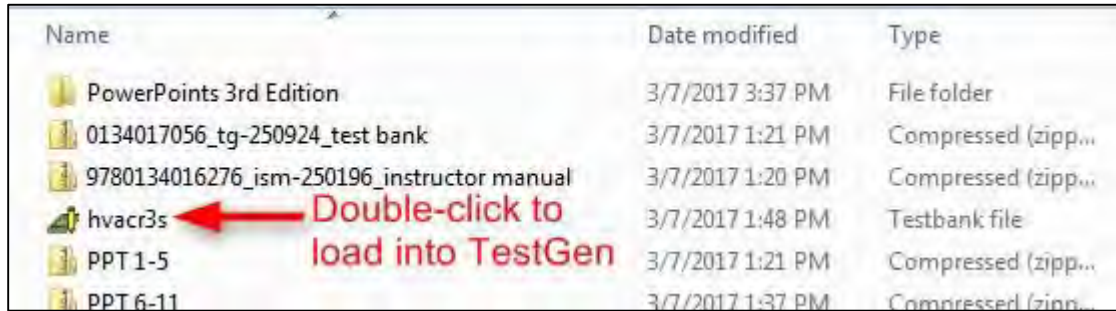


Creating an TestGen test and Importing to Blackboard

Directions

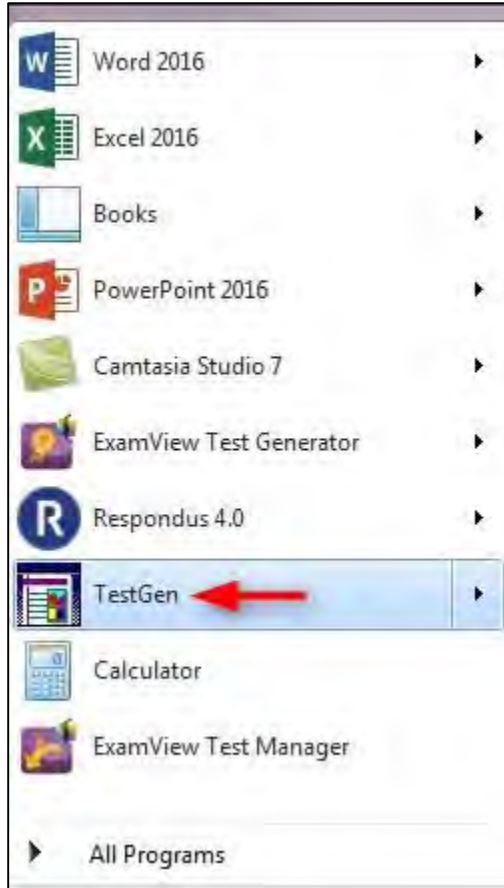
Create an TestGen test.

