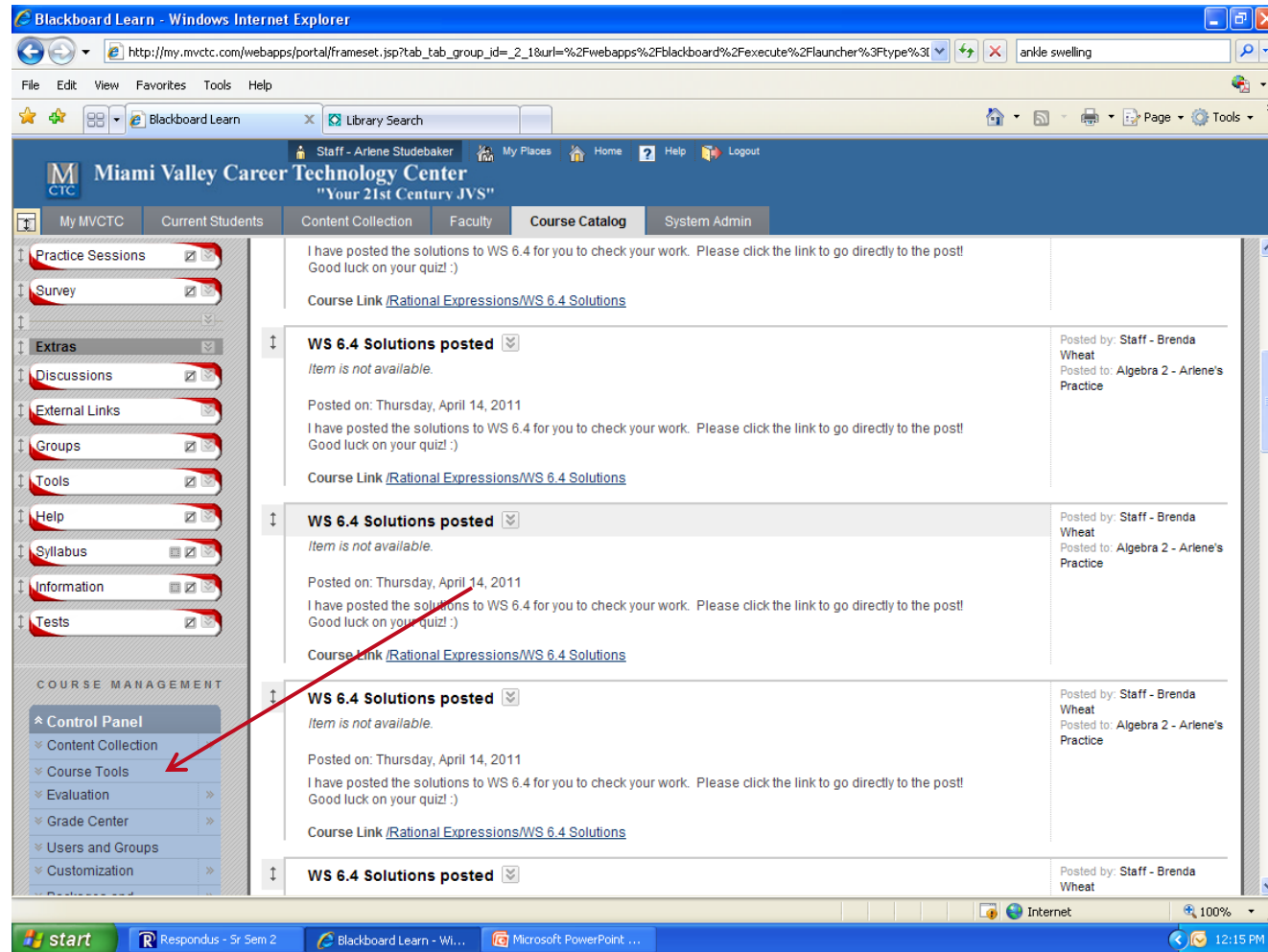


# **Preparing Blackboard Tests (with images) for Word Conversion and Printing Capabilities**

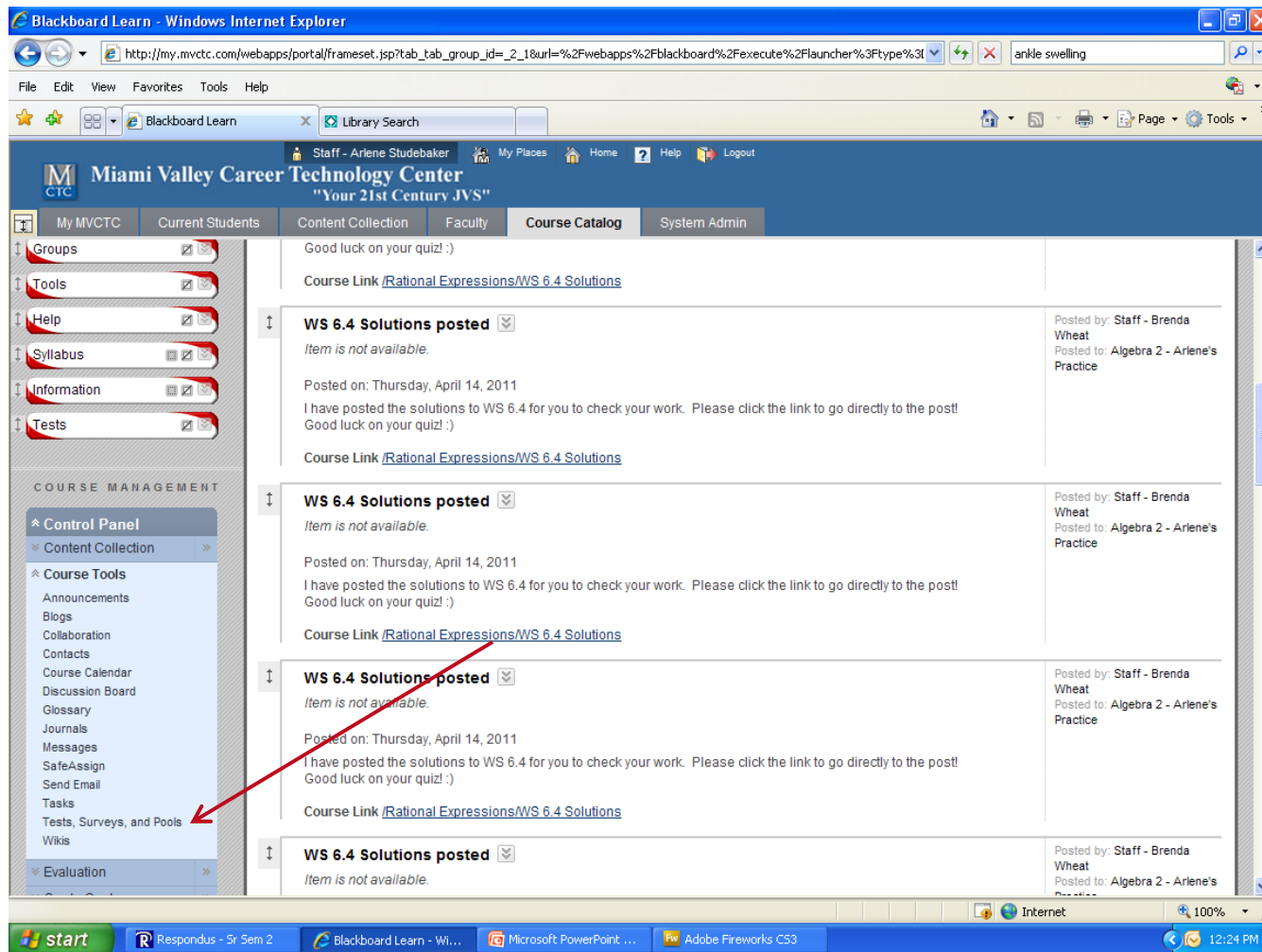
The IT department has the software needed to convert your Blackboard tests into a Word document that can be printed. Images will not convert with this software unless they are in a jpeg format and have been embedded into your test questions.

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.



