



## Help

Close Help

Questions can be authored offline in a specially formatted text file and uploaded into Tests, Surveys, and Question Pools. Once uploaded, questions can be edited and used like questions that have been authored in the system.

### Batch File Guidelines

Follow these general guidelines for uploading files:

- Each file must be one of the supported file types: .txt or .csv. Microsoft Excel versions 2003 and 2007 automatically insert double quotes in every field if the worksheet is saved as a .csv file.
- Each file must be in DOS format. Files in MAC or UNIX format must be converted to DOS.
- Each field must be enclosed in double quotation marks. For example: "ENG\_201"
- If quotation marks appear in a field, use an escape character to indicate that the next character does not mark the end of the field. The escape character is a backslash (\). For example: "\"Intro\""
- Each field must be separated with one of the following delimiters: comma, colon, or tab. When selecting AUTO, only one type of delimiter may be used in each batch file. For example: "ENG\_201","English Literature" or "ENG\_201";"English Literature"
- Each record must be on a separate line. For example: "ENG\_201","English Literature" or "ENG\_202","Transcendentalist Works"
- Do not include blank lines between records. The blank line will be processed and return an error.
- Blackboard recommends that each batch file not exceed 500 records because of timeout restrictions associated with most browsers.

### File Format Rules

Questions in the text file must conform to the following structure to be uploaded successfully:

- No header row for the file
- One question per row
- Duplicate questions are allowed
- Fields in a row are separated by a **TAB**
- Each field in the question correlates to the fields of the respective system-created question
- Point values for questions in an uploaded file cannot differ but can be edited after the upload
- The first field in every row defines the type of question
- Correct, Incorrect, True, False, and other words that identify answers must be in English.

**Note:** Formatting errors in individual questions in a file will cause the questions to fail to upload, not the entire file.

### File Format Examples

#### Essay

ESS **TAB**question text **TAB**sample answer  
The sample answer is optional for this question type

#### File Response

FIL **TAB**question text

#### Fill in the Blank

FIB **TAB**question text **TAB**answer text  
**TAB**answer text may be repeated for each correct answer that is part of this question type. The maximum number of answers is 20.

#### Jumbled Sentence

JUMBLED\_SENTENCE **TAB**question text **TAB**choice1 **TAB**variable1 **TAB**choice2 **TAB**variable2 **TAB**choice3  
**TAB**variable3

This question type has a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer. A choice immediately followed by an empty field indicates that that choice is not the correct answer for any variable.

### Matching

MAT **TAB**question text **TAB**answer text **TAB**matching text **TAB**answer text **TAB**matching text  
**TAB**answer text **TAB**matching text may be repeated for each correct answer that is part of this question type. The maximum number of answers is 20. The order of each of the answer texts in the question is the correct order, reflecting the correct answer. The system will randomly order the answers and their question. There must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.

### Multiple Answer

MA **TAB**question text **TAB**answer text **TAB**correct or incorrect **TAB**answer text **TAB**correct or incorrect  
**TAB**answer text may be repeated for each of the answers that are part of this question type. For each **TAB**answer text, there must be a corresponding **TAB**correct or **TAB**incorrect. The maximum number of answers is 20.

### Multiple Choice

MC **TAB**question text **TAB**answer text **TAB**correct or incorrect **TAB**answer text **TAB**correct or incorrect  
**TAB**answer text may be repeated for each of the answers that are part of this question type. For each **TAB**answer text, there must be a corresponding **TAB**correct or **TAB**incorrect. The maximum number of answers is 20.

### Multiple Fill in the Blank

FIB\_PLUS **TAB**question text **TAB**variable1 **TAB**answer1 **TAB**answer2 **TAB**variable2 **TAB**answer3  
The format consists of a list of variable-answers where each variable-answer is composed of the variable name and a list of correct answers for that variable. Variable-answers are delimited by an empty field.

### Numeric Response

NUM **TAB**question text **TAB**answer **TAB**answer range  
Note: Answer and answer range must be in the form of a number with no decimals or commas.  
**TAB**answer range is a number plus or minus from the answer that is acceptable as correct. This is optional for this question type.

### Opinion Scale/Likert Scale

OP **TAB**question text

### Ordering

ORD **TAB**question text **TAB**answer text **TAB**answer text  
**TAB**answer text may be repeated for each of the answers that are part of this question type. The maximum number of answers is 20. The order of each of the answer texts in the question is the correct order, reflecting the correct answer. The system will randomly order the answers.

### Quiz Bowl

QUIZ\_BOWL **TAB**question text **TAB**question\_word1 **TAB**question\_word2 **TAB**phrase1 **TAB**phrase2  
Question words are all valid interrogatives and phrases are all valid answer phrases. The maximum number of interrogatives and matching phrases is 20.

### Short Response

SR **TAB**question text **TAB**sample answer  
**TAB**sample answer is optional for this question type.

### True/False

TF **TAB**question text **TAB**true or false