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

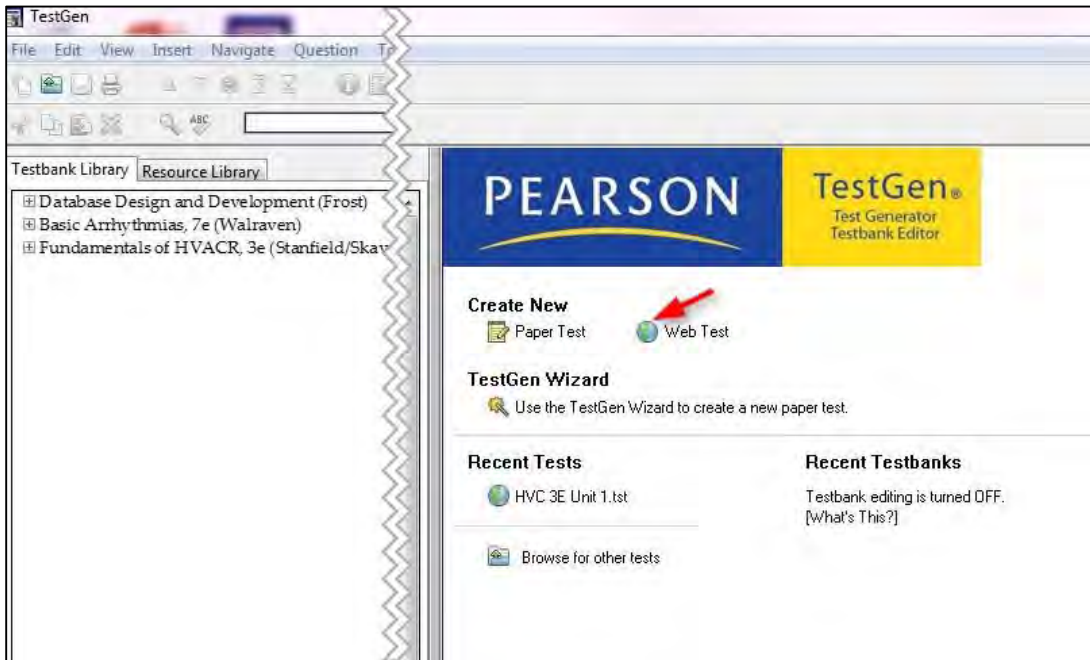


Name	Date modified	Type
PowerPoints 3rd Edition	3/7/2017 3:37 PM	File folder
0134017056_tg-250924_test bank	3/7/2017 1:21 PM	Compressed (zipp...
9780134016276_ism-250196_instructor manual	3/7/2017 1:20 PM	Compressed (zipp...
hvacr3s	3/7/2017 1:48 PM	Testbank file
PPT 1-5	3/7/2017 1:21 PM	Compressed (zipp...
PPT 6-11	3/7/2017 1:37 PM	Compressed (zipp...

2. Open **TestGen**.



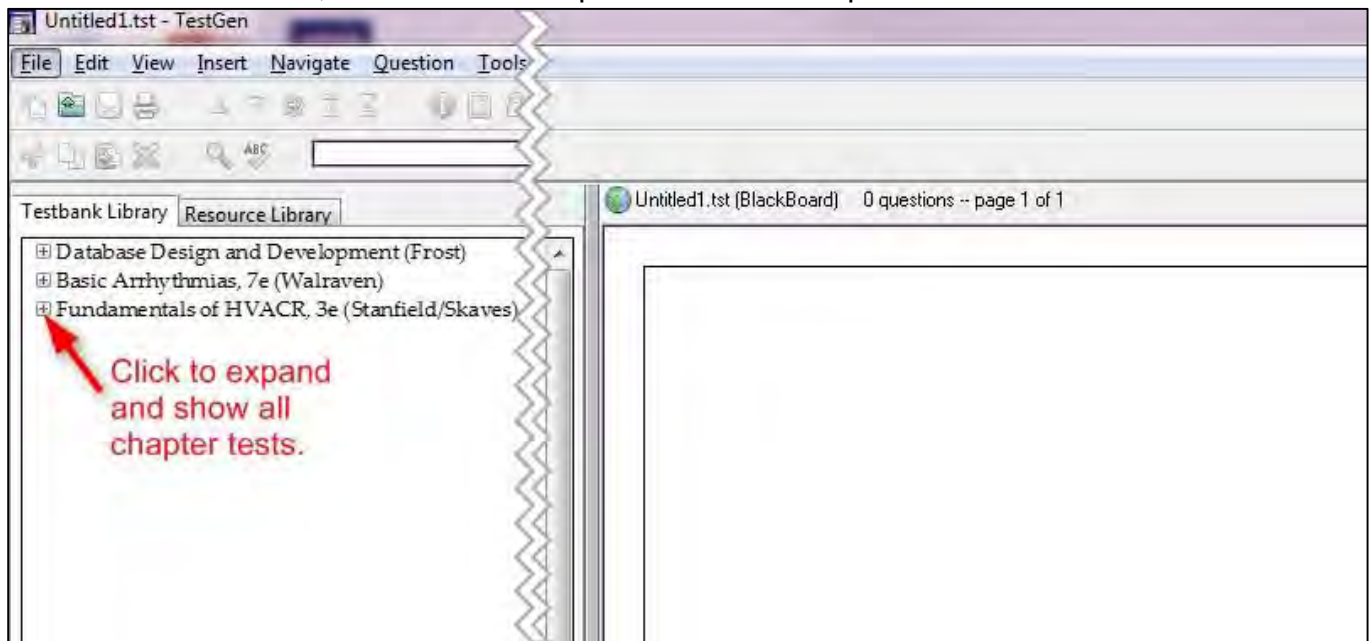
3. Click **Web Test**.



