



Test Question Processing

Updated Spring 2015
02.17.2015

Illinois Central College



All requests regarding importing test questions into Blackboard should be sent directly to the TLC:
tlc@icc.edu – OR – 694-8908



is a software program available in the Teaching & Learning Center that allows instructors to:

- Import publisher test banks, electronic documents, or questions from printed tests into Blackboard
– OR –
- Create a printer-friendly test from a Blackboard test or pool

TLC staff will assist with this process. If you previously sent requests to Sue Storts in Document Services, the process has changed – please send requests directly to the TLC (effective February 2015).

The following options are available regarding test question processing for Blackboard:

- **Publisher has a Blackboard-compatible test bank available**
 - You will need a login/password for instructor access to the publisher's site (check with your teaching chair or department administrative assistant if you do not have this information)
 - TLC staff can help you download the zipped file of Blackboard-compatible exams and upload them into your Blackboard course site **
- **Publisher has a test bank available as Word files**
 - You will need a login/password for instructor access to the publisher's site (see above)
 - TLC staff can help you download the zipped file and send files to Document Services for additional formatting (to be compatible with Respondus software)
 - Once files are returned from Document Services, TLC staff will import them into your Blackboard course site **
- **Instructor has tests available as electronic documents or printed tests**
 - **Instructor must provide an answer key for each test**
 - TLC staff will work with Document Services to reformat the electronic files or type the printed files you provide so that they are compatible with Respondus software
 - Once files are returned from Document Services, TLC staff will import them into your Blackboard course site **
- **Instructor needs Blackboard exam converted to a printable file**
 - Contact the TLC staff to provide your Blackboard course ID and test names that need to be converted to printable files
 - Files will be sent to you via email once the process is completed

** Files are often imported into your Blackboard course site as Pools and will need to be converted to Tests and then deployed within the course site. TLC staff will assist with this process, as needed.

Process for Importing Test Questions to Blackboard

