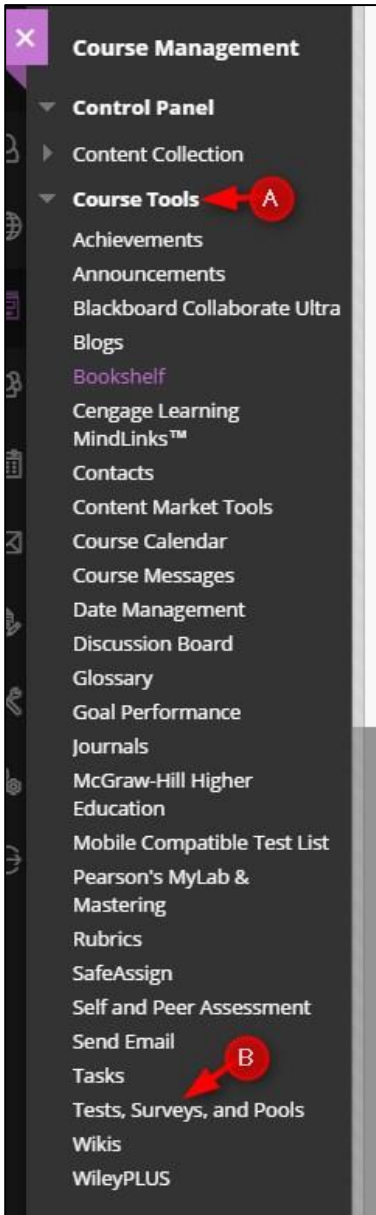


How Do I export and import a test?

In order to move a test or quiz from one course to another you need to export the test and then import it.

Export Directions

1. Go to the course that has the test or quiz. Click **Course Tools** and **Test, Surveys, and Pools**.



2. Click **Tests**.

Tests, Surveys, and Pools

Tests ←

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools



Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

3. Click the **chevron** for the test you want to export and then click **Export**

Tests

Tests are a means of assessing student performance. [More Help](#)

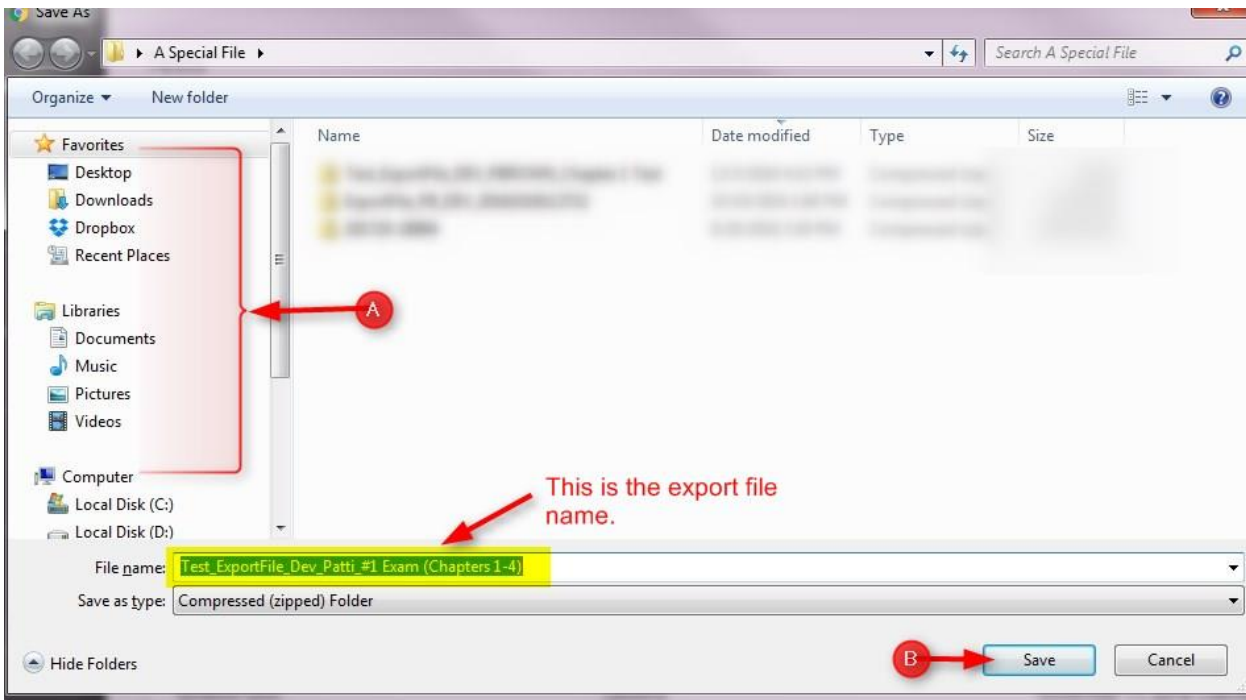
Build Test Import Test

NAME 	DEPLOYED
#1 Exam (Chapters 1-4)  ← A	Assignments (Homework, Projects
#1 Quiz	ests and Quizzes
#1 Quiz	lo
#1 Test	ests and Quizzes
#2 Quiz	ssignments (Homework, Projects
#2 Quiz - History	lo
Chapter 1 Test	Tests and Quizzes