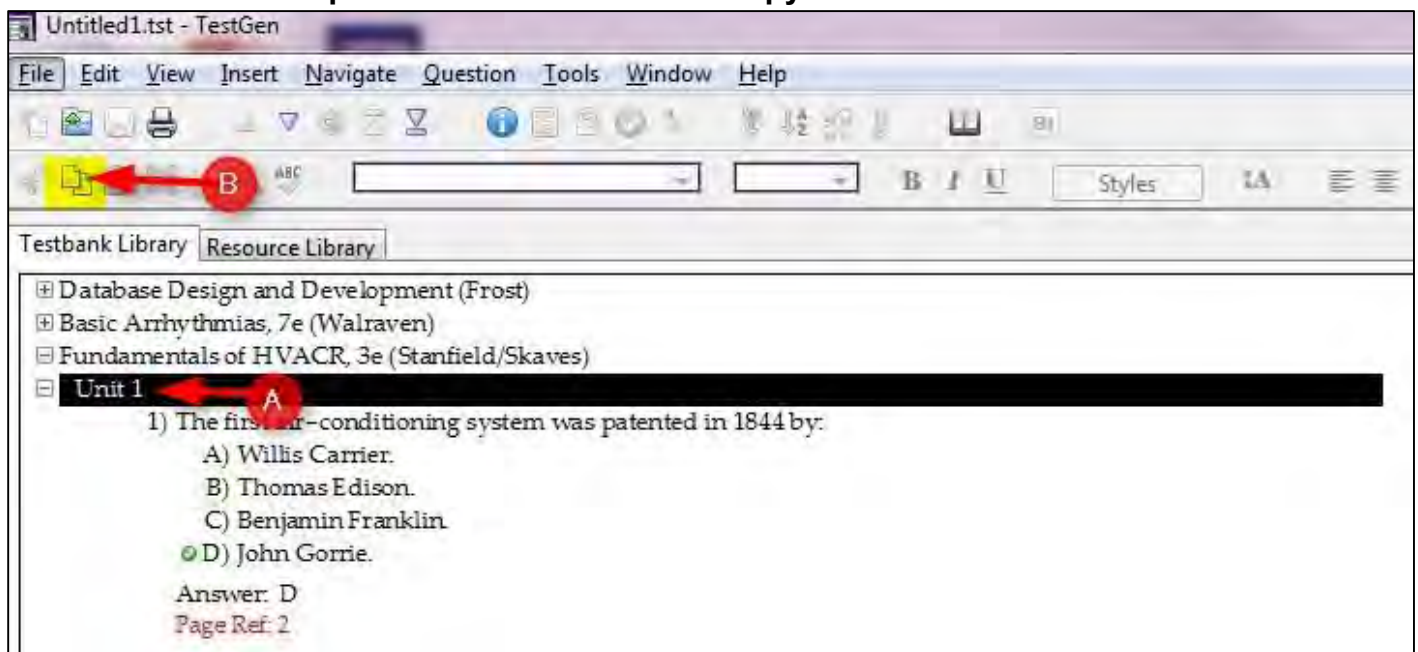
4. Click **Blackboard 6.x-9.x** and then click **OK**.



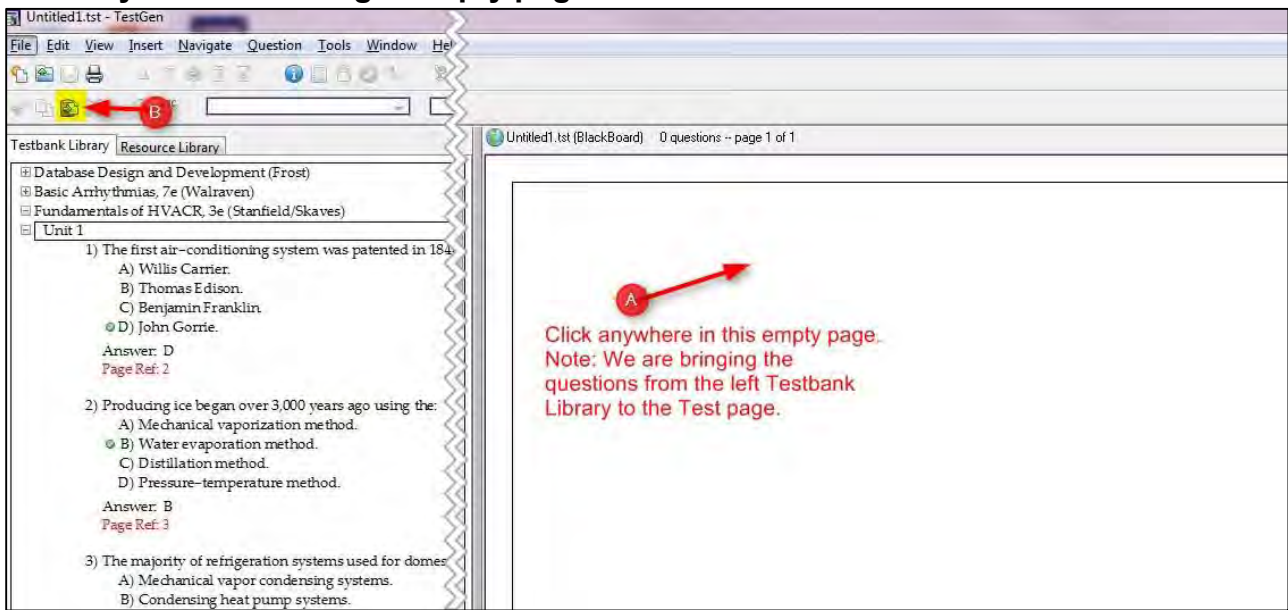
5. On the book test bank, click the “+” to expand the list of chapter tests.



