

What to Do With Questions Created in Excel?

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If you previously created test questions using Excel (.txt file format), you will have found that Blackboard Ultra currently does not allow the import of .txt (tab-delimited) into the **Question Banks**.

- You can upload .txt files into an individual test. See instructions from [Blackboard Ultra's Help Page](#), and an article from [Teesside University that includes screenshots](#).
 - You can then create a new **Question Bank** in Blackboard Ultra and **Reuse Questions** from the test with the uploaded questions (from a .txt file).
- Alternatively, you can use an external Blackboard Test Generator that creates .zip files that are easily uploaded to **Question Banks**. Please see our related article ["Creating Question Banks Using a Test Generator."](#)

In this article, we provide a **temporary** solution for instructors with access to an old Blackboard Original course. Where you will need to:

1. Upload the .txt file into **Blackboard Original**
2. Copy the Imported Excel Formatted Questions to your **Blackboard Ultra Course**

Caveats

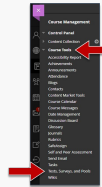
There are question types that are not supported in Blackboard Ultra that you may have created in Excel. Please reformat the question types.

- File Response (FIL)
- Jumbled Sentence (JUMBLED_SENTENCE)
- Opinion/Likert Scale (OP)
- Ordering (ORD)
- Quiz Bowl (QUIZ_BOWL)
- Short Response (SR) questions are automatically converted to Essay questions (ESS)

Please note that imported **Fill in the blank** and **Multiple/Fill in the blanks** question types need to be reviewed.

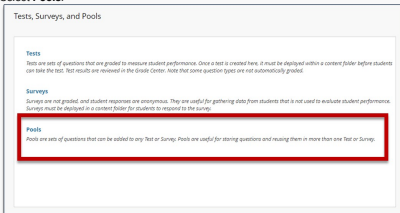
- All **Fill in the blank** questions are imported by default to be an **'exact match'**
- Functional **Fill in the blank** questions will appear with a bold "[Blank 1]."
- Tip: Review the test questions in **Student Preview**.

1. Uploading the .txt File to Blackboard Original

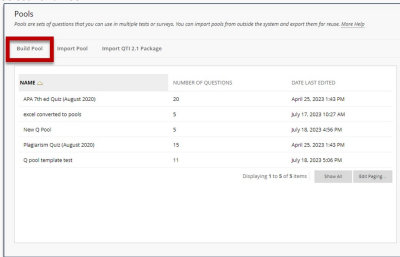


1. In Blackboard Original, on the left-hand panel under the section **Course Management**, select **Course Tools** and then select **Tests, Surveys, and Pools**.

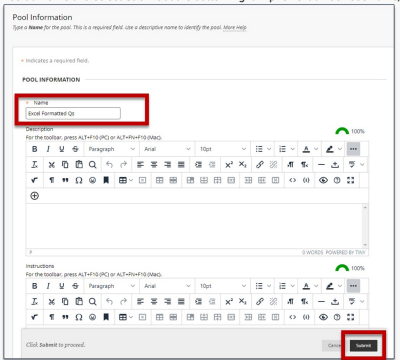
2. Select **Pools**.



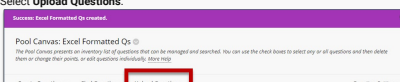
3. Select **Build Pool**.

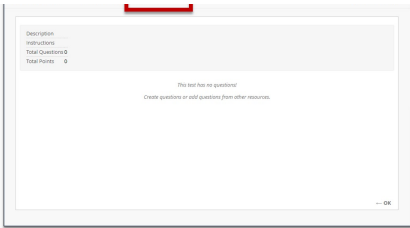


4. Insert a **Name** and select **Submit** at the bottom right. Tip: Give it an obvious name, you can rename it later in Blackboard Ultra. You do not need to fill out any additional sections.

