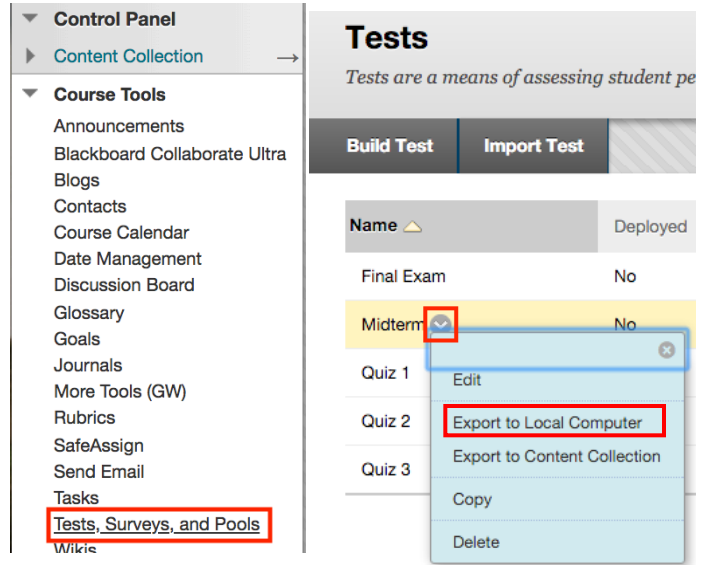


## Export and Import a Blackboard Test

**Why do this?** Let's say you have a test that a colleague wants to use in their Blackboard course. The following steps show you first how to export it to a .zip package on your computer and then second how to import it.

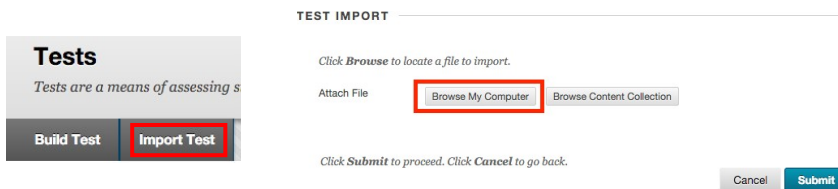
### Export Test

1. Open the Blackboard course with the test you want to export.
2. Go to the **Control Panel**, select **Course Tools** and click **Tests, Surveys, and Pools**.
3. On the resulting page, click **Tests**.
4. On the Tests page, click the down-arrow to the right of the Test you want to export and choose **Export to Local Computer**.
5. A .zip package will download to your computer. You can then import this test package into another course or share it with a colleague.



### Import Test

1. Open the Blackboard course in which you want to import the test.
2. Go to the **Control Panel**, click **Course Tools**, and select **Tests, Surveys, and Pools**.
3. On the resulting page, click **Tests**.
4. On the Tests page, click **Import Test** and then on the next page click **Browse My Computer**, select the .zip test package, and click **Submit**.



5. To make it available to students, go to the Content Area where you want students to access the test, such as *Tests*.
6. Click **Assessments**, choose **Test**, select the imported test from the list, and click **Submit**.
7. Complete the **Test Options** page and click **Submit** to finish.