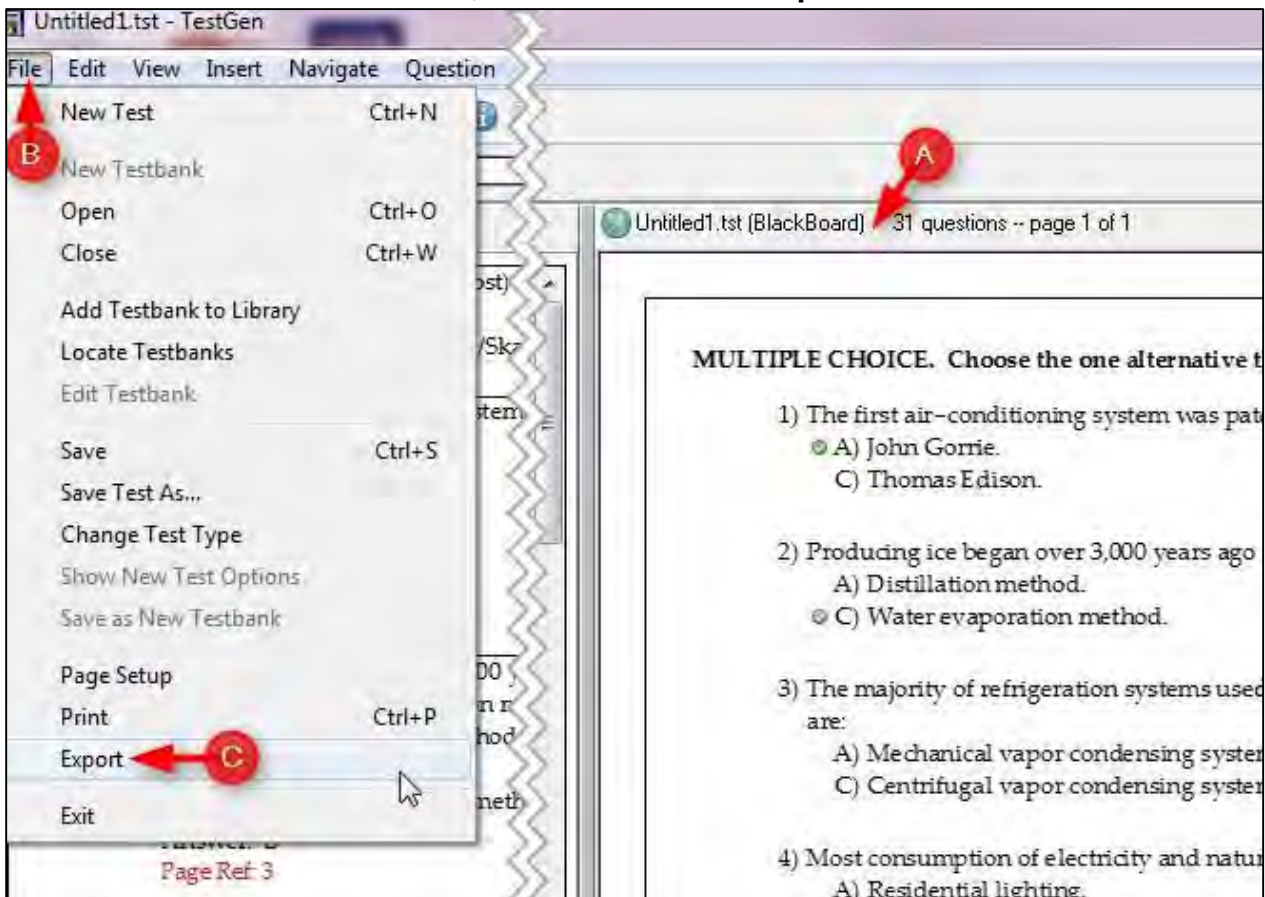
6. Select the **Unit or Chapter test** and then click the **Copy** icon.



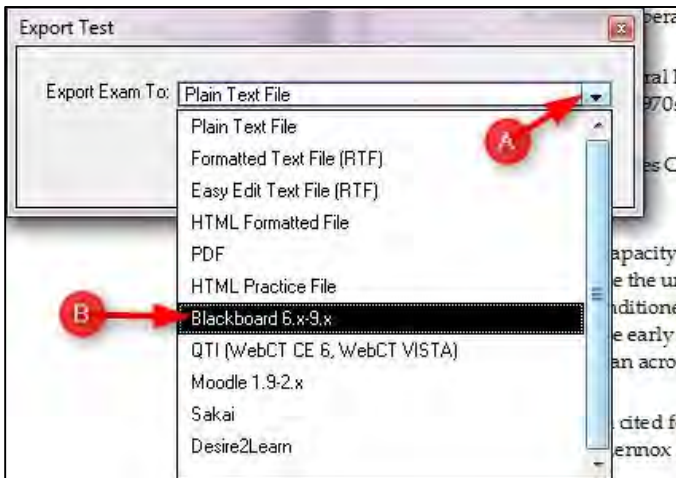
7. Click anywhere in the right empty page and then click the **Paste** icon.



