### Creating an TestGen test and Importing to Blackboard

### Directions Create an TestGen test.

**1.** Once you get the TestGen package from a publisher, unzip it and double-click it. This will place it in the TestGen system.

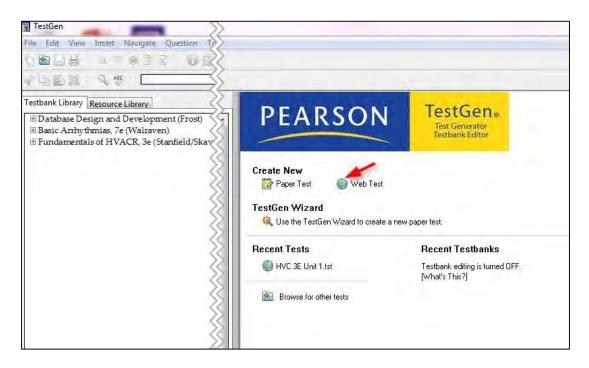
Name	*	Date modified	Туре
PowerPoints 3r	d Edition	3/7/2017 3:37 PM	File folder
1 0134017056_tg	-250924_test bank	3/7/2017 1:21 PM	Compressed (zipp
9780134016276	_ism-250196_instructor manual	3/7/2017 1:20 PM	Compressed (zipp
A hvacr3s	Double-click to	3/7/2017 1:48 PM	Testbank file
PPT 1-5	load into TestGen	3/7/2017 1:21 PM	Compressed (zipp
1 PPT 6-11		3/7/2017 1:37 PM	Compresser! (zinn

### 2. Open TestGen.

w	Word 2016	×
x	Excel 2016	
	Books	
P	PowerPoint 2016	٠
	Camtasia Studio 7	
9	ExamView Test Generator	٠
R	Respondus 4.0	4
	TestGen 🔫 🗕	+
	Calculator	
1	ExamView Test Manager	
	All Programs	



### 3. Click Web Test.

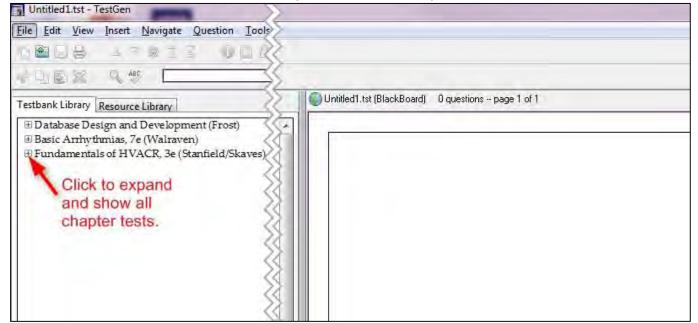


4. Click **Blackboard 6.x-9.x** and then click **OK**.

elect the platform(s) for w	which you are creating this test:
Blackboard 6.x-9.x	
Select this option to cre local Blackboard course	eate a test that you will export to the Blackboard format and import into your e as a question pool.
Desire2Learn	
Select this option to cre database of your local i	sate a test that you will export to the Desire2Learn format and import into the Desire2Learn course.
HTML Practice Test	
Select this option to cre	eate a test that you will save as HTML and post to your web site.
Moodle 1.9.x-2.x	
Select this option to cre local Moodle system.	ate a test that you will export to the Moodle format and import into your
Sakai	
Select this option to cre local Sakai system.	tate a test that you will export to the Sakai format and import into your
TestGen Plug-in	
Select this option to cre and a compatible course	ate a test for your students to take over the web using the TestGen plug-in e management system.
WebCT CE, WebCT	VISTA
	sate a test that you will export in WebCT Campus Edition, and WebCT VISTA, the database of your local WebCT course or other QTI-compliant platform.
Notes:	
1. To convert one test ty	pe to another, choose "Change test type" from the file menu.
	than one web delivery mode if desired. The platform with the more will govern the content of the exam.
	he same type of test, check the "Don't show this again," option at the All new tests that you create will then default to your current selection.
Don't show this aga	in. (Save as default.)