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



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

Blackboard Learn - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Dayton Daily News | Dayton, ... 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

Algebra 2 - Arlene's Practice Tests, Surveys, and Pools Edit Mode is: ON

Algebra 2 - Arlene's Practice

- 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
- Extras

Tests, Surveys, and Pools

- » Tests
- » Surveys
- » Pools

start Responsus - Sr Sem 2 Adobe Fireworks CS3 Microsoft PowerPoint ... Blackboard Learn - Wi... 1:38 PM

### 3. Select Tests

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%3F... Live Search

File Edit View Favorites Tools Help

Dayton Daily News | Dayton, ... Blackboard Learn Library Search

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Algebra 2 - Arlene's Practice Tests, Surveys, and Pools > Tests Edit Mode is: ON

Algebra 2 - Arlene's Practice

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

Extras

### Tests

Build Test Import Test

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 Exponents	Practice Sessions	December 10, 2010 2:53 PM
Exponent Laws 2- Negative Exponents	Tests	May 6, 2011 2:31 PM
Exponent Laws - 3	Practice Sessions	December 10, 2010 2:53 PM
Exponent Laws - 4 Zeros as Exponents	Practice Sessions	December 10, 2010 2:54 PM
Exponent Laws -5 product of a power	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

Displaying 1 to 10 of 10 items Show All Edit Paging...

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

5. Click on Edit

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

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%3F... Live Search

File Edit View Favorites Tools Help

Dayton Daily News | Dayton, OH 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

Algebra 2 - Arlene's Practice Tests, Surveys, and Pools > Tests > Test Canvas : Exponent Laws 1 - multiplying Edit Mode is: ON

Test Canvas: Exponent Laws 1 - multiplying

Create Question Reuse Question Upload Questions Question Settings

Description There are 10 questions and you have three attempts. Good luck!

Instructions Choose the best answer.

Total Questions 10

Total Points 10

Select: All None Select by Type: - Question Type -

Delete Points Update Hide Question Details

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

☐  $3^9$

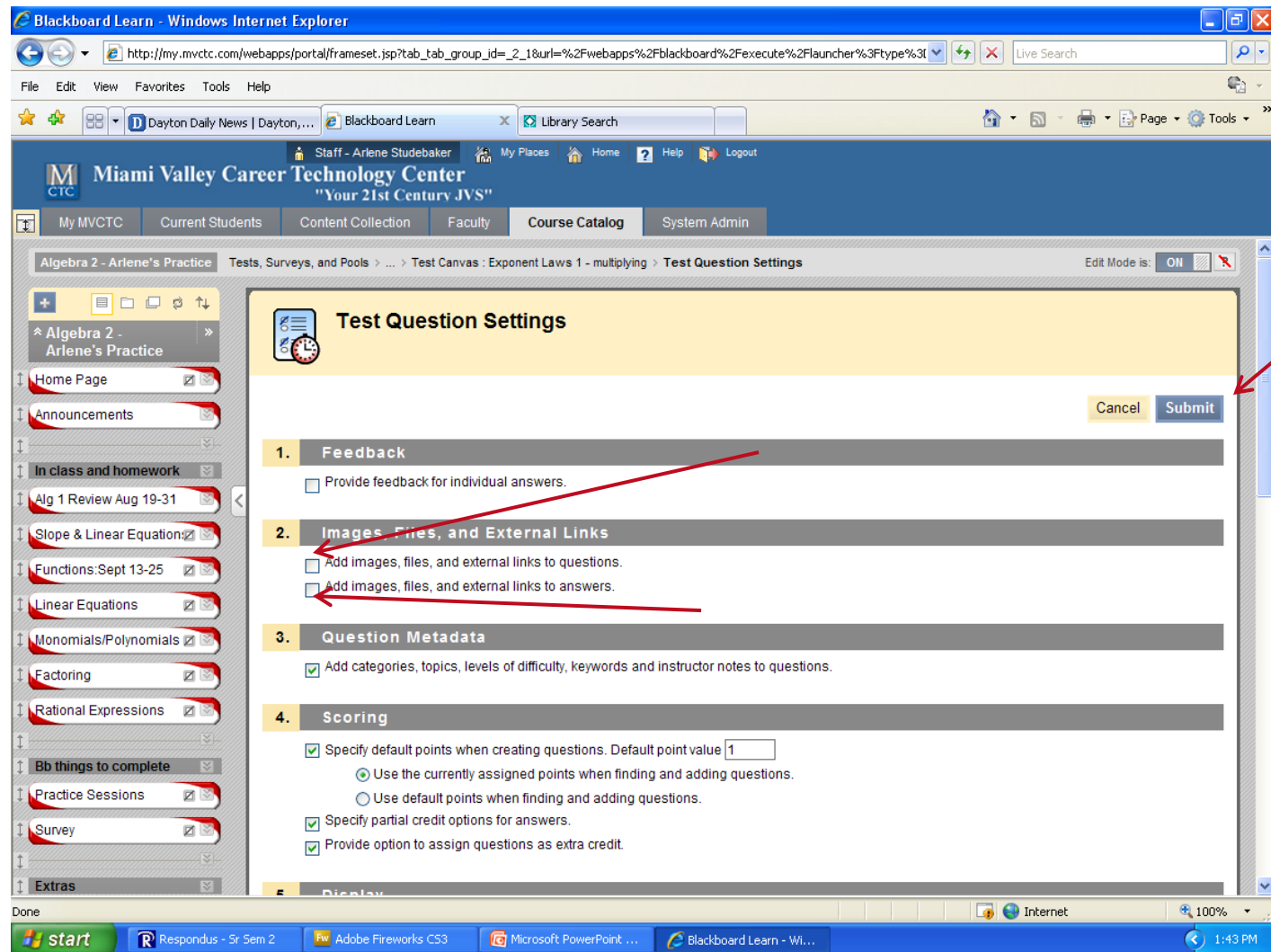
2. Multiple Choice: Simplify. Do not use negative exponen... Points: 1

