

# Blackboard Test Bank Import and Quiz Creation

**Introduction:** This guide will walk you through downloading a test bank, uploading it into Blackboard, and creating a quiz.

## Accessing Downloadable Test Banks

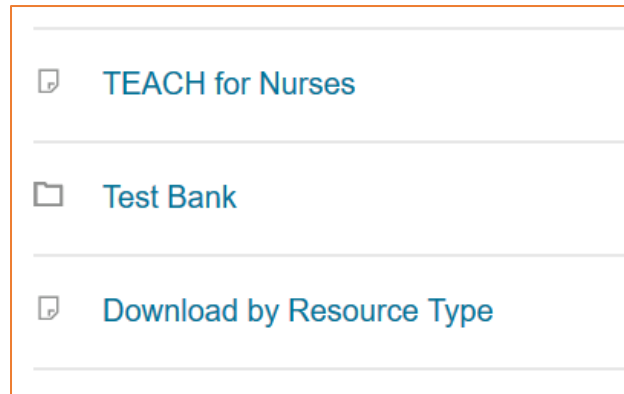
1. Start by logging into your Evolve account at [evolve.elsevier.com](http://evolve.elsevier.com). On your My Evolve page, click into your resource.

The screenshot displays the 'My Evolve' user interface. At the top, the 'Evolve' logo is on the left, and navigation links for 'My Evolve', 'Catalog', and 'Help' are in the center. On the right, there are icons for 'Alerts' (with a notification badge) and 'Account'. Below the navigation, the 'My Evolve' title is prominently displayed next to 'My Content'. A breadcrumb trail shows 'My Content' with a folder icon. A 'New Folder' button is visible. An information icon with a message states: 'To add more content, visit the catalog.' Below this, there is a link to 'View your back-ordered items' and a 'Sort by' dropdown menu. A button labeled 'Access Canvas provided by Elsevier' is present. The main content area features a resource card for 'Evolve Resources for Fundamentals of Nursing, 9th Edition', which includes a book cover image, the title, and the subtitle 'Resources - Content Library'. A star icon and a vertical ellipsis menu icon are located to the right of the resource card.

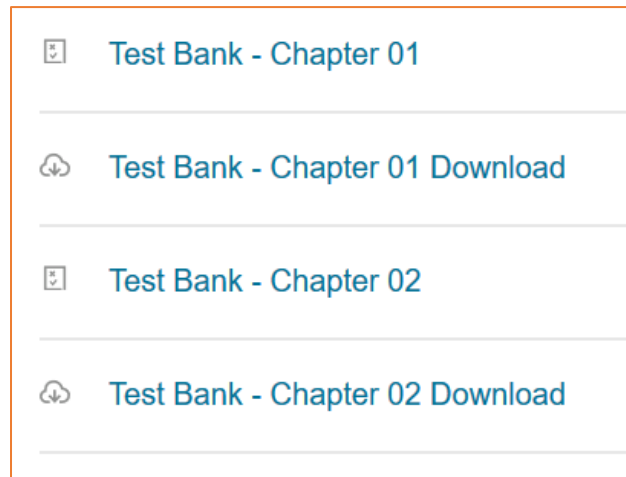
2. Inside of your resource, click into the **Instructor Resources** folder.