Context menu for #1 Exam (Chapters 1-4):

- Close
- Edit
- Export ← **B**
- Copy
- Delete
- Item Analysis

4. Locate a place on your computer and click **Save**

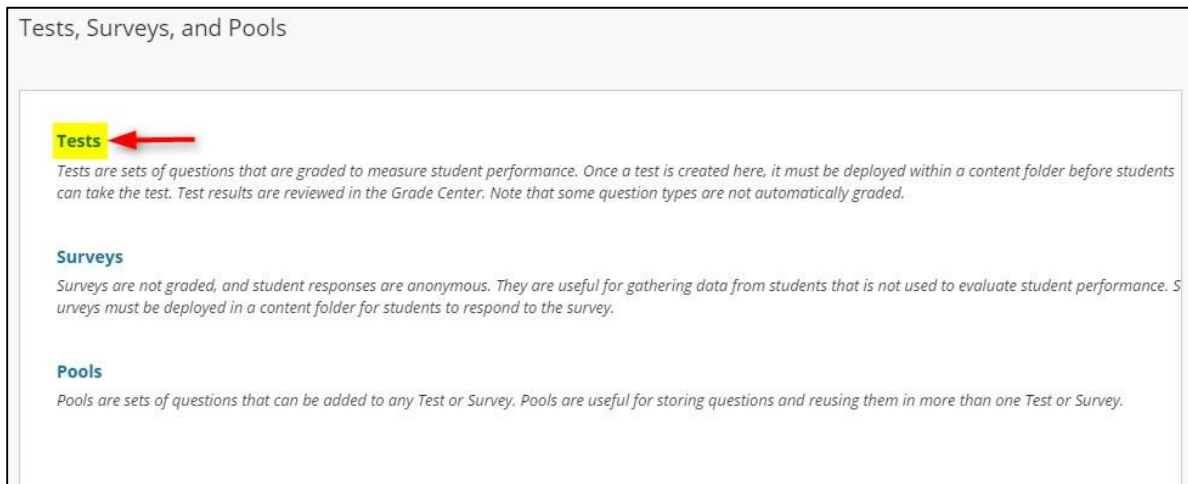


Once the export is complete, go to the **destination** course for the test.