Question Simplify. Do not use negative exponents in your answer.

10 11

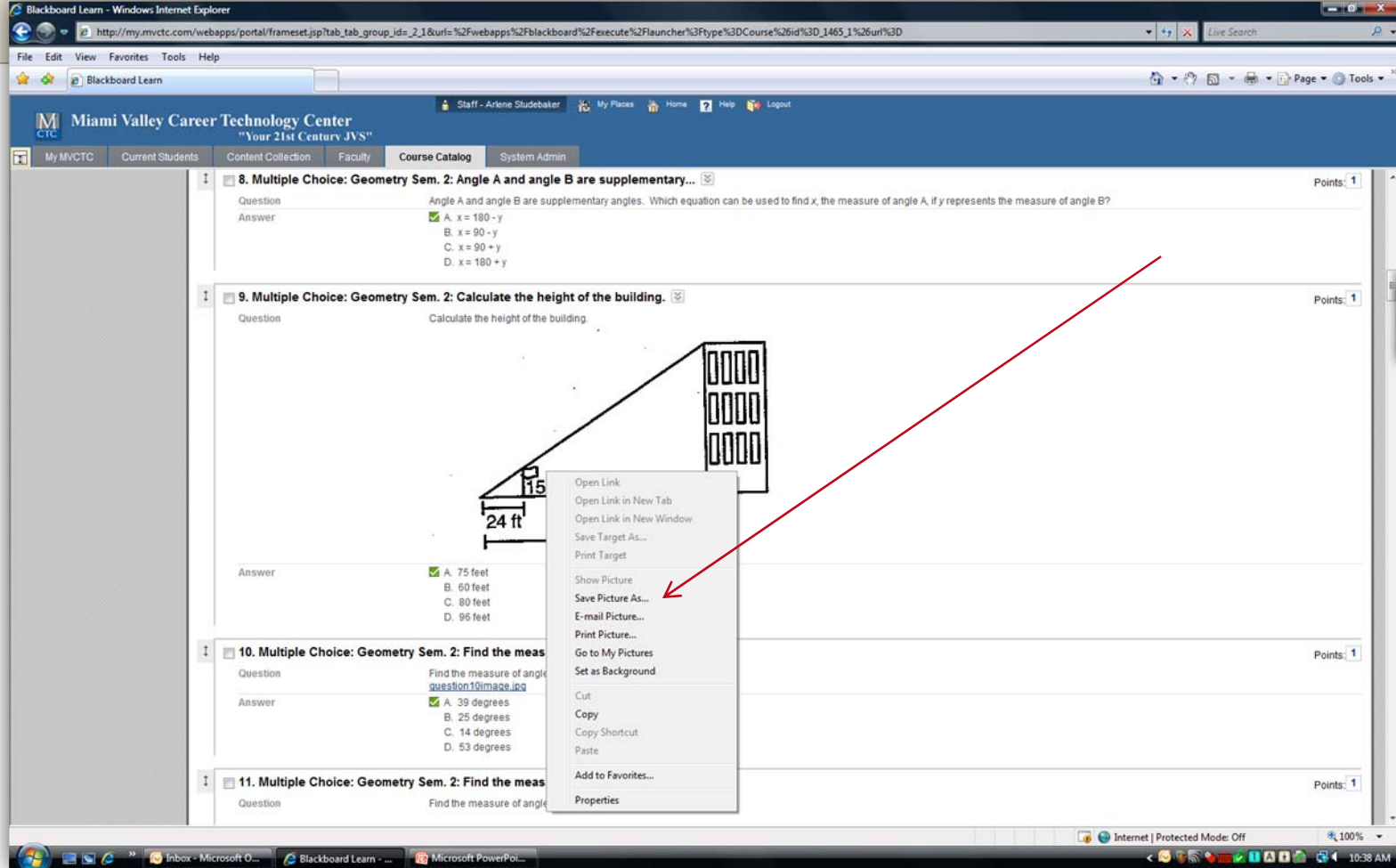
start Respondus - Sr Sem 2 Adobe Fireworks CS3 Microsoft PowerPoint ... Blackboard Learn - Wi... 1:41 PM