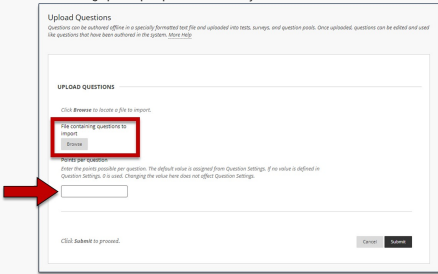


5. Select **Upload Questions**.



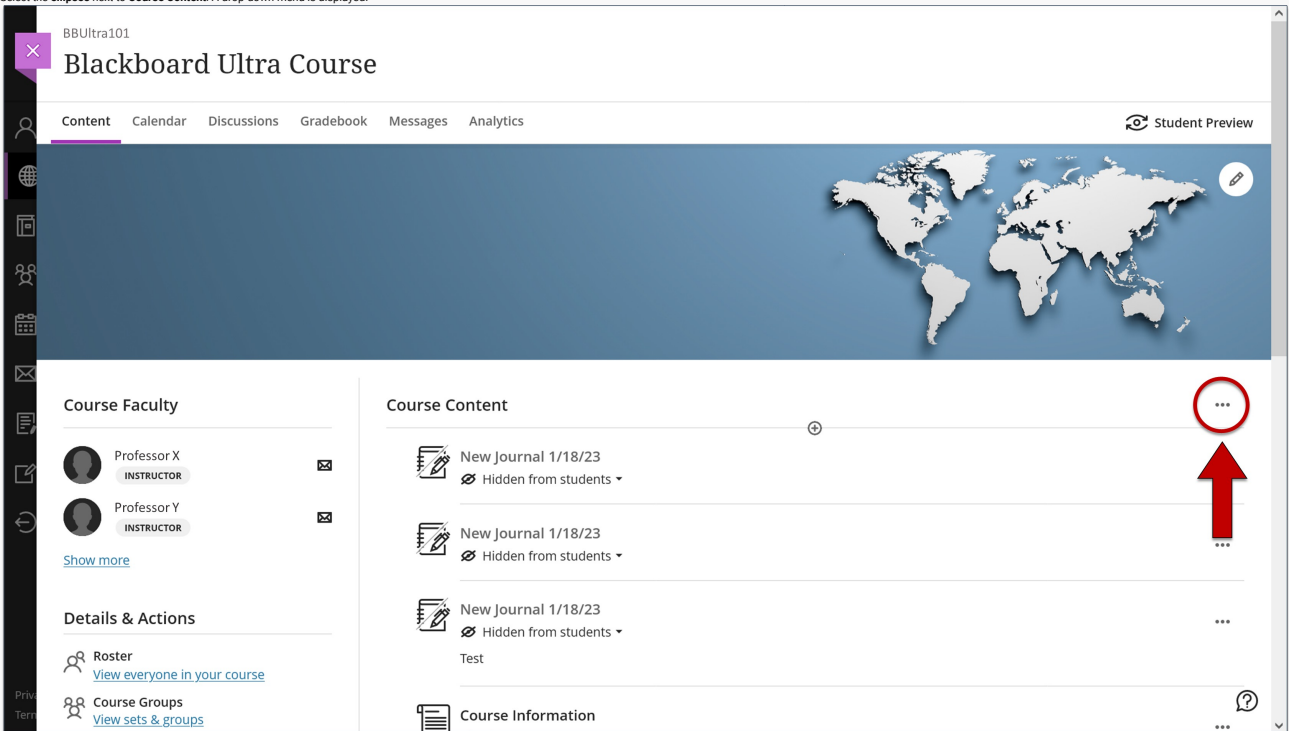


6. Select **Browse** and locate the .txt file on your device.
Note: You can assign points per question here and you can edit them later in Blackboard Ultra.

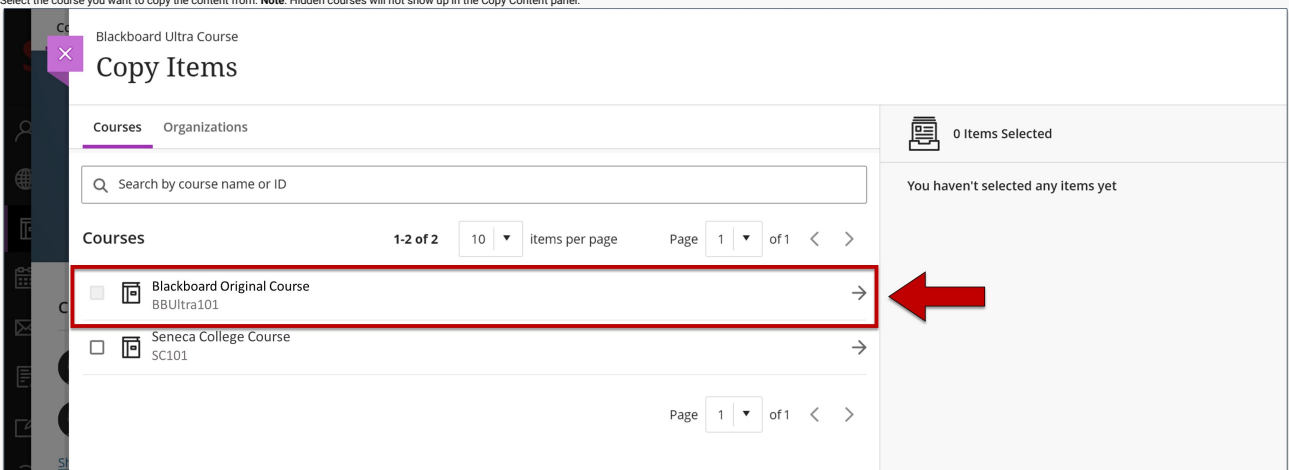


2. Copy the Imported Excel Formatted Questions to your Blackboard Ultra Course

1. Go to the Blackboard Ultra course you want to copy the questions into.
2. Select the **ellipses** next to **Course Content**. A drop-down menu is displayed.



3. Select **Copy Items** from the drop-down menu. The **Copy Items** panel is displayed.
4. Select the course you want to copy the content from. **Note:** Hidden courses will not show up in the Copy Content panel.

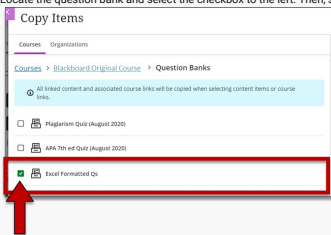




5. Select the folder **Question Banks**.



6. Locate the question bank and select the checkbox to the left. Then, select **Start Copy** (located on the bottom right).



7. The newly imported question bank will now appear in the list of question banks. Refer to our related articles: [Using Question Banks and Pools](#) and [Creating a Test](#).

tags : .txt, blackboard-ultra, excel, question-banks, question-pools, tab-delimited, testing-assessments, txt