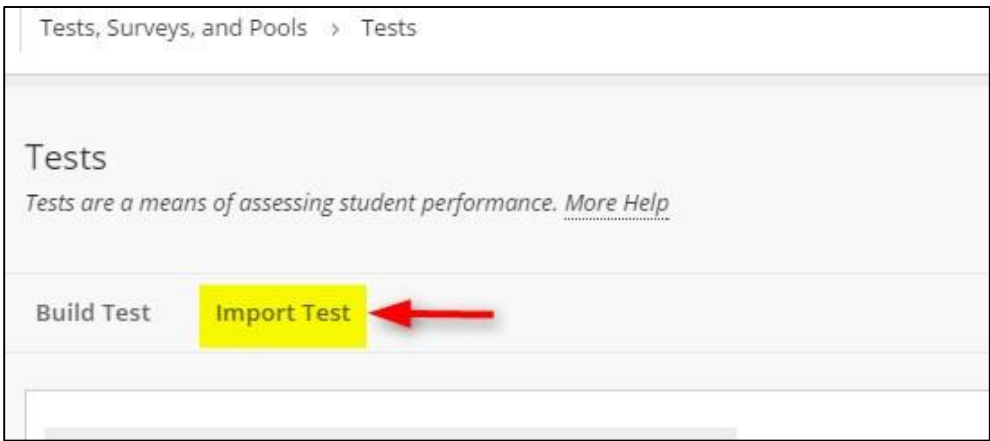
Import Directions

5. In the destination course, click **Course Tools** and then **Test, Surveys, and Pools**

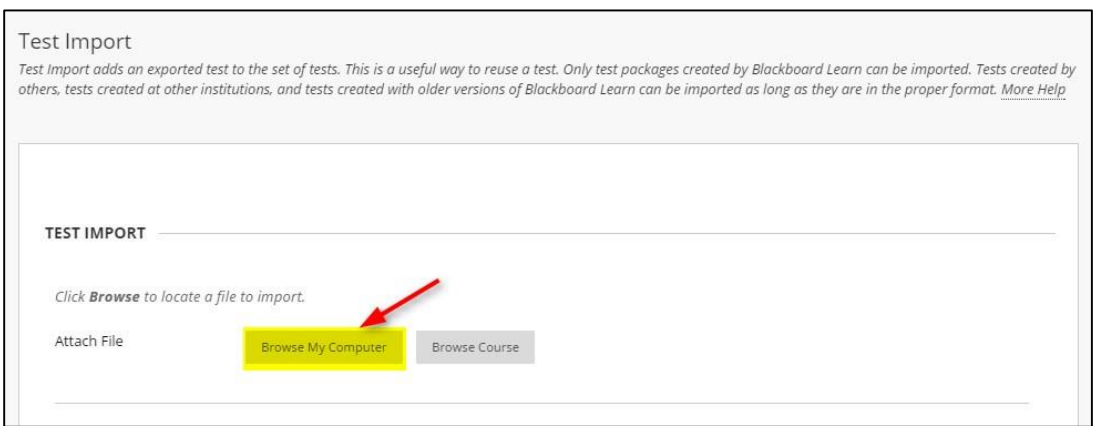
6. Click **Tests**



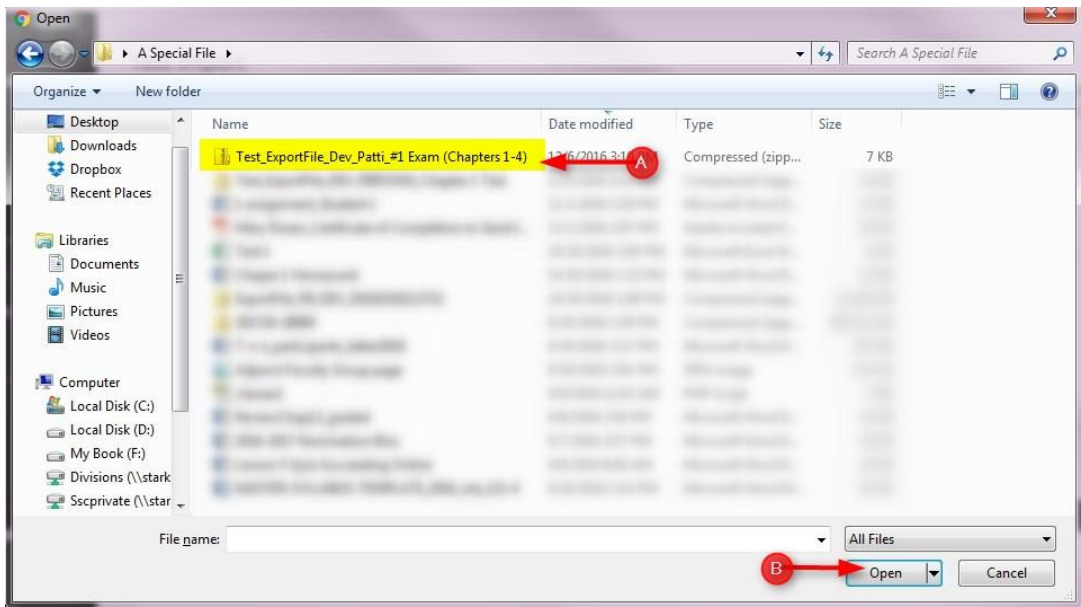
7. Click **Import Test**



8. Click **Browse Computer** to find the export file you made earlier.



9. Find your file, click the **file** and then click **Open**



10. Click **Submit**

Test Import
Test Import adds an exported test to the set of tests. This is a useful way to reuse a test. Only test packages created by Blackboard Learn can be imported. Tests created by others, tests created at other institutions, and tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)

TEST IMPORT

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

Attach File

Selected File File Name **Test_ExportFile_Dev_Patti_#1 Exam (Chapters 1-4).zip**

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


Test Import Complete

The package has been processed. The log file is below.
Dec 6, 2016 3:35:56 PM - Status: The operation import has completed.

