

Learn – Create Test from Word File with bbquiz for MAC

1. Create Word File:
 - a. create file using auto numbering
 - b. edit=>select all=>cut=>paste special=>Unformatted Text
 - c. save file – save as doc or docx based on your version of Word
 - d. close Word

2. Import to bbquiz:
 - a. Go to <http://www.csi.edu/blackboard/bbquiz/>
 - b. Name Quiz: Quiz *n* – Question Set
 - c. Copy and paste questions from Word document
 - d. Create Quiz
 - e. Click “here”
 - f. Save file=>OK

3. Import to Learn
 - a. Go to Tests, Surverys, and Pools
 - b. Pools
 - c. Import Pool
 - d. Pool Import=>Browse My Computer
 - e. choose bbquiz.zip=>Submit=>OK
 - f. click Next
 - g. click Finish