



## How to Upload Exam to **Blackboard**





## How to Upload Exam to Blackboard

The screenshot shows the Blackboard interface for a course titled "Training EN Course 1". The top navigation bar includes "My Institution", "Courses", "Community", and "Services". The course navigation bar shows "Tests, Surveys, and Pools", "Pools", and "Pool Canvas : Pool Blackboard Exam". A success message at the top states "Success: Pool Blackboard Exam created." The main content area is titled "Pool Canvas: Pool Blackboard Exam" and includes a description: "The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. [More Help](#)". Below this, there are three tabs: "Create Question", "Find Questions", and "Upload Questions", with the "Upload Questions" tab highlighted by a red box and an arrow. To the right of these tabs is a "Question Settings" link. The main content area displays a table with the following information:

Description
Instructions
Total Questions 0
Total Points 0

Below the table, it states "This test has no questions!" and "Create questions or add questions from other resources." A callout box with the text "Click 'Upload Questions'" points to the "Upload Questions" tab.





1 Insert Mark(s) for each question

2 Click 'Browse'

3 Select the converted exam file and click open

4 Click 'Submit'





Here you can view the uploaded questions

Tools  
Help  
Announcement

**Course Management**

- Control Panel
- Files
- Course Tools
  - Achievements
  - Announcements
  - Attendance
  - Blackboard Collaborate Ultra
  - Blogs
  - Contacts
  - Content Market Tools
  - Course Calendar
  - Course Messages
  - Discussion Board
  - Glossary
  - Goal Performance
  - Journals
  - Rubrics
  - SafeAssign
  - Self and Peer Assessment
  - Send Email

Description  
Instructions  
Total Questions 4  
Total Points 0

Search current result Go

**Criteria Summary**  
Question types All Pool Questions

**Browse Criteria**  
View Reset to Default

	QUESTION TEXT	QUESTION TYPE	DEFAULT POINTS
<input type="checkbox"/>	The capital city of Saudi Arabia is:	Multiple Choice	0
<input type="checkbox"/>	The capital city of Saudi Arabia is Riyadh.	True/False	0
<input type="checkbox"/>	The hottest city in KSA is Dammam.	True/False	
<input type="checkbox"/>	- Write Eassy on my best friend.	Essay	

Deleting, updating, and displaying options for each question.

Displaying 1 to 4 of 4 items

Show All

Paging...

OK

click OK





**Pools**  
Pools are sets of questions that you can use in multiple tests or surveys. You can import pools from outside the system and export them for reuse. [More Help](#)

Build Pool Import Pool

You will be redirected to this page, you can view the created **pool(s)** here.

NAME	NUMBER OF QUESTIONS	DATE LAST EDITED
bb pool	0	March 9, 2020 10:03 AM
bb tests load	3	March 19, 2020 5:36 PM
Blackboard Po	3	March 9, 2020 10:17 AM
Pool Blackboard Exam	4	March 20, 2020 5:16 PM
pool test	0	March 19, 2020 5:51 PM
poollllll	4	March 19, 2020 5:53 PM

Displaying 1 to 6 of 6 items | [Show All](#) | [Edit Paging...](#)

