

Export and Import a Blackboard Test

Let's say you have a Blackboard Test you want to share with another instructor or use in another course. You can export it 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

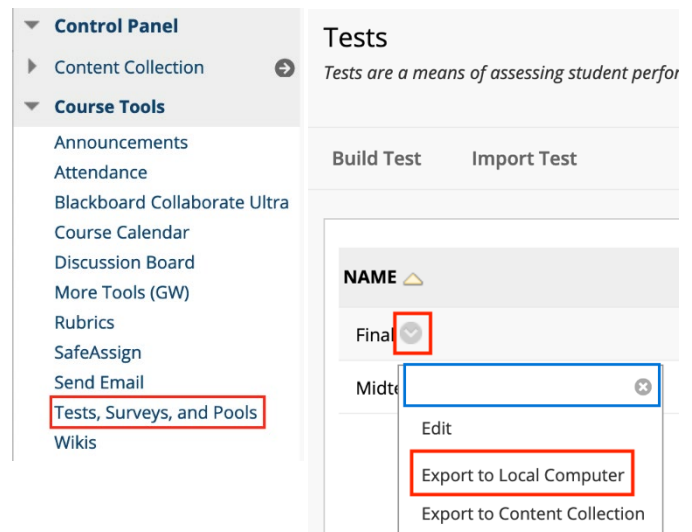
1. Login to Blackboard and open the course with the Test you want to export.

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.



6. Do not open the file. You can now share it with another instructor or import it into another course.

Note: *The Test package is only compatible with Blackboard. It does not contain a viewable format of the Test for any applications outside of Blackboard.*

Import the Test

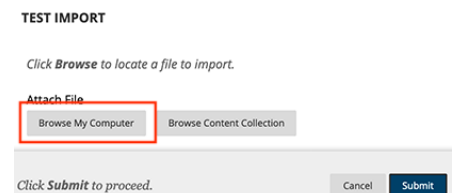
1. Open the course in which you want to import the Test.

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**.

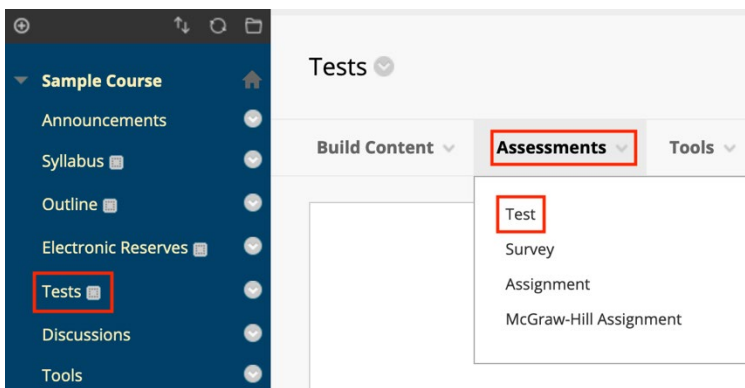
5. Click **Browse My Computer**, select the .zip Test package, and **Submit**.



Make a Test Available to Students

After you import a test or survey, the next step is to deploy it. First, you add it to a content area. Then, you set the Test Options and make it available to students.

1. Open the course in which you want to deploy the Test.
2. Go to the **Content Area** (e.g., Tests, Assignments, etc.) where you want students to access the test. From there, click on **Assessments** and select **Test**.



3. Select the Test from the list and click **Submit**.

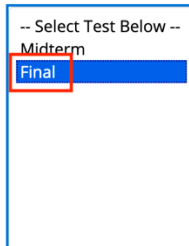
ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Create

Add an Existing Test



4. On the next page, make the test or survey **Available to students** and set the [Test Options](#).
5. Click **Submit** to finish.