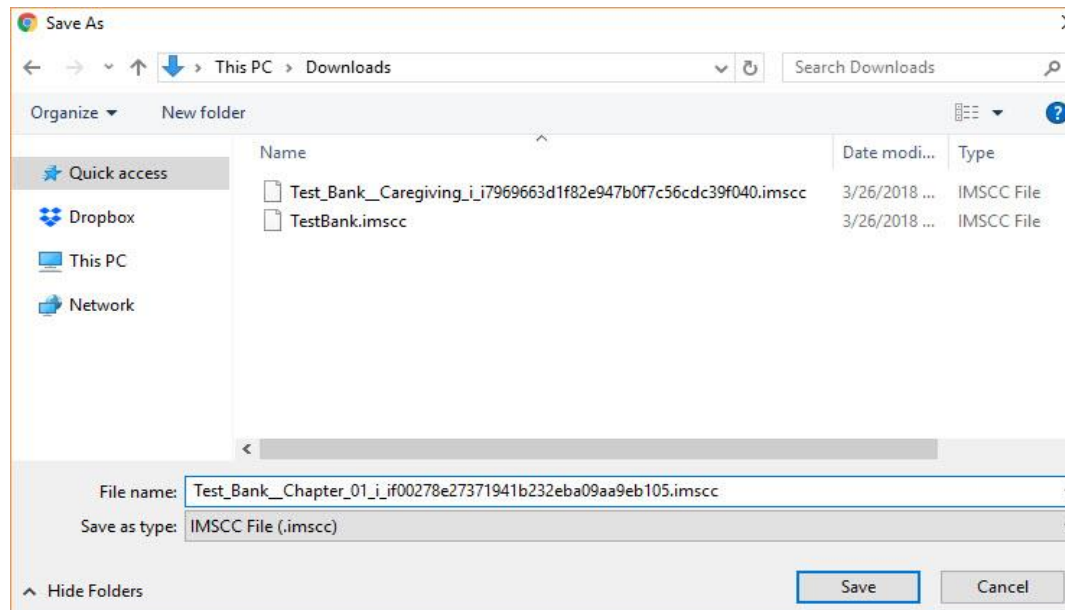
3. Inside the Instructor Resource folder, click into the folder labeled **Test Banks**. For most resources, this will be listed toward the bottom of the screen.



4. The Test Bank folder will contain two types of link. For uploading into your LMS, you will want to click the chapter test banks marked “Download.”

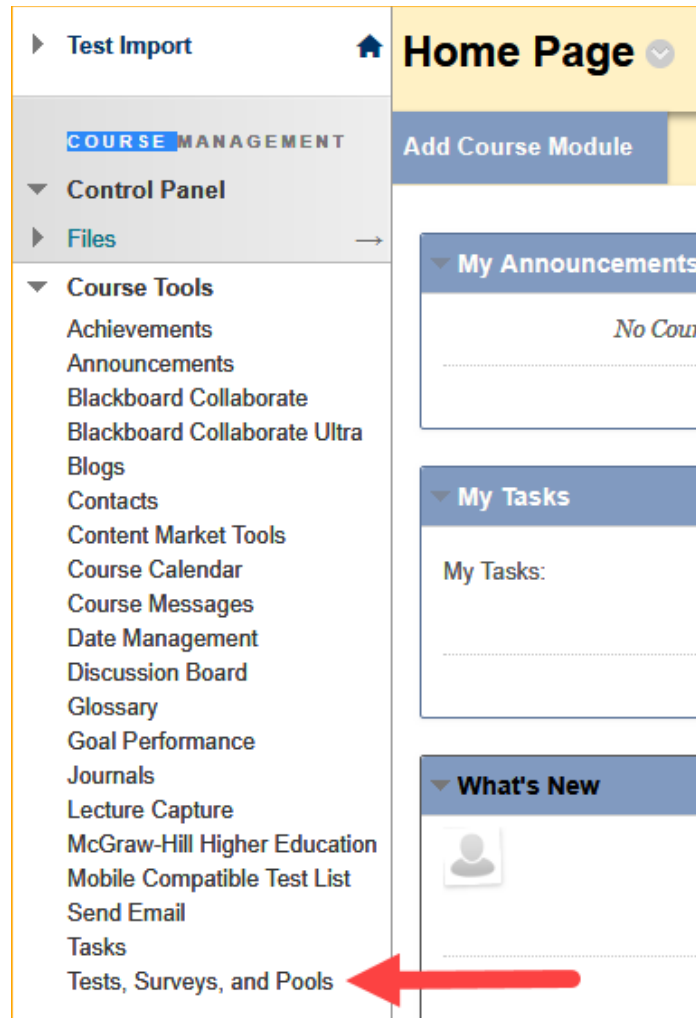


5. Save the file to your computer.




## Importing Question Banks Into Blackboard

1. Log into Blackboard and click into your Course.
2. On the Control Panel, click **Course Tools** and then **Tests, Surveys, and Pools**



3. To import the Test Banks, choose **Tests**.

## Tests, Surveys, and Pools

**Tests** 

*Tests are sets of questions that are evaluated to measure student performance. Once a test is created here, it must be deployed. Note that some question types are not automatically evaluated.*

