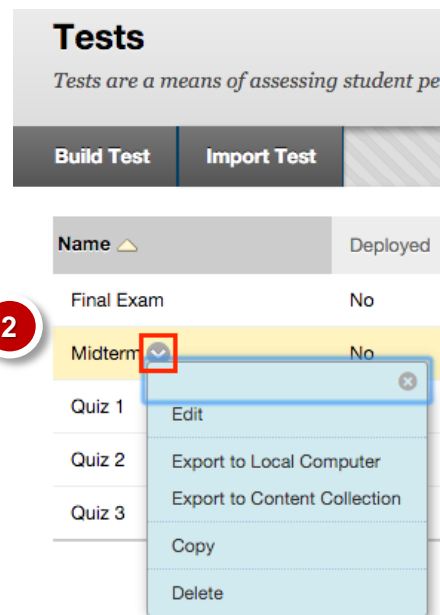
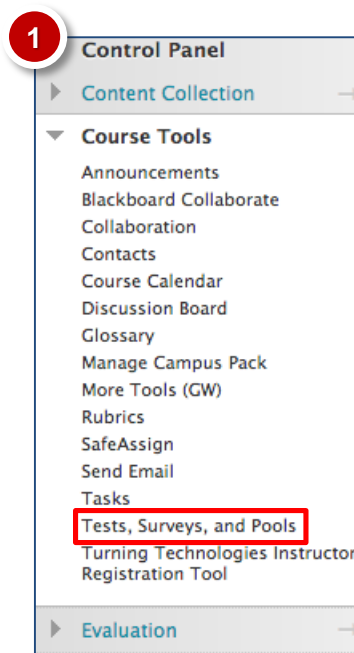


Exporting and Importing Tests in Blackboard

Why do this? Let's say you have a test that you think other faculty within your program or department may find useful in their own Blackboard course. The following steps show you 1) how to first export the test to a .zip package on your computer, then 2) how to import the test.

Exporting a Test

1. From the **Control Panel**, click on **Course Tools**, then on **Tests, Surveys, and Pools**. On the resulting main page, click on **Tests**.
2. On the Tests page, drop the contextual menu by clicking the double arrow to the right of the Test you wish to export, and click on **Export to Local Computer**.
3. Save the resulting.zip package where you will remember to find it later on.
4. Send the .zip package to a colleague via email or use another sharing device such as a flash drive.



Importing a Test

- A. From the **Control Panel**, click on **Course Tools**, then on **Tests, Surveys, and Pools**. On the resulting main page, click on **Tests**.
- B. Click on **Import Test**.
- C. On the resulting page, click on **Browse My Computer** to find and select the .zip package.
- D. Click **Submit**.
- E. In any content area within the course, under **Assessments**, choose **Test** and deploy!

