

# Guidelines for Creating Blackboard Exams

*For Multiple Choice, True-False, Essay, Fill-in-the-Blank, and Short Answer Questions*

Creating exams in Blackboard can be a difficult task for an instructor. Ed Tech can help by reformatting the exams in Respondus and uploading directly into your Bb course. Please submit exams to Ed Tech at least one week prior to deployment using these guidelines.

- Use a Word Document only. DO NOT use a table or chart to build your exam.
- Use ONE SPACE (not 2 spaces or tab) after all numbers, letters, and words.
- Provide all necessary details for the exam, such as the start and close dates, point value per question, extra credit, etc., at the beginning or end of the document.

## How to Format Different Question Types:

### MULTIPLE CHOICE QUESTIONS

Each **QUESTION** must **begin with a number** followed by **a period or right parenthesis** followed by **ONE space**. The question wording must follow on the same line.

1. Who was the first U.S. President? **OR** 1) Who was the first U.S. President?

Each **ANSWER** must **begin with a letter** (A-Z) followed by **a period or right parenthesis** followed by **ONE space**. The answer wording must follow on the same line.

Justify all text to the left margin exactly as follows:

1. Who was the first U.S. President?
- a. George Washington
  - b. Abraham Lincoln
  - c. James Madison
  - d. Thomas Jefferson

### INDICATING THE CORRECT ANSWER(S)

There are two ways to indicate the correct answer(s) for your exam questions.

- Option 1: Insert an asterisk immediately before the correct answer with no space.
  - 1. Who was the first U.S. President?
    - a. Thomas Jefferson
    - b. Abraham Lincoln
    - c. James Madison
    - \*d. George Washington

- Option 2: Include an answer key at the end of your document. Make a list with the question numbers followed by a period, one space, and the correct answer.
  1. D
  2. B
  3. A
  4. D

## PROVIDING ANSWER FEEDBACK (optional)

If you'd like to provide feedback for correct and incorrect answers, do as follows:

Insert the feedback BEFORE the answers in your document using the tilde symbol ~ for the correct response and the @ symbol for incorrect responses. Format exactly like this:

1. Who was the first U.S. President?

~ Yes. George Washington served from 1789-1797.

@ No. George Washington was the first U.S. President serving from 1789-1797.

- a. Thomas Jefferson
- b. Abraham Lincoln
- c. James Madison
- \*d. George Washington

## TRUE & FALSE QUESTIONS

For True and False questions, always list the answer True first:

1. George Washington was first President of the United States.

- \*a. True
- b. False

If you are providing an answer key at the end of your test (instead of indicating the correct answer as above), True-False answers can be listed three different ways.

Answers:

1. True
2. T
3. A

## ESSAY QUESTIONS

Format essay questions exactly as follows. (The "Type E" indicates an essay question.)

Type: E

Title: Monroe's Motivated Sequence

1. Explain the 5 components of Monroe's Motivated Sequence and provide an example.
  - a. (You can include the answer on your exam, however you will need to go into each student's test and score the essay questions manually.)

### FILL-IN-THE-BLANK QUESTIONS

Format fill-in-the-blank questions exactly as follows. (The "Type F" indicates a fill-in-the-blank question.) More than one acceptable answer can be included.

Type: F

1. Who is the President of Baldwin Wallace University? -OR-

1. The President of Baldwin Wallace University is \_\_\_\_\_.

\*a. Robert Helmer

\*b. Bob Helmer

\*c. Helmer

d. Clark Kent

Note that more than one acceptable answer can be included and marked with an asterisk. If using an answer key at the end of your document, enter all acceptable answers with the same question number.

1. Robert Helmer

1. Bob Helmer

1. Helmer

2. B

3. D

4. A

Your Blackboard exams can include a mix of the question types indicated above.