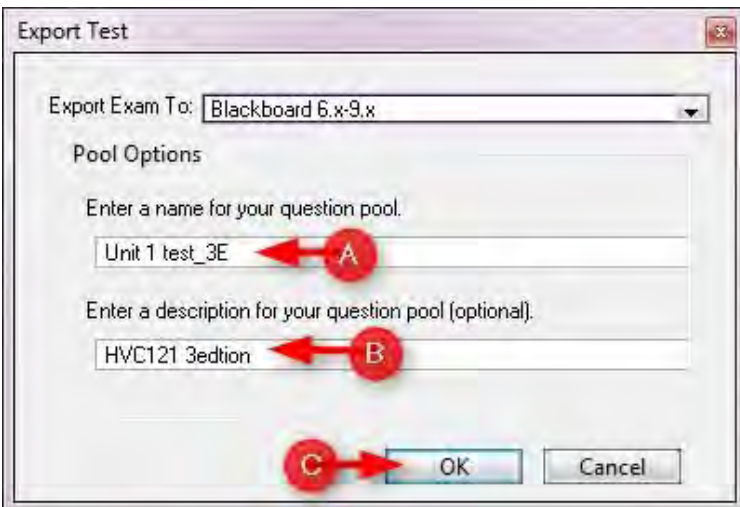
8. Click on the **Untitled** header bar, click **File** and then **Export**



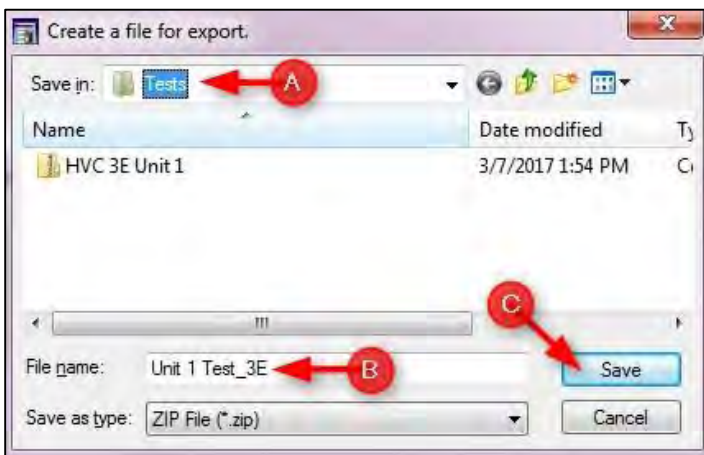
9. Click **down arrow** and select **Blackboard 6.x-9.x**