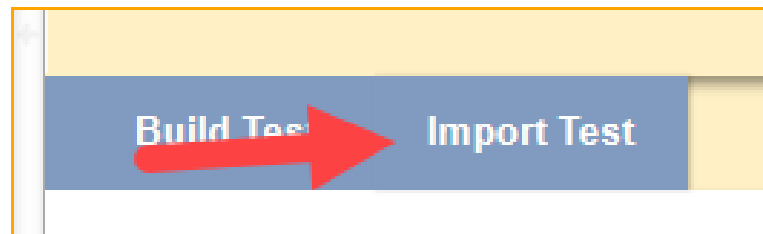
**Surveys**

*Surveys are not evaluated, and learner responses are anonymous. They are useful for gathering data from learners that respond to the survey.*

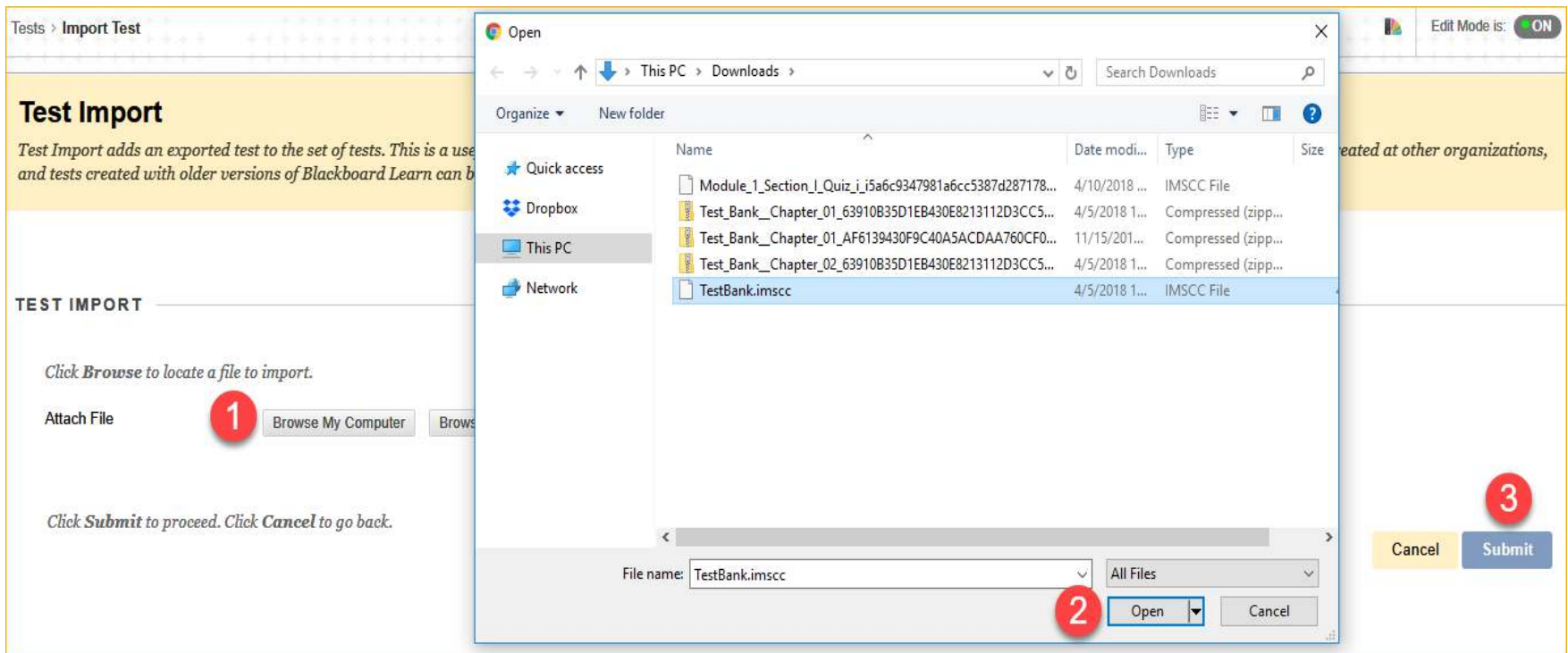
**Pools**

*Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them.*

4. On the Tests screen, click on **Import Test**.



5. Click **Browse My Computer**, and then navigate to where you saved the .imsc test bank you downloaded. Select the Test Bank, and then click **Open** to attach it. Finally, press **Submit** to import the Test Bank(s).



6. When you get the **Test Import Complete** message, click OK at the bottom of the screen to go back to the Tests page to begin building your test.

