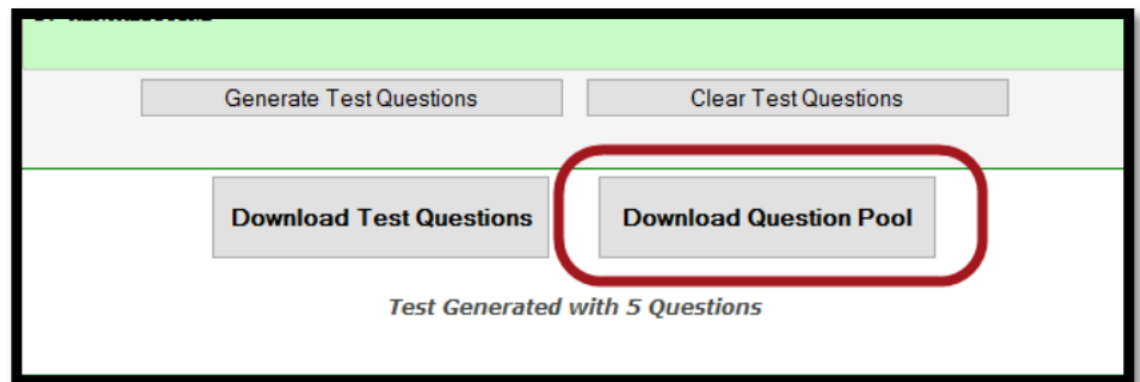
- *A. match books to phonics features
- B. listen-Read-Discuss (LRD)
- C. question-Answer Relationship (QAR)
- D. Alkonin Boxes

2. Once you have your entire test in this format (either in Word or Notepad), go to <http://lyceum.algonquincollege.com/quizgenerator/>. This is a free Blackboard Test Generator provided by Algonquin College. There are many other BB test generators out there, but this one allows you to see mistakes if you happen to make any in your text document.
3. This is what the test generator looks like:

The screenshot shows the Quiz Generator interface. At the top, there is a 'Quiz Name' field with 'Test #1' entered (callout 1). To the right is a 'Create sample question' button and a dropdown menu set to 'Multiple Choice' (callout 2). The main area contains five sample questions with multiple-choice options. The correct answer for each question is marked with an asterisk. Callout 3 points to the asterisk in the third question. At the bottom, there are two buttons: 'Generate Test Questions' (callout 4) and 'Clear Test Questions'.

1. Type in a name for your test/quiz.
2. Choose the type of question you are entering from this drop-down box.

3. Copy and paste your finished Aiken or Word formatted test in this space.
 4. Click the “Generate Test Questions” button.
4. If you have made a mistake, the page will let you know by highlighting the question with the formatting problem in Pink. Hover over the question with your mouse, it will tell you what the mistake was. Once you have corrected any mistakes, click the “**Generate Test Questions**” button again and if everything is correct, all of your questions should be shaded a light green color
 5. Click the “Download Question Pool” button.



