

# Preparing Blackboard Tests (with images) for Word Conversion and Printing Capabilities

The IT department has the software needed to convert your Blackboard tests into a Word document that can be printed. Images will not convert with this software unless they are in a jpeg format and have been embedded into your test questions.

This presentation provides step-by-step directions on how to prepare your Blackboard tests (with images) and convert your images to a jpeg.

Please note: If you want your Blackboard test converted into a Word document, you cannot use Blackboard's Random Block option or Hot Spot questions. The conversion software does not recognize these options properly.

Blackboard Learn - Windows Internet Explorer

http://my.mvctc.com/webapps/portal/frameset.jsp?tab\_tab\_group\_id=\_2\_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3D... anikle swelling

File Edit View Favorites Tools Help

Blackboard Learn Library Search

Staff - Arlene Studebaker My Places Home Help Logout

Miami Valley Career Technology Center  
"Your 21st Century JVS"

My MVCTC Current Students Content Collection Faculty Course Catalog System Admin

Practice Sessions Survey Extras Discussions External Links Groups Tools Help Syllabus Information Tests

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization

I have posted the solutions to WS 6.4 for you to check your work. Please click the link to go directly to the post!  
Good luck on your quiz! :)

Course Link [/Rational Expressions/WS 6.4 Solutions](#)

**WS 6.4 Solutions posted**

Item is not available.

Posted on: Thursday, April 14, 2011

I have posted the solutions to WS 6.4 for you to check your work. Please click the link to go directly to the post!  
Good luck on your quiz! :)

Course Link [/Rational Expressions/WS 6.4 Solutions](#)

Posted by: Staff - Brenda Wheat  
Posted to: Algebra 2 - Arlene's Practice

**WS 6.4 Solutions posted**

Item is not available.

Posted on: Thursday, April 14, 2011

I have posted the solutions to WS 6.4 for you to check your work. Please click the link to go directly to the post!  
Good luck on your quiz! :)

Course Link [/Rational Expressions/WS 6.4 Solutions](#)

Posted by: Staff - Brenda Wheat  
Posted to: Algebra 2 - Arlene's Practice

**WS 6.4 Solutions posted**

Item is not available.

Posted on: Thursday, April 14, 2011

I have posted the solutions to WS 6.4 for you to check your work. Please click the link to go directly to the post!  
Good luck on your quiz! :)

Course Link [/Rational Expressions/WS 6.4 Solutions](#)

Posted by: Staff - Brenda Wheat  
Posted to: Algebra 2 - Arlene's Practice

start Respondus - Sr Sem 2 Blackboard Learn - Wi... Microsoft PowerPoint... Internet 100% 12:15 PM

1. After logging into Blackboard, access your Blackboard course, select "Course Tools" from your Control Panel menu.

The screenshot shows a Blackboard Learn interface in a Windows Internet Explorer browser. The address bar displays a URL starting with `http://my.mvctc.com/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3D`. The page header identifies the user as Staff - Arlene Studebaker and the institution as Miami Valley Career Technology Center. The navigation menu on the left includes 'My MVCTC', 'Current Students', 'Content Collection', 'Faculty', 'Course Catalog', and 'System Admin'. Under 'Course Management', the 'Control Panel' is expanded to show 'Course Tools', with 'Tests, Surveys, and Pools' selected. The main content area features a series of announcements for 'WS 6.4 Solutions posted', each with a 'Course Link' to 'Rational Expressions/WS 6.4 Solutions'. A red arrow points from the 'Tests, Surveys, and Pools' menu item to the first announcement.

