Blackboard Learn: HOW TO IMPORT AND EXPORT TESTS

Creating a test manually usually investing valuable time, therefore, it is very important that a copy be saved to your computer or external storage device. This way the test can be imported into any class when needed.

First, export the test to your storage device:

- 1. Login to Blackboard then enter the appropriate course and Ensure Edit Mode is turned **ON**.
- 2. Under the Control Panel, choose Course Tools then click on Tests, Surveys and Pools.
- 3. Select Tests.
- 4. Under **Name** look for the test to export to your computer. Click the double down arrows next to its name then select **Export**.
- 5. **Save** the .zip file to your computer.

Now that the test is saved to your computer it can be imported into any Blackboard online course you have access to:

- 6. Login to Blackboard then enter the appropriate course and Ensure Edit Mode is turned **ON**.
- 7. Under the Control Panel, choose Course Tools then click on Tests, Surveys and Pools.
- 8. Select Tests.
- 9. Select the **Import Test** button
- 10. Select **Browse My Computer** to search for the .zip file. Double-click the filename. It should now appear in Blackboard next to File Name.
- 11. Click **Submit** when done then wait for the **Test Import Complete** message.

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