

TUTORIAL

USING THE NORTHEAST WISCONSIN
TECHNICAL COLLEGE (NWTC) TEST
GENERATOR TO CONVERT AN .RTF
TEST FILE TO BLACKBOARD

This explains how to convert an .rtf test file to a Blackboard test file.

1. Point your browser to <https://www.cod.edu/it/blackboard/testgenerators.htm> and select the Northeast Wisconsin Technical College test generator link, or go directly to <https://resources.online.nwtc.edu/blackboard/test-generator/>.
2. Open your .rtf test file in Word.
3. Edit the .rtf test file in Word to match the NWTC format. Pay attention to asterisks (*), comment lines (#) and blank lines. See below for examples and by clicking Help, you can also get question samples from the test generator website.
4. Copy and paste your .rtf file text into the test generator text box.

Blackboard Test Question Generator

Instructional Video - Step 1 Instructional Video - Step 2

Help

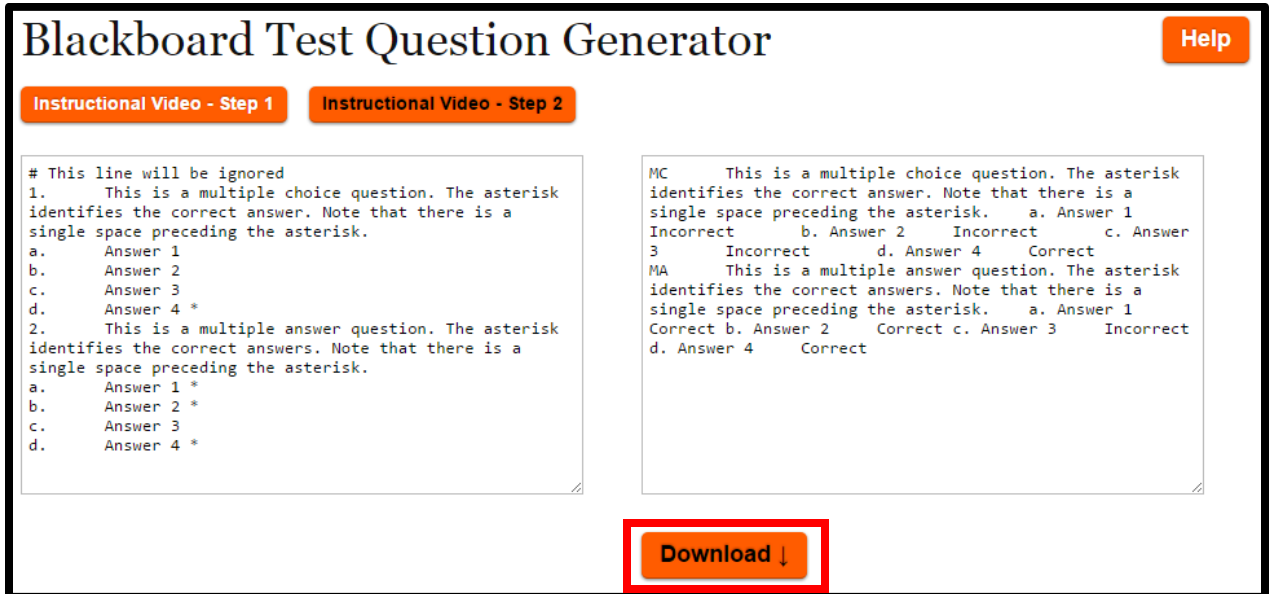
Type your questions in Word. (Click the Help button for an example for required formatting.) Copy and paste your test here.

Generate →

5. Click on the Generate button.

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- After you click Generate, the program will create a file suitable for Blackboard on the right side text panel.



Blackboard Test Question Generator Help

[Instructional Video - Step 1](#) [Instructional Video - Step 2](#)

```
# This line will be ignored
1. This is a multiple choice question. The asterisk
   identifies the correct answer. Note that there is a
   single space preceding the asterisk.
a. Answer 1
b. Answer 2
c. Answer 3
d. Answer 4 *
2. This is a multiple answer question. The asterisk
   identifies the correct answers. Note that there is a
   single space preceding the asterisk.
a. Answer 1 *
b. Answer 2 *
c. Answer 3
d. Answer 4 *
```

```
MC This is a multiple choice question. The asterisk
   identifies the correct answer. Note that there is a
   single space preceding the asterisk. a. Answer 1
Incorrect b. Answer 2 Incorrect c. Answer
3 Incorrect d. Answer 4 Correct
MA This is a multiple answer question. The asterisk
   identifies the correct answers. Note that there is a
   single space preceding the asterisk. a. Answer 1
Correct b. Answer 2 Correct c. Answer 3 Incorrect
d. Answer 4 Correct
```

Download ↓

- Click Download in order to save the .txt file to your local machine. Note where your file is saved.
- Go to Blackboard to create your test using the normal procedure.
- When creating questions, select Upload Questions to browse your computer for the new .txt file.
- Confirm that your new .txt test file is selected and then click the Submit button.
- Edit your test in normal fashion.

The test generator will recognize lines beginning with numbers as individual questions and any row following as an associated answer. Rows in your document which begin with anything other than an alphanumeric character will be ignored. It is recommended that you utilize the numbering function in your word processor to help produce an organized document.

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Sample questions in the correct format.

This line will be ignored

1. This is a multiple choice question. The asterisk identifies the correct answer. Note that there is a single space preceding the asterisk.
 - a. Answer 1
 - b. Answer 2
 - c. Answer 3
 - d. Answer 4 *
2. This is a multiple answer question. The asterisk identifies the correct answers. Note that there is a single space preceding the asterisk.
 - a. Answer 1 *
 - b. Answer 2 *
 - c. Answer 3
 - d. Answer 4 *
3. This is a True/False question. In this example, "True" is assumed to be the correct answer. No asterisk is needed.
 - a. True
4. This is a matching question. The term and its match are given on one line and are separated by a tab. Note: Blackboard will randomize your answers.
 - a. Battle of Hastings 1066
 - b. Gettysburg 1863
 - c. Battle of the Somme 1917
5. This is an ordering question. The term and its number are separated by a tab.
 - a. Answer 1 1
 - b. Answer 2 2
 - c. Answer 3 3
 - d. Answer 4 4
 - e. Answer 5 5
 - f. Answer 6 6
6. This is an essay question. No answers should be given.

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