2. A drop-down menu appears. Select “Tests, Surveys, and Pools

The screenshot shows a web browser window titled "Blackboard Learn - Windows Internet Explorer". The address bar contains the URL: [http://my.mvctc.com/webapps/portal/frameset.jsp?tab\\_group\\_id=\\_2\\_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3F](http://my.mvctc.com/webapps/portal/frameset.jsp?tab_group_id=_2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3F). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows "Dayton Daily News | Dayton,..." and "Blackboard Learn" tabs. The page header features the Miami Valley Career Technology Center logo and navigation links: Staff - Arlene Stuebaker, My Places, Home, Help, and Logout. Below the header are navigation tabs: My MVCTC, Current Students, Content Collection, Faculty, Course Catalog, and System Admin. The main content area is titled "Algebra 2 - Arlene's Practice" and "Tests, Surveys, and Pools". A left sidebar lists various course items, including Home Page, Announcements, In class and homework, Alg 1 Review Aug 19-31, Slope & Linear Equations, Functions: Sept 13-25, Linear Equations, Monomials/Polynomials, Factoring, Rational Expressions, Bb things to complete, Practice Sessions, Survey, and Extras. The main content area has a yellow header with a notepad icon and the text "Tests, Surveys, and Pools". Below this header are three links: Tests, Surveys, and Pools. A red arrow points to the "Tests" link. The browser's status bar at the bottom shows "Done", "Internet", "100%", and the time "1:38 PM". The Windows taskbar at the very bottom shows the Start button and several open applications: Responsus - Sr Sem 2, Adobe Fireworks CS3, Microsoft PowerPoint ..., and Blackboard Learn - Wi...

### 3. Select Tests

The screenshot shows the Blackboard Learn interface for 'Algebra 2 - Arlene's Practice'. The 'Tests' page is active, displaying a table of tests. A context menu is open for the test 'Exponent Laws 1 - multiplying', with the 'Edit' option selected. Red arrows point from the instructions to the down arrow chevron and the 'Edit' option.

Name	Deployed	Date Last Edited
Blackboard Instructor Survey	No	August 4, 2009 3:45 PM
Exponent Laws 1 - multiplying	Practice Sessions	May 6, 2011 2:29 PM
Exponent Laws 2- Negative Exp	Practice Sessions	December 10, 2010 2:53 PM
Exponent Laws 2- Negative Exp	Tests	May 6, 2011 2:31 PM
Exponent Laws - 3	Practice Sessions	December 10, 2010 2:53 PM
Exponent Laws - 4 Zeros as Ex	Practice Sessions	December 10, 2010 2:54 PM
Exponent Laws -5 product of a	Practice Sessions	December 10, 2010 2:55 PM
Exponent Laws -6	Practice Sessions	December 10, 2010 2:56 PM
Geometry Sem 2 Exam 2011	No	October 12, 2011 10:44 AM
Practice Session - Functions	Practice Sessions	September 28, 2010 10:05 AM

4. Click on the down arrow chevron beside the test name
5. Click on Edit

The screenshot shows a Blackboard Learn interface in an Internet Explorer browser. The page title is "Test Canvas: Exponent Laws 1 - multiplying". The left sidebar contains a navigation menu for "Algebra 2 - Arlene's Practice" with various items like "Home Page", "Announcements", "In class and homework", "Alg 1 Review Aug 19-31", "Slope & Linear Equations", "Functions: Sept 13-25", "Linear Equations", "Monomials/Polynomials", "Factoring", "Rational Expressions", "Bb things to complete", "Practice Sessions", "Survey", and "Extras".

The main content area displays the test canvas details:

- Description:** There are 10 questions and you have three attempts. Good luck!
- Instructions:** Choose the best answer.
- Total Questions:** 10
- Total Points:** 10

Below the details, there are controls for question management:

- Select: [All](#) [None](#) | Select by Type: [- Question Type -](#)
- Buttons: [Delete](#) [Points](#) [Update](#) [Hide Question Details](#)

The question list shows two items:

- 1. Multiple Choice: Simplify. Do not use negative exponen...** Points: 1  
Question: Simplify. Do not use negative exponents in your answer.  
Answer:   $3^{-3} \cdot 3^6$   
  $3^3$   
  $3^6$   
 1  
  $3^9$
- 2. Multiple Choice: Simplify. Do not use negative exponen...** Points: 1  
Question: Simplify. Do not use negative exponents in your answer.