5. On the book test bank, click the "+" to expand the list of chapter tests.

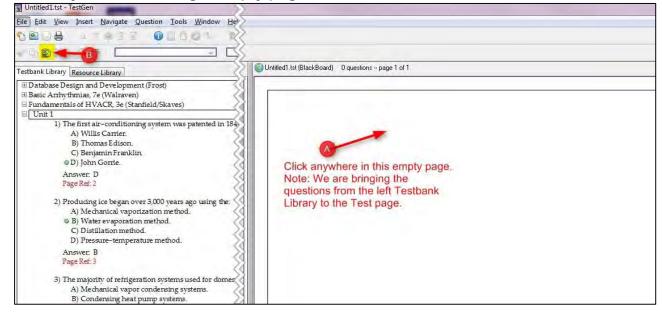


6. Select the Unit or Chapter test and then click the Copy icon.

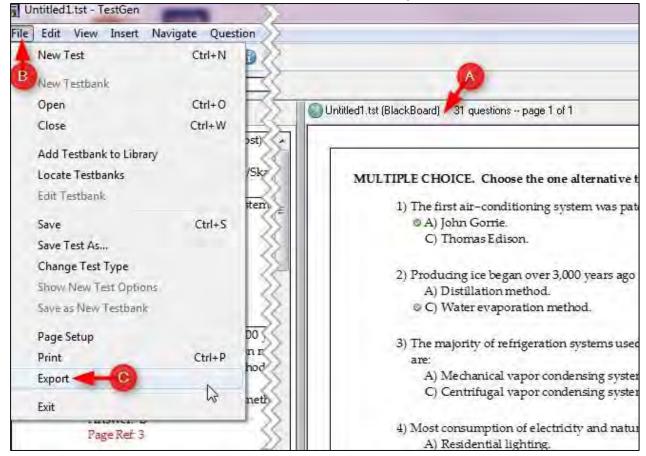
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	Answer: D Page Ref: 2										



7. Click anywhere in the right empty page and then click the Paste icon.

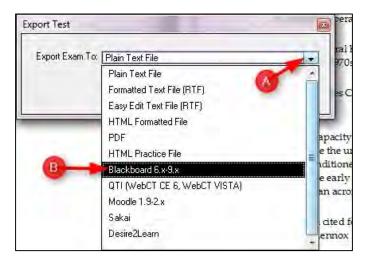


8. Click on the Untitled header bar, click File and then Export





#### 9. Click down arrow and select Blackboard 6.x-9.x



**10.** Type the **name of the test**, a **description**, and then **OK** 

port Exam To: Blac	K00did 0.8-3.8		
Pool Options			
Enter a name for y	our question pool.		
Unit 1 test_3E			
Enter a description	n for your question p	ool (optional).	
HVC121 3edtion	B		

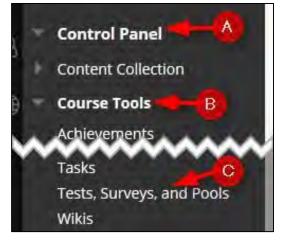
11. Choose where to save the file. Name the file and click Save

Save in: 📗	Tests 🔶 🔿	-	G 🕫 📂 🖽 🕇	
Name	*		Date modified	T
HVC 3E	7/m 1		3/7/2017 1:54 PM	C
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∢ File <u>n</u> ame:		B	Save	•

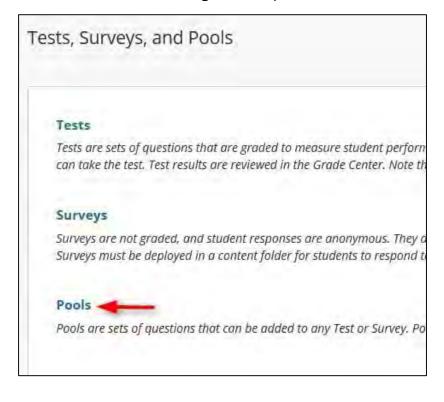


## Import the TestGen Test into Blackboard

1. Go to your course Control Panel, click Course Tools and then Tests, Surveys, and Pools



2. Click Pools. NOTE: TestGen brings zipped files into Pools not tests. You will have to create a Test using a Pool. (See instructions at the end of this document)





### 3. Click Import Pool



### 4. Click Browse My Computer

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22.00.200	
lick <b>Browse</b> to locate	a file to import.
Click <b>Browse</b> to locate	a file to import.