## Creating a Quiz in Blackboard using Imported Question Banks

1. You should now be on the Tests screen with a list of the Test Bank(s) you just uploaded. To start building a test, click **Build Test**.

**Tests**  
*Tests are a means of assessing student performance. You have the option to build a test or import a test. [More Help](#)*

Build Test Import Test


Name ▲	Deployed
Test Bank - Chapter 01	No
Test Bank - Chapter 01	No
Test Bank - Chapter 01	No

2. On the Test Information screen, give your Test a name, and optionally a Description and/or Instructions, then click **Submit**.

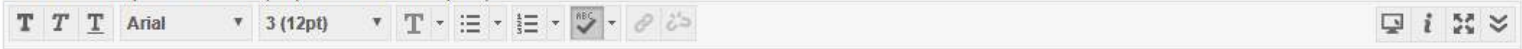
Type a **Name** for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test. [More Help](#)

\* Indicates a required field.

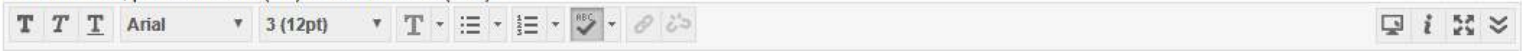
**TEST INFORMATION**

\* Name  


Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

  
Input Description Here  
Path: p Words:3

Instructions  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

  
Input Instructions Here  
Path: p Words:3

Click **Submit** to proceed. Click **Cancel** to go back.





3. Click the **Reuse Question** dropdown, and select Find Questions.

**Test Canvas: New Test 1** ▾

*The Test Canvas lets you add, edit, and reorder questions, as well as rev*

Create Question ▾    **Reuse Question ▾**    Upload Questions

- Create Question Set
- Create Random Block
- Find Questions** ←

Description	Input
Instructions	Input
Total Questions	0
Total Points	0

- In the Find Questions box, expand the **Tests** section on the left, and choose the Test Banks you want to draw questions from. On the right side, select the questions you want to add to your test, and when you are finished, click **Submit**.

### Find Questions

Questions are organized by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test. Click **Submit** to finish. Click **Cancel** to return to the previous page. [More Help](#)

Search current results:

#### Browse Criteria

View v

► **Pools**

► **Tests**

- All Tests
- New Test 1
- Test Bank - Chapter 01
- Test Bank - Chapter 01
- Test Bank - Chapter 01
- Test Bank - Chapter 02
- Test Bank - Chapter 02
- Test Bank - Chapter 02
- Test Bank - Chapter 03
- Test Bank - Chapter 03
- Test Bank - Chapter 03
- Test Bank - Chapter 04
- Test Bank - Chapter 04
- Test Bank - Chapter 04
- Test Bank - Chapter 05

#### Criteria Summary

Tests Test Bank - Chapter 01 Test Bank - Chapter 02

Displaying 1 to 25 of 33 items

Page 1 of 2 > >>

Question Display v

Mode v

	Question Text <span style="font-size: x-small;">▲</span>	Question Type	Mode	Points	Source Name	Source Type
<input checked="" type="checkbox"/>	<input type="checkbox"/> Question: The diabetic patient sees the podiatrist regularly to prevent development of ...	Multiple Choice	<input type="button" value="Copy"/>	1	Test Bank - Chapter 02	Test
<input checked="" type="checkbox"/>	<input type="checkbox"/> Question: The nurse feels that an assigned duty is outside the scope of nursing practic...	Multiple Choice	<input type="button" value="Copy"/>	1	Test Bank - Chapter 01	Test
<input checked="" type="checkbox"/>	<input type="checkbox"/> Question: The nurse is caring for a patient who suddenly becomes acutely short of breat...	Multiple Choice	<input type="button" value="Copy"/>	1	Test Bank - Chapter 01	Test
<input checked="" type="checkbox"/>	<input type="checkbox"/> Question: The nurse is mandated by the state to complete 25 contact hours of nursing ed...	Multiple Choice	<input type="button" value="Copy"/>	1	Test Bank - Chapter 01	Test
<input checked="" type="checkbox"/>	<input type="checkbox"/> Question: Using the Health Promotion Model while rendering care enables a nurse to do w...	Multiple Answer	<input type="button" value="Copy"/>	1	Test Bank - Chapter 02	Test



5. Back on the Test page, you can change the point value of the questions by selecting them, typing in the point value in the “Points” box, and clicking Update. When finished, click OK.