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



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

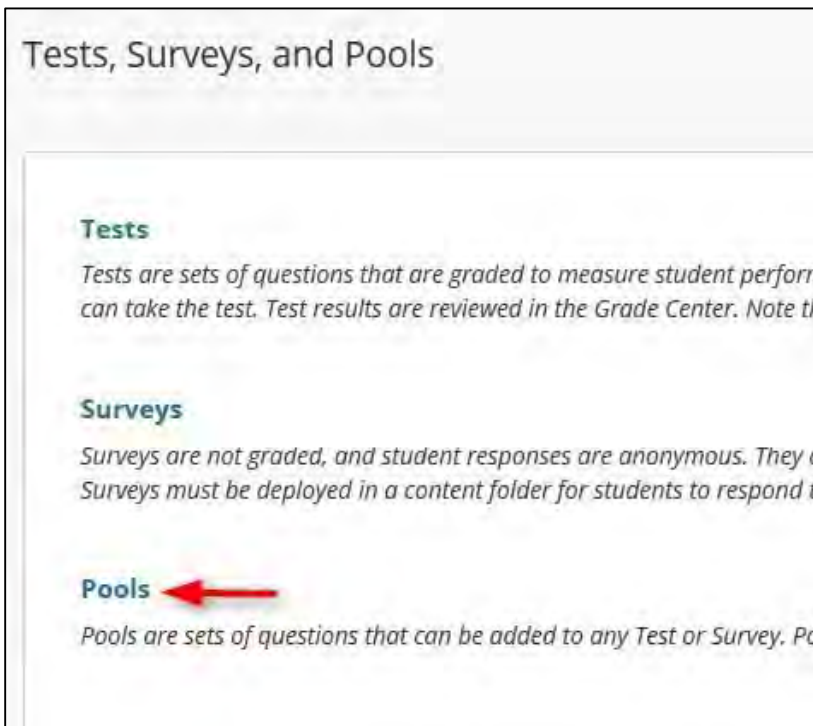


Import the TestGen Test into Blackboard

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



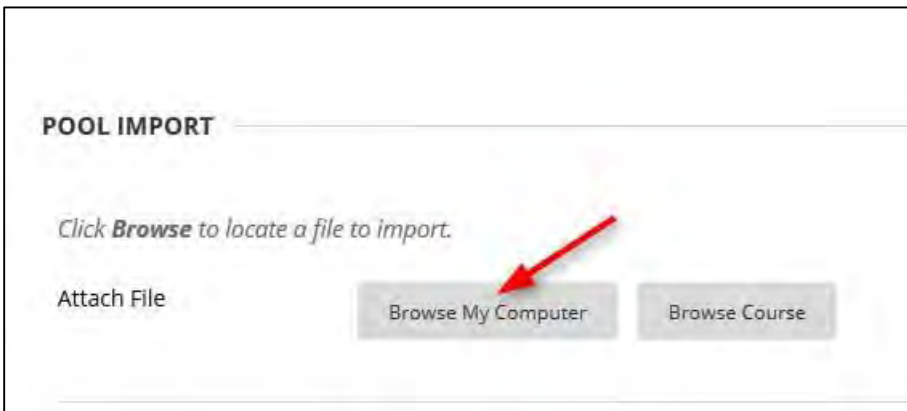
2. Click **Pools**. **NOTE: TestGen brings zipped files into Pools not tests. You will have to create a Test using a Pool. (See instructions at the end of this document)**



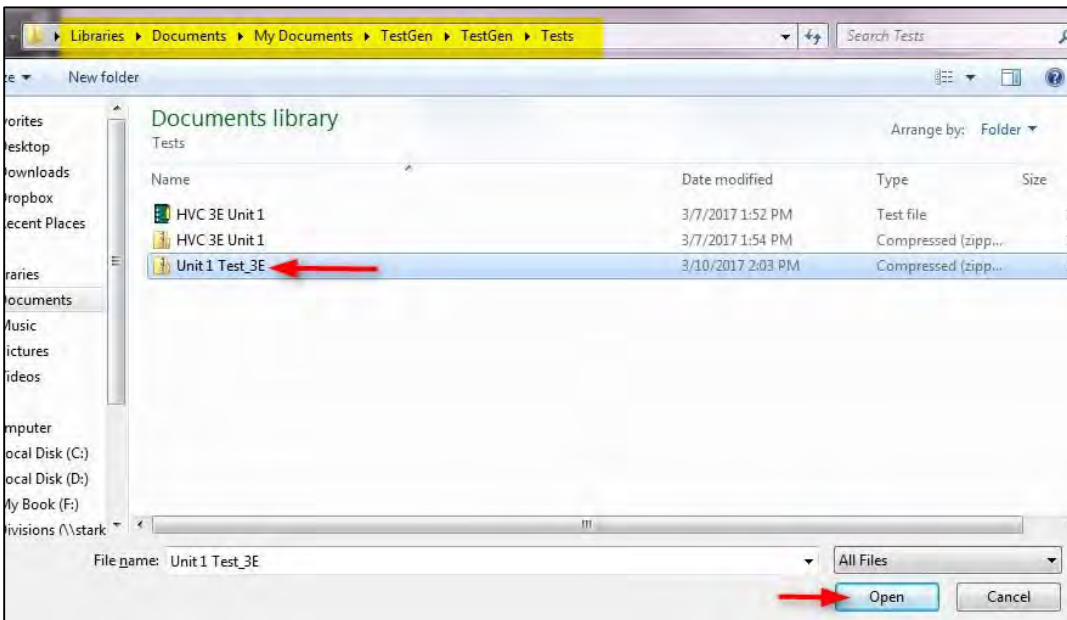
3. Click **Import Pool**



4. Click **Browse My Computer**



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.**



6. Click **Submit**

POOL IMPORT

*Click **Browse** to locate a file to import.*

Attach File

Selected File File Name **Unit 1 Test_3E.zip**

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

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

SSC101 Question Pool	10	November 11, 2016 1:59 PM
Test 1 - chapters 1 and 2	25	December 5, 2016 3:08 PM
Unit 1 test_3E	28	March 10, 2017 2:05 PM

Page 5 of 5

Displaying 101 to 122 of 122 items

Build a Test using a test pool

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

Tests

Tests are a means of assessing student performance. You have the option to build a

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

* Indicates a required field.