6. Click on Question Settings



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



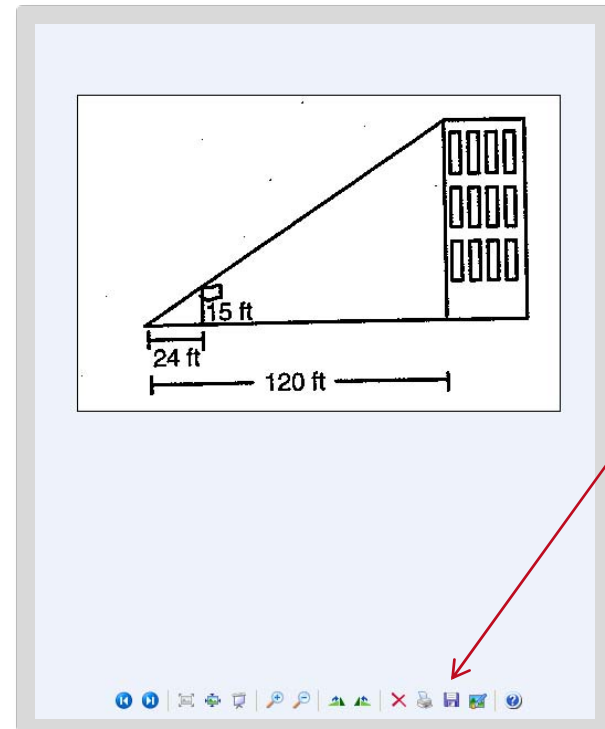
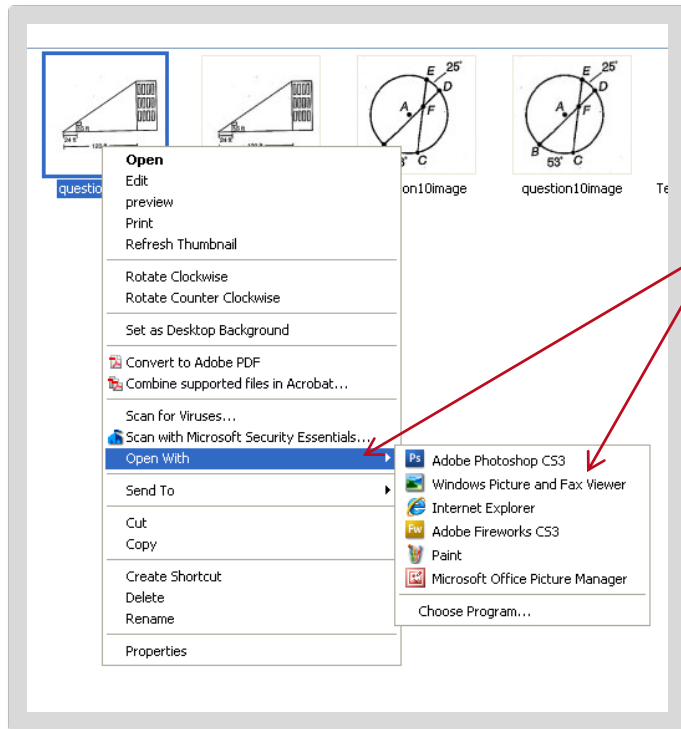


