

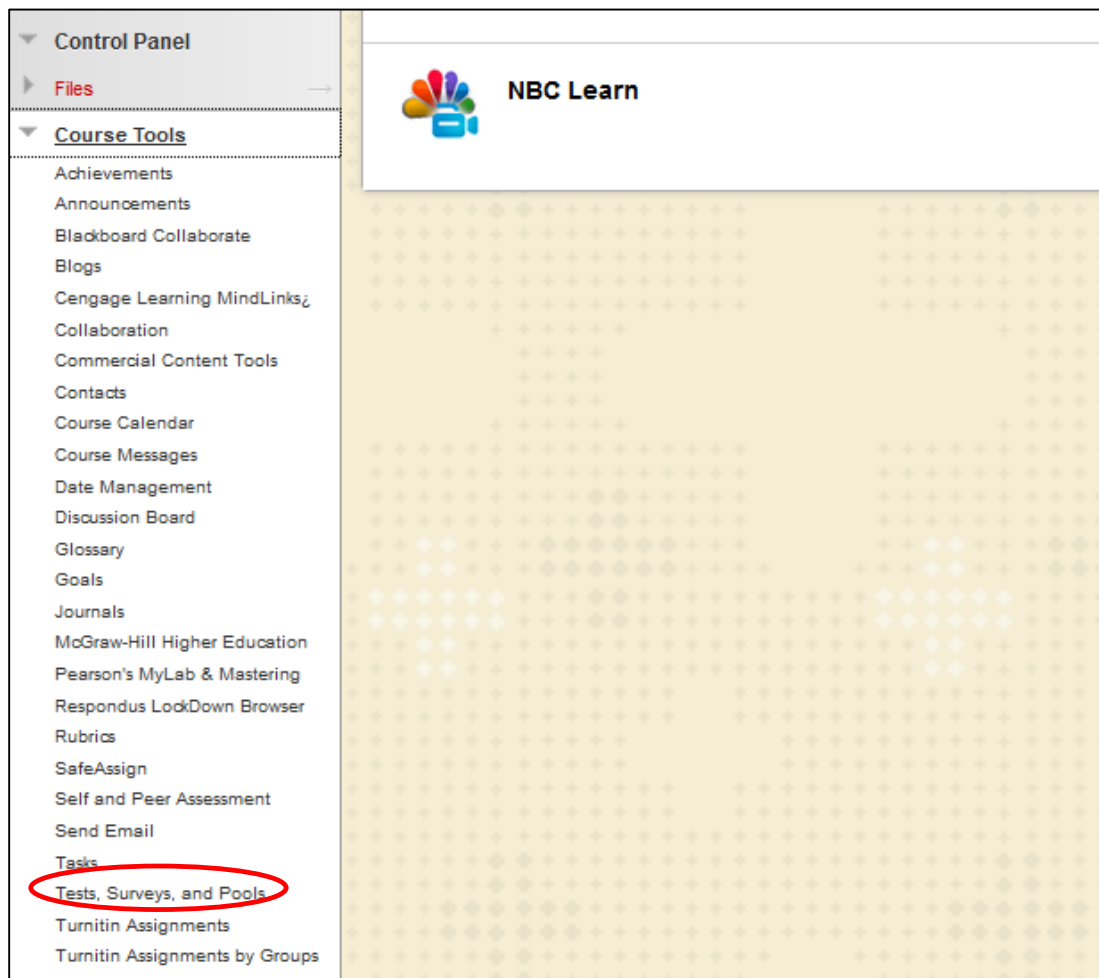


## Import and Export Tests

*Export and import individual tests between Blackboard Learn 9.1 courses.*

Access Blackboard at [www.blackboard.ttu.edu](http://www.blackboard.ttu.edu).

1. Open the course containing the test(s) to be exported.
2. Go to Course Tools (in the Control Panel) and select Tests, Surveys, and Pools





### 3. Select Tests

The screenshot shows the Blackboard interface for 'Tests, Surveys, and Pools'. The left sidebar contains a navigation menu with the following items: Collaborate Demo Course (with a sub-menu: Course Homepage, Course Modules, Syllabus and Schedule, My Grades, Blackboard Help), Assessments (with sub-menu: Tests, Assignments), and Communication (with sub-menu: Notifications Page). The main content area is titled 'Tests, Surveys, and Pools' and contains three sections: 'Tests' (circled in red), 'Surveys', and 'Pools'. Each section has a brief description of its function.

4. Click on the action link for the test you want to copy and choose Export (you can only export one test at a time). This creates a ZIP file that you need to save to your computer. Important Note: If using a Mac computer, you MUST TURN OFF the function that automatically unzips a ZIP file before downloading it.

The screenshot shows the 'Tests' page with a table of existing tests. The table has columns for Name, Deployed, and Date Last Edited. The first row, 'Fun Question Type Quiz Group A', is highlighted in yellow, and the 'Export' link in its Name column is circled in red. The second row is 'Fun Question Type Quiz Group B' and the third is 'Test the Respondus LockDown Browser'.