6. Choose “Save File” and click OK.
7. Your file has been saved to your “Downloads” folder on your computer.

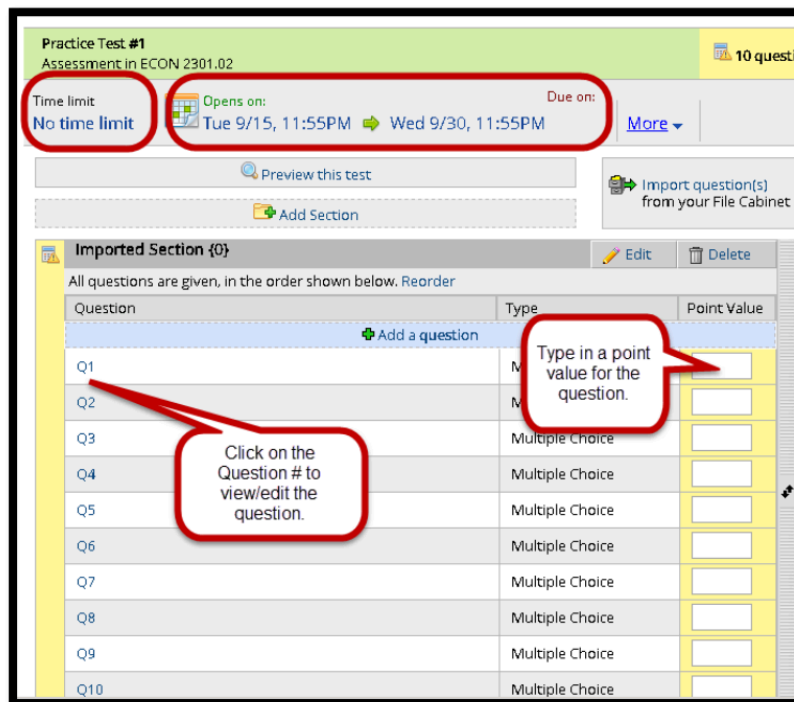
Step 2: Load into My.Wartburg

1. Click on Add a Page (left side of the screen)
2. Scroll down and click on **Course Content Import**
3. You now have a Course Content Import link in the light blue box with a grey box in the white page to the left.
4. Click on the **Choose File** button and a window will open that will allow you to navigate to your Blackboard zip file that has your test questions in it (the file saved to your Downloads folder). Choose the zip file and you will see that the “No file chosen” will change to the name of the zip file. Then click the “**Upload**” button.
5. The file will be uploaded with the name **1 Unmapped Item #1**. Click on the **Manage Content** link.
6. Put a check mark in the box in front of **Unmapped Item #1**.
7. Go to the bottom of the page and click the down arrow to select a Page in the **Integrate Content Into:** section. Choose the name of the course that ends in “Coursework”.
8. Click the down arrow in the **Portlet** box and choose **Coursework** and then click on the **Process** button.
9. Click on the drop-down arrow and choose the correct Type/Category the quiz would go under.
10. Click the OK button.
11. After the content loads you will get the following box. I do not think it matters if you click Yes or No.
12. Go back to your Coursework link and you will see the Unmapped Item #1 listed as an assignment.
13. Click on the edit icon [pencil] on the far right.

14. Under Step One: General Assignment Information, change the name from Unmapped Item #1 to whatever you want to name the test or quiz. Be sure to choose the correct Type/Category the test or quiz falls under. Enter the due date/time. Click the On radio button under Open and choose a date and time you wish to open the test on.
15. Choose quiz test options: Directions
https://my.wartburg.edu/ICS/icsfs/Quiz_or_test_options.pdf?target=5307a889-5979-4904-b0e9-8b9a5b4c7468
16. Add Instructions & Files (optional)
17. Click **Save your assignment**

Step 3: Assign Point Values

18. You are then directed back to the Coursework page. Click on the name of the test/quiz.
19. Click on **Go to the Test Builder**
20. Once the Test Builder appears, you need to type in how many points you want each question to count. You might want to give more credit for some questions than others. If you want to view the question you can click on the question (Q) number. The questions should be in the same order as you created them. You also see the time limit and opening and closing dates for the test at the top.



18. Click the "Save" button at the bottom right.
19. You can now: Edit the question, Add images or equations, Add a point value if you have not already done so, Use the question for extra credit, Edit answers, Randomize answers, Give partial credit, Limit selections, Step 3 allows you to provide feedback, save and view the next question, save and return to Test Builder, or to delete the question. Once you have completed all of your editing, click on the "Save and return to Test Builder" button. Click on the "Save" button at the bottom right of the Test Builder page.
20. You can preview the test by clicking on the "Preview this test" button.
21. And...you are not finished.

Source: Guide to Jenzabar's eLearning LMS Training Course: Texarkana College