

# How to: Modify Questions in a Word Document Using the Test Generator

Using the Blackboard [test generator](#), you can convert a test you have created in a Word Document and convert it for use in UB Learns. Simply follow the reformatting instructions below, go to the test generator link provided, and paste your test questions. You will be able to download a file to upload into your UB Learns Course test canvas when you are ready.

## Multiple Choice Questions

- Question on a single line.
- Answers immediately following the question.
- Asterisk (\*) in front of the correct choice.

Example:

1. Which of the following is a prime number?  
a) 4  
\*b) 5  
c) 6

### Alternate method:

MC

Which of the following is a prime number?

4

\*5

6

## True/False

- Question on a single line
- The answer on the next line. Can be any of the following: T, t, True, TRUE, true, F, f, False, FALSE, false

Example:

1. 3 is a prime number.  
True

**Alternate method:**

TF  
3 is a prime number.  
True

**Multiple Answer**

- Exactly the same as multiple choice, only with multiple answers marked correct.
- Question on a single line.
- Answers immediately following the question.
- Asterisk (\*) in front of all correct choices.

Example:

1. Which of the following is a prime number?  
\*a) 2  
\*b) 3  
c) 4  
\*d) 5

**Alternate method:**

MA  
Which of the following is a prime number?  
\*2  
\*3  
4  
\*5

**Essay**

- This is simply a question with no answer given.

**Example:**

1. Tell me your life story.

**Alternate method:**

ES  
Tell me your life story

**Fill-in-the-Blank**

- Begin your question with the keyword: blank
- Leave a blank somewhere in the question.
- Give all of the possible correct answers.

**Example:**

blank 1. Two plus two equals \_\_\_\_\_.

- a. four
- b. 4

**Alternate method:**

BL

Christmas falls on December \_

25th.

25th

25

**Matching**

- Begin your question with the keyword: match
- For every answer there should be a slash (“/”) between the answer and its match.

**Example:**

match 1. Match the chapters with their topics.

- a) Chapter 13/Exception Handling
- b) Chapter 16/File Processing
- c) Chapter 10/OOP & Classes
- d) Chapter 15/Chars, C-Strings, & the String Class
- e) Chapter 12/Not covered in this class

**Additional Resources**

[Creating Content – UB Learns for Faculty](#)

[Create Content – Blackboard Help](#)

[Create Content Items or Documents – Blackboard Help](#)