A red arrow points to the "Question Settings" button in the top right corner of the question list.

## 6. Click on Question Settings

The screenshot shows the Blackboard Learn interface in a Windows Internet Explorer browser. The page title is "Test Question Settings" for a course titled "Algebra 2 - Arlene's Practice". The page is divided into a left-hand navigation pane and a main content area. The navigation pane lists various course items, including "Home Page", "Announcements", "In class and homework", and "Bb things to complete". The main content area is titled "Test Question Settings" and contains four numbered sections:

- 1. Feedback**: Includes a checkbox for "Provide feedback for individual answers." which is currently unchecked.
- 2. Images, Files, and External Links**: Includes two checkboxes: "Add images, files, and external links to questions." and "Add images, files, and external links to answers." Both are currently unchecked. Red arrows point to these two checkboxes.
- 3. Question Metadata**: Includes a checked checkbox for "Add categories, topics, levels of difficulty, keywords and instructor notes to questions."
- 4. Scoring**: Includes three checked checkboxes: "Specify default points when creating questions. Default point value 1" (with a text input field containing "1"), "Specify partial credit options for answers.", and "Provide option to assign questions as extra credit." There are also radio buttons for "Use the currently assigned points when finding and adding questions." and "Use default points when finding and adding questions.", with the first one selected.

At the top right of the main content area, there are "Cancel" and "Submit" buttons. A red arrow points to the "Submit" button. The browser's taskbar at the bottom shows several open applications, including Respondus, Adobe Fireworks, Microsoft PowerPoint, and Blackboard Learn.

7. In section 2, click in both of the check boxes to add images, files, and external links to questions and answers.
8. Click Submit

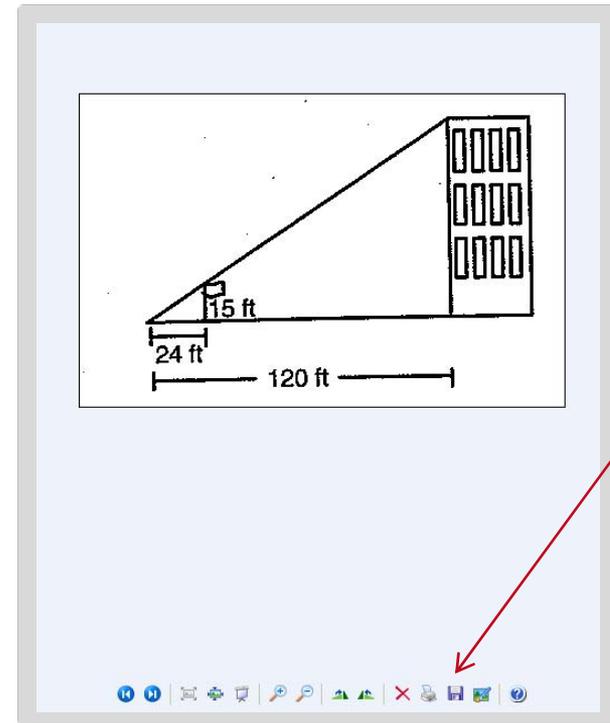
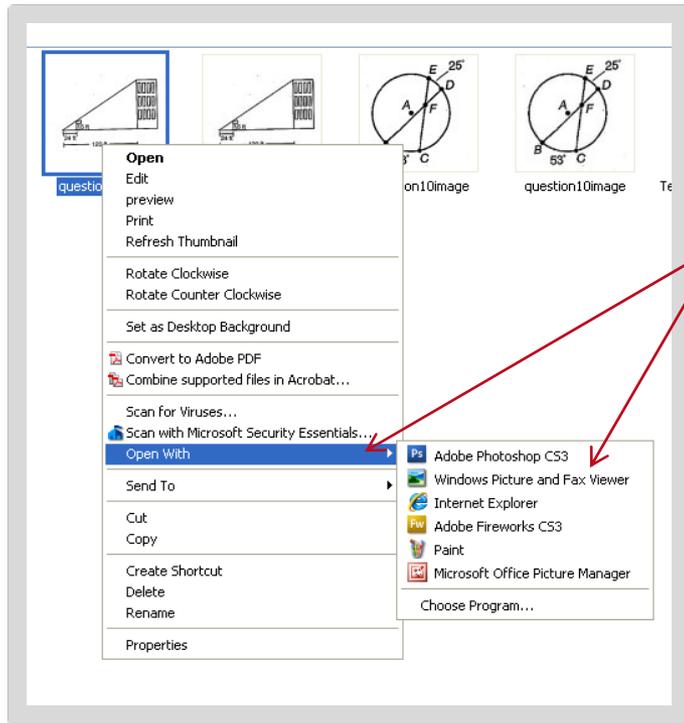
The screenshot shows a Blackboard Learn test page with the following content:

