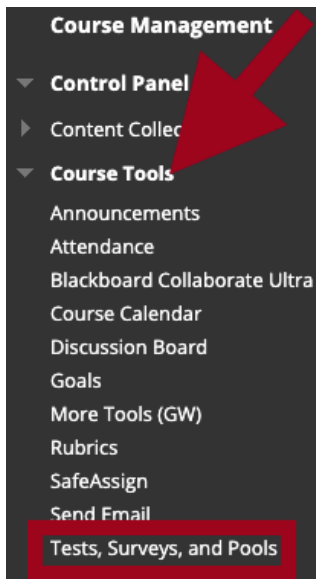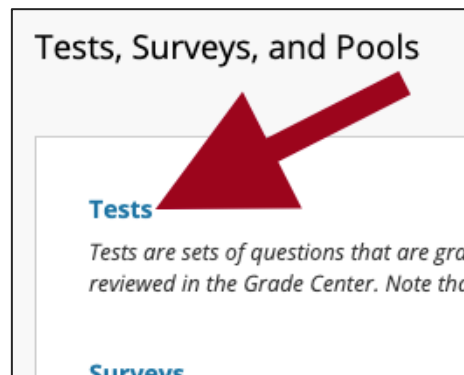# Blackboard: Export and Import a Test

You can export Blackboard Tests as a .zip file which can be shared and imported into any Blackboard course. These instructions refer to Tests; however, the process is the same when exporting and importing Blackboard Surveys and Pools.
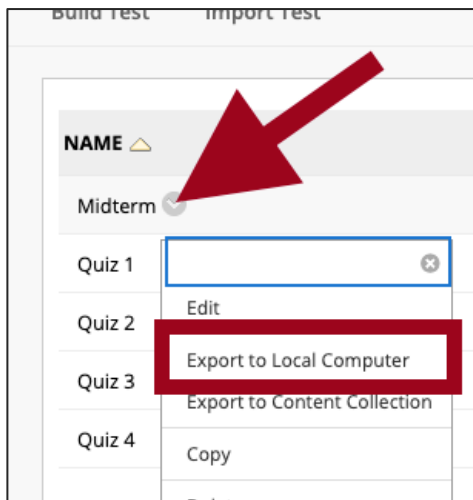
Export the Test

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 *Tests* page*, Surveys, and Pools* page, select **Tests**.

4. Next to the Test you want to export, click the down-arrow and select **Export to Local Computer**.
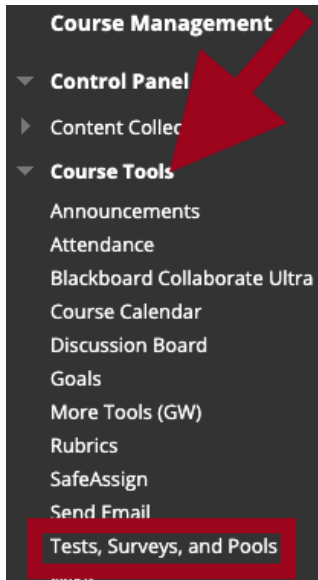

5. A .zip package should begin downloading to your computer. If you are prompted to open or save the file, choose to save it. **Do not open the file after downloading it.**

6. You can share the Test package with another instructor or import it into another Blackboard course.
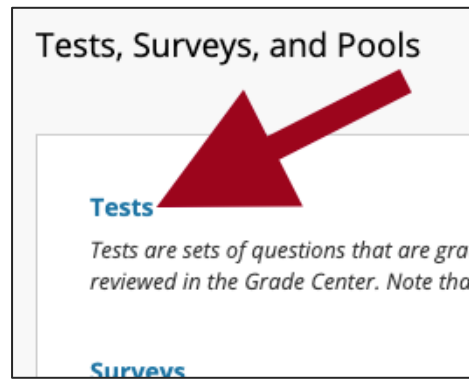
   Note: The Test package is only compatible with Blackboard; other applications cannot read or open it.
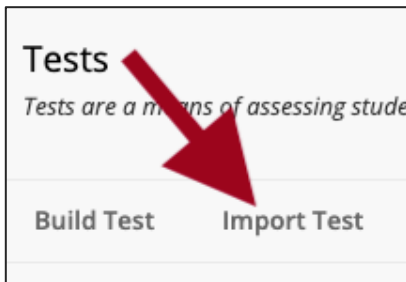
Import the Test