9. Scroll down to the test question that has an image
10. Right-click on image to get Save Picture As option
11. Select Save Picture As and save it to your H drive

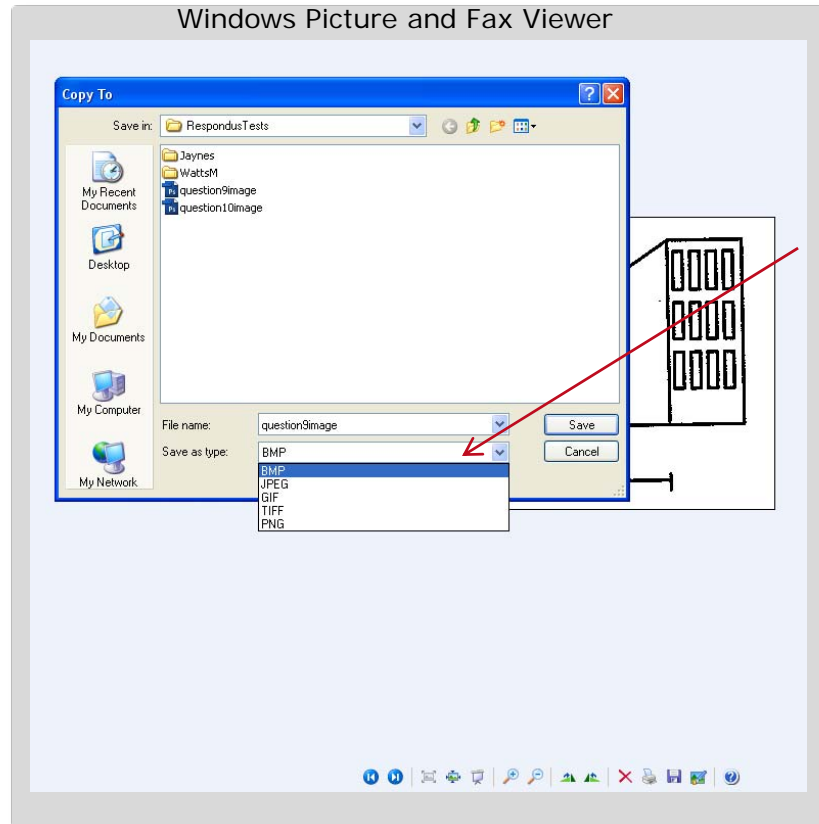
(Please note: You can do this for every image in your test before going to the next step.)



## 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.

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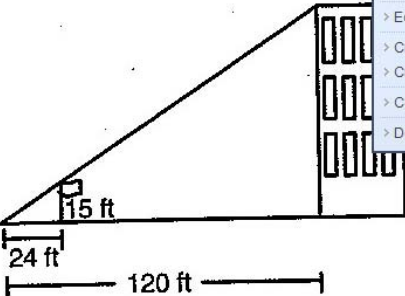
8. Multiple Choice: Geometry Sem. 2: Angle A and angle B are supplementary... Points: 1

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

**1. Question**

Question Title: Geometry Sem. 2

★ Question Text

Text Editor is: ON

Normal 3 Arial B I U  $x_2$   $x^2$

Calculate the height of the building.

Path: body

File: Browse...

Action: Create a link to this media file

External Link:

Link Name:

**2. Options**

Answer Numbering: 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.