Tuesday, December 6, 2016 3:35:56 PM EST

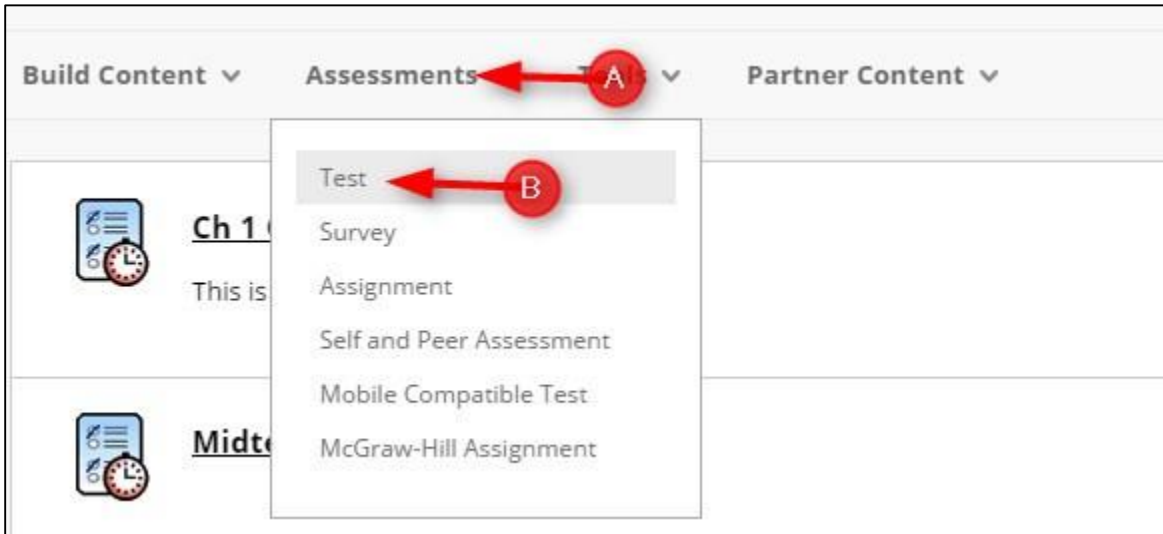
Tests
Tests are a means of assessing student performance. [More Help](#)

Build Test Import Test

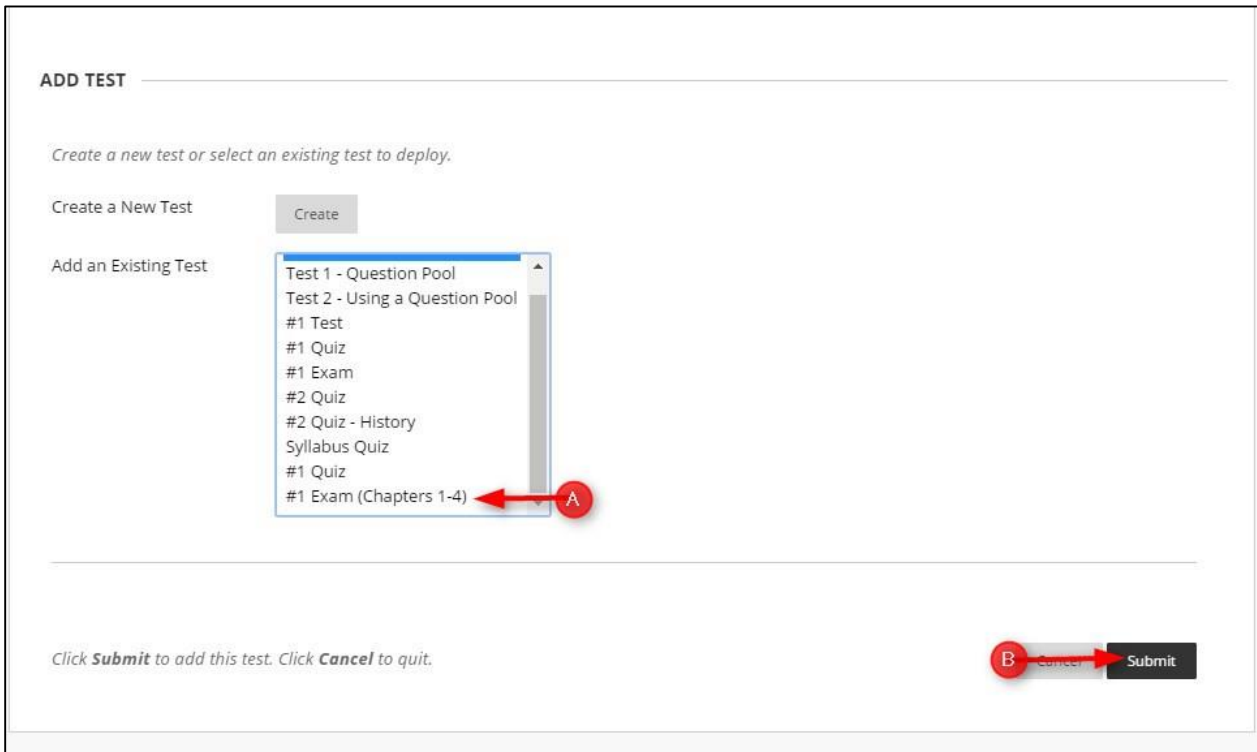
NAME 	DEPLOYED	DATE LAST EDITED
This is the test that was imported.		
#1 Exam (Chapters 1-4)	No	December 6, 2016 3:35 PM

To add the test to the lessons page

Go to **Lessons** page: Click **Assessments** and then click **Test**



Click the **test** to add and then click **submit**



Adjust your settings as necessary.