1. Open the course in which you want to import the Test.

2. Go to the **Control Panel**, click **Course Tools**, and select **Tests, Surveys, and Pools**.
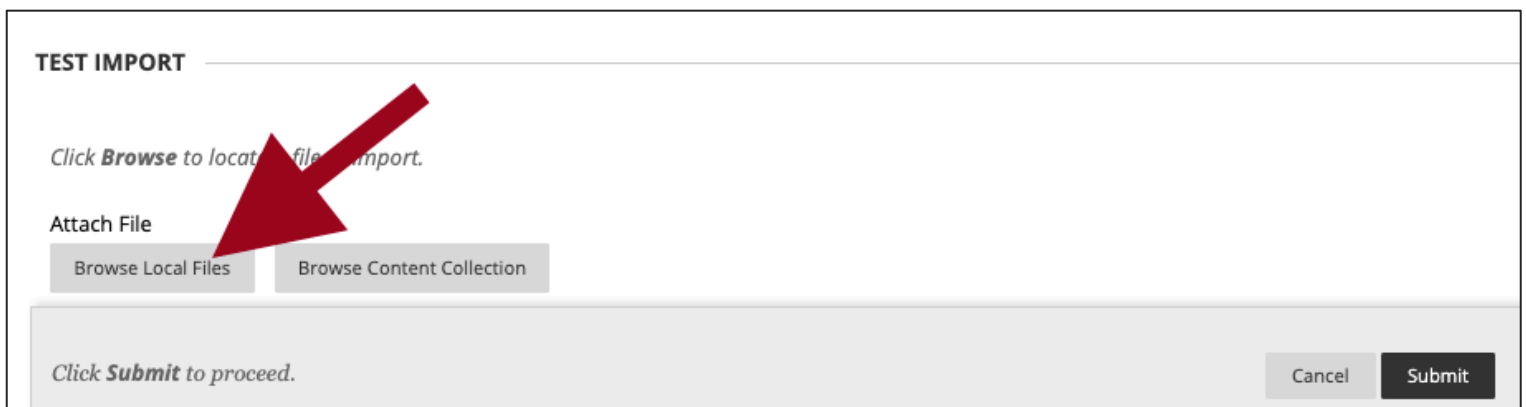

3. On the *Tests, Surveys, and Pools* page, select **Tests**.

4. On the *Tests* page, click **Import Test**.

5. Click **Browse Local Files**, select the .zip Test package, and click **Submit**.
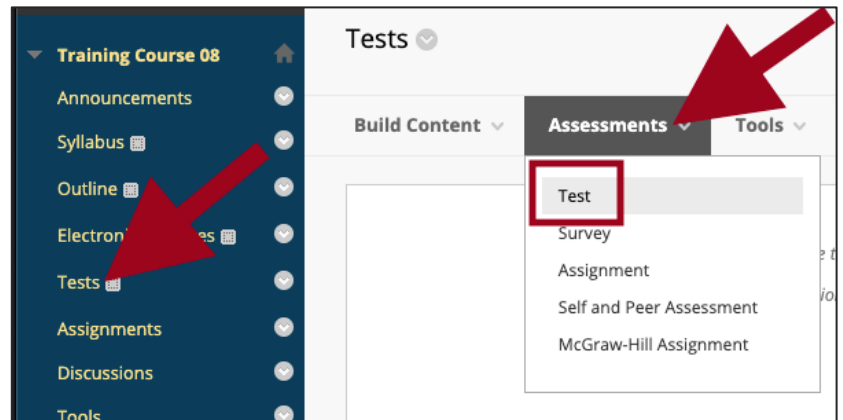
Make a Test Available to Students

After you import a Test, the next step is to deploy it. First, you add it to a Content Area. Then, you set the Test Options and make the Test available to students.

1. Open the course in which you want to make the Test available to students.

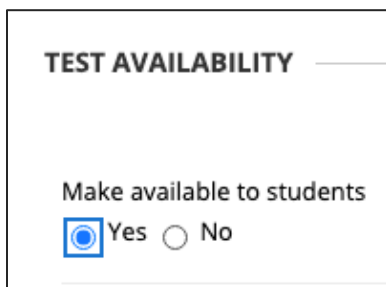2. Go to the **Content Area** where you want students to access the Test, such as *Tests*.

3. In the Content Area, click on **Assessments**, and select **Test**.

4. Select the Test from the **Add an Existing Test** list and click **Submit**.

5. On the *Test Options* page, make it **Available to students** and set other **Test Options** as needed.

6. Click **Submit** on the Test Options page to finish.