5. Find your test, select it, and click Open. NOTE: When you saved your file, if you didn't change the location, TestGen will put it in the TestGen folder in MyDocuments.

e 🔹 New fol	der				3 <b>11 *</b>	
orites esktop	Documents library Tests				Arrange by: Fo	lder 🔻
ownloads	Name	*		Date modified	Туре	Size
ropbox ecent Places	HVC 3E Unit 1			3/7/2017 1:52 PM	Test file	1
cent riaces	HVC 3E Unit 1			3/7/2017 1:54 PM	Compressed (zipp)	. d
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### 6. Click Submit

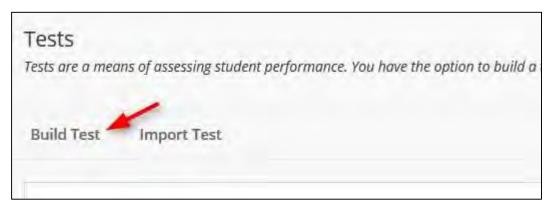
lick <b>Browse</b> to loca	e a file to import.	
ttach File	Browse My Computer Browse Course	
elected File	File Name Unit 1 Test_3E.zip	
	Do not attach	

7. Your Pool is ready to be used to make a Test.

SSC101 Question Pool	10	November 11, 2	016 1:59 PM	
Test 1 - chapters 1 and 2	25	December 5, 20	16 3:08 PM	
Unit 1 test_3E	28	March 10, 2017	2:05 PM	
				R Page 5 of
		Displaying 101 to 122 of 122 items	Show All	Edit Paging

# Build a Test using a test pool

1. Go to Test, Surveys, and Pools and click Build Test.





2. Type the Name, description, Instructions and click Submit

* Name	Unit 1 Test 🔫 🔥
Description	
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	<u>^</u>

3. Click Reuse Question and then click Find Questions

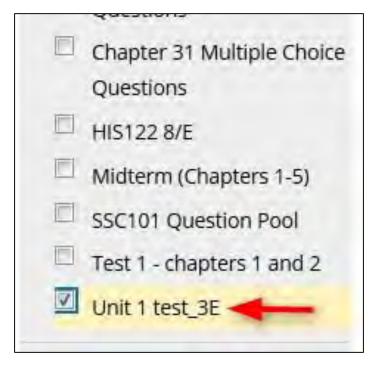
Reuse Question 🗸 🕇	Uproad	Questions
Create Question Set	-	
	-	
Find Questions	B	
-	Reuse Question > Create Question Set Create Random Block Find Questions	Create Question Set Create Random Block



4. In the Browse Criteria, click Pools



5. Select the Pool you want to use.





6. **Select all questions or individual questions**. Don't forget to check each page of the test pool to get all the questions.

POO	s un	it 1 test_3E				Displavi	ng 1 to 25 of 28 iter
	Q	uestion Display Mode 💿 🗅 Copy sele	cted questions 🕤 👼	Link to origina	l questions	Check all pages before submitting	-
	-		QUESTION TYPE	MODE	POINTS	SOURCE NAME	SOURCE TYPE
V		Commercial and industrial refrigeration	Multiple Choice	🕞 Сору	1	Unit 1 test_3E	Pool
7	C	Commercial central heating and cooling systems refer to:	Multiple Choice	🗅 Сору	1	Unit 1 test_3E	Pool
V		Environmental heating and air conditioning refers to:	Multiple Choice	🕒 Сору	1	Unit 1 test_3E	Pool
V		For a building to be properly ventilated:	Multiple Choice	🕞 Сору	1	Unit 1 test_3E	Pool
7		Freezing food slowly:	Multiple Choice	🕞 Сору	1	Unit 1 test_3E	Pool
	0	HVACR technicians must be certified by:	Multiple Choice	🕞 Сору	1	Unit 1 test_3E	Pool

7. After you select all the questions, click Submit



After reviewing the test, click OK. Now you can add this test to your lessons page.

Select: <u>All</u> <u>None</u> Select by Type: - Question Type -	
Delete Points Update Hide Question Details	
	ек