TEST INFORMATION

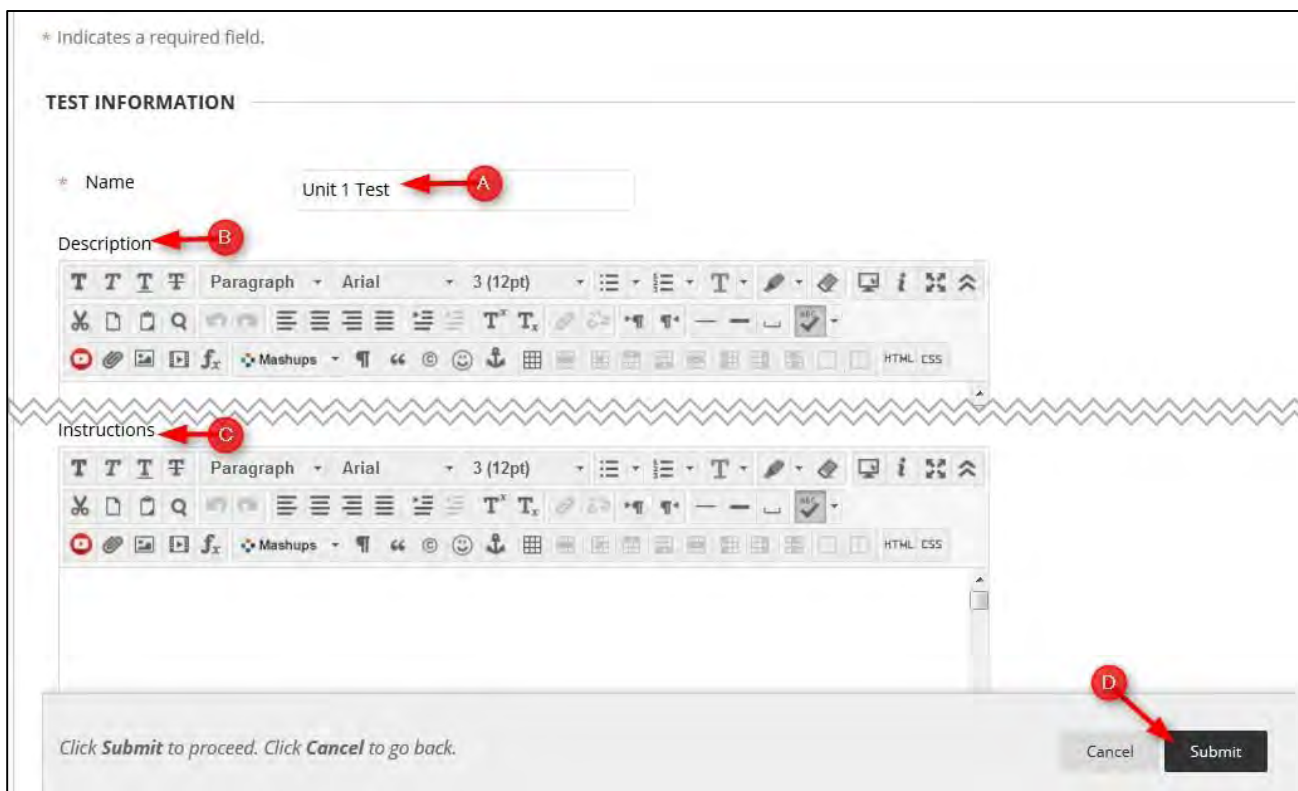
* Name **A**

Description **B**

Instructions **C**

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

Cancel **Submit** **D**



3. Click Reuse Question and then click Find Questions

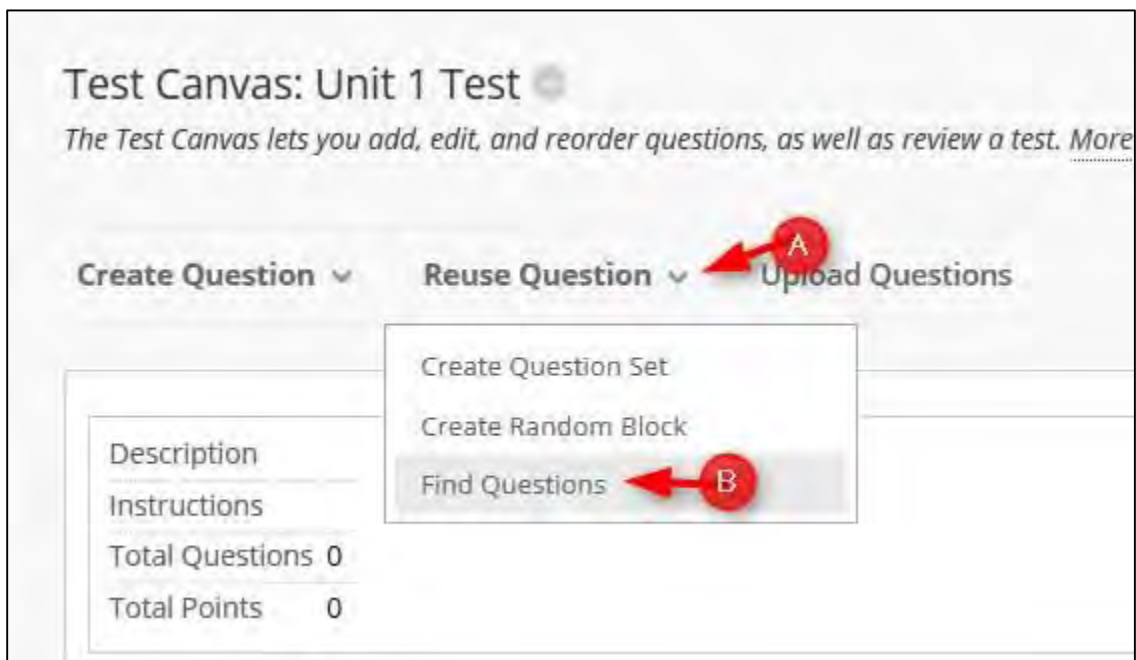
Test Canvas: Unit 1 Test

The Test Canvas lets you add, edit, and reorder questions, as well as review a test. More