- Question 8:** Multiple Choice: Geometry Sem. 2: Angle A and angle B are supplementary... Points: 1. Question: Angle A and angle B are supplementary angles. Which equation can be used to find  $x$ , the measure of angle A, if  $y$  represents the measure of angle B? Answer:  A.  $x = 180 - y$ ,  B.  $x = 90 - y$ ,  C.  $x = 90 + y$ ,  D.  $x = 180 + y$
- Question 9:** Multiple Choice: Geometry Sem. 2: Calculate the height of the building. Points: 1. Question: Calculate the height of the building. Diagram: A right triangle with a horizontal base of 24 ft and a vertical height of 15 ft. A building is shown to the right of the triangle, with a red arrow pointing to the 'Save Picture As...' option in the context menu.
- Question 10:** Multiple Choice: Geometry Sem. 2: Find the meas... Points: 1. Question: Find the measure of angle [question10/image.jpg](#). Answer:  A. 39 degrees,  B. 25 degrees,  C. 14 degrees,  D. 53 degrees
- Question 11:** Multiple Choice: Geometry Sem. 2: Find the meas... Points: 1. Question: Find the measure of angle...

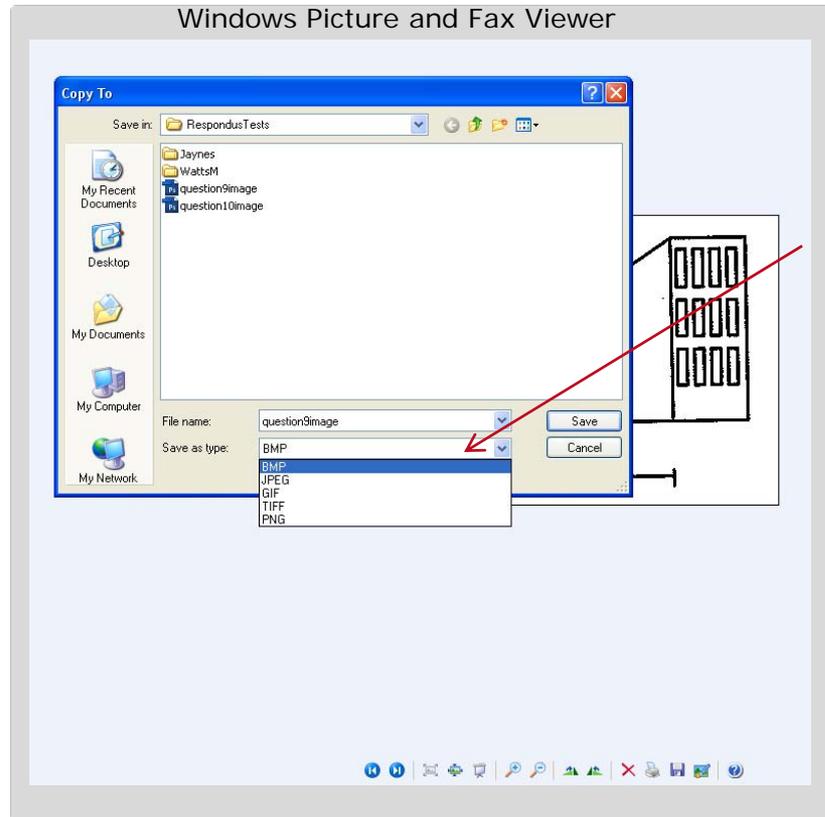
9. Scroll down to the test question that has an image
10. Right-click on image to get Save Picture As option
11. Select Save Picture As and save it to your H drive

(Please note: You can do this for every image in your test before going to the next step.)