Select: [All](#) [None](#) | Select by Type: - Question Type - ▾

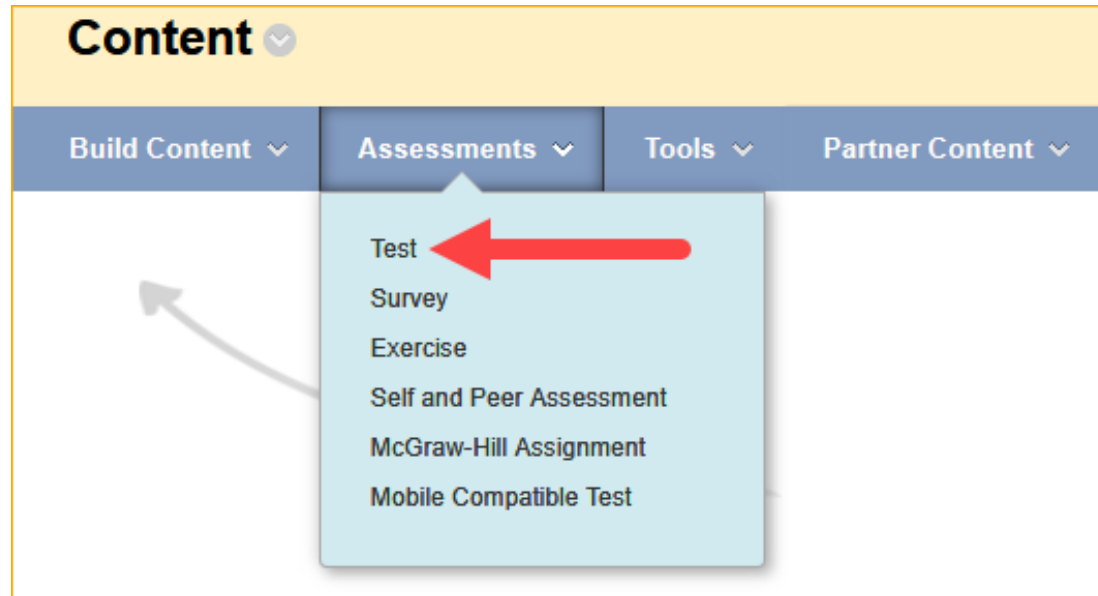
→  | Points   |

<input checked="" type="checkbox"/>	1. Multiple Choice: Question: The nurse is caring for a patient who...	Points: <input type="text" value="5"/>
<input checked="" type="checkbox"/>	2. Multiple Choice: Question: The nurse feels that an assigned duty...	Points: <input type="text" value="5"/>
<input checked="" type="checkbox"/>	3. Multiple Choice: Question: The nurse is caring for a patient who...	Points: <input type="text" value="5"/>
<input checked="" type="checkbox"/>	4. Multiple Choice: Question: The nurse is mandated by the state to...	Points: <input type="text" value="5"/>

→  | Points   |

Select: [All](#) [None](#) | Select by Type: - Question Type - ▾

6. Click **Content** to get back to your Content page.
7. Click **Assessments**, and choose **Test** from the dropdown.



8. In the **Add an Existing Test** section, select the test you just created and hit **Submit**.

## Create Test

*Creating a test deploys the test to a content area. Once a test has been deployed,*

---

### ADD TEST

*Create a new test or select an existing test to deploy.*

Create a New Test

Add an Existing Test

- Test Bank - Chapter 32
- Test Bank - Chapter 33
- Test Bank - Chapter 34
- Test Bank - Chapter 35
- Test Bank - Chapter 36
- Test Bank - Chapter 37
- Test Bank - Chapter 38
- Test Bank - Chapter 39
- Test Bank - Chapter 40
- New Test 1

*Click **Submit** to add this test. Click **Cancel** to quit.*

9. On the Test Options page, modify the options for the test as needed (including making the Link Available), and when you are finished click on **Submit**.

### TEST AVAILABILITY

Make the link available  Yes  No

---

Add a new announcement for this test  Yes  No

---

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

---

Score attempts using  ▼

---

Force Completion  
*Once started, this test must be completed in one sitting.*

---

Set Timer  
*Set expected completion time. Selecting this option also records completion time for this test.*

Minutes

*Click **Submit** to edit options for this test. Click **Cancel** to quit.*

10. The test you created will now be available in the Content section of your course for students to take.