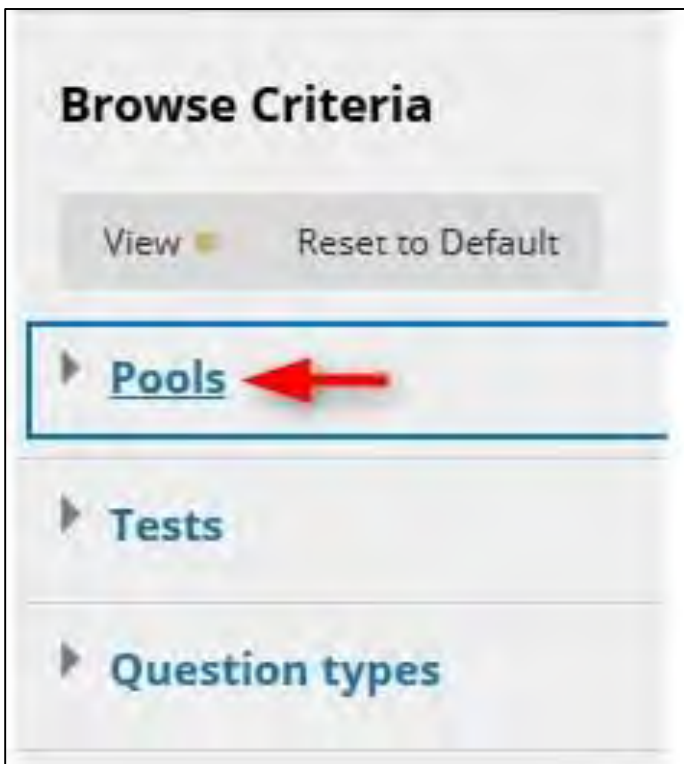
Create Question **Reuse Question** **A** Upload Questions

Create Question Set
Create Random Block
Find Questions **B**

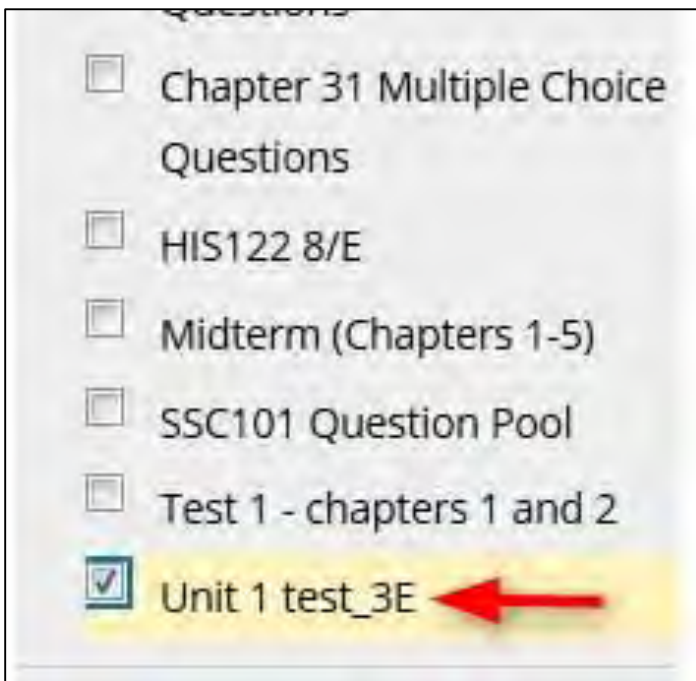
Description
Instructions
Total Questions 0
Total Points 0



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.

Criteria Summary
Pools Unit 1 test_3E

Displaying 1 to 25 of 28 items

Question Display Mode Copy selected questions Link to original questions

Check all pages before submitting Page 1 of 2

<input checked="" type="checkbox"/>	QUESTION TEXT	QUESTION TYPE	MODE	POINTS	SOURCE NAME	SOURCE TYPE
<input checked="" type="checkbox"/>	Commercial and industrial refrigeration systems:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	Commercial central heating and cooling systems refer to:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	Environmental heating and air conditioning refers to:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	For a building to be properly ventilated:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	Freezing food slowly:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool
<input checked="" type="checkbox"/>	HVACR technicians must be certified by:	Multiple Choice	Copy	1	Unit 1 test_3E	Pool

7. **After you select all the questions, click Submit**

Selected Questions: **25**

Cancel **Submit**

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

Select: Select by Type: - Question Type -

OK