## Windows Picture and Fax Viewer



12. Find the folder on your H drive where you saved your Blackboard test images
13. Right click image and select Open with
14. Select Windows Picture and Fax Viewer
15. Select save "disk" icon (another window will open up)



16. Click in the “Save as type” box and select JPEG
17. Select Save

Steps 9 – 17 are directions on how to convert BMP images from your Bb test. If your images are already in a JPEG format, use the following steps to put the images into your Bb test.

Career Technology Center  
"Your 21st Century JVS"

Students Content Collection Faculty Course Catalog System Admin

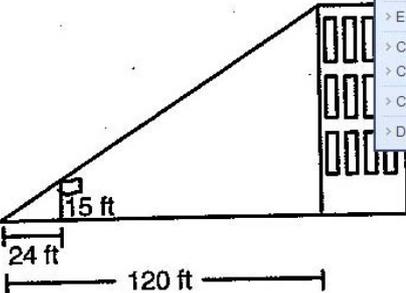
8. Multiple Choice: Geometry Sem. 2: Angle A and angle B are supplementary... Points: 1

Question Angle A and angle B are supplementary angles. Which equation can be used to find  $x$ , the measure of angle A, if  $y$  represents the measure of angle B?

Answer  A.  $x = 180 - y$   
 B.  $x = 90 - y$   
 C.  $x = 90 + y$   
 D.  $x = 180 + y$

9. Multiple Choice: Geometry Sem. 2: Calculate the height of the building. Points: 1

Question Calculate the height of the building.



Answer  A. 75 feet  
 B. 60 feet  
 C. 80 feet  
 D. 96 feet

10. Multiple Choice: Geometry Sem. 2: Find the measure of angle BEC Points: 1

Details  
Edit  
Create Question Above  
Create Question Below  
Copy  
Delete

18. Open your Blackboard test

19. Go to the test question where you want to replace or place the image

20. Click the down arrow chevron and select Edit

*If your BMP image is still in the test question, click the Remove button.*

# ADDING IMAGE FILE INTO BLACKBOARD TEST QUESTION

The screenshot displays the Blackboard Test Question editor interface. It is divided into two main sections: '1. Question' and '2. Options'.  
In the '1. Question' section, the 'Question Title' field contains 'Geometry Sem. 2'. Below it is the 'Question Text' area, which includes a rich text editor with a toolbar (containing options like Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and Undo) and a text area containing the text 'Calculate the height of the building.'. To the right of the text editor, there is a 'Text Editor is: ON' toggle.  
Below the text editor is a 'Path' field showing 'body'.  
The 'File' section contains a 'File' input field and a 'Browse...' button. Below this is an 'Action' dropdown menu with the option 'Create a link to this media file' selected. Below the 'Action' dropdown are 'External Link' and 'Link Name' input fields.  
In the '2. Options' section, the 'Answer Numbering' dropdown menu is set to 'Uppercase Letters (A, B, C)'.

21. Select Browse in section 1 and search for your image
22. After selecting your image, select the “Action” option  
    “Display Image within the Page” to include the image in your question.
23. After submitting your question, the image will now appear with the question after it has been converted into a Word document.

# Preparing Blackboard Tests (with images) for Word Conversion

When your test(s) are ready to be converted to a Word document, email Sandy Barker with the following information:

1. Course Name
2. Test Name(s)

After your tests have been converted, you will receive an email with the Word version of your test. You will then be able to save this file to your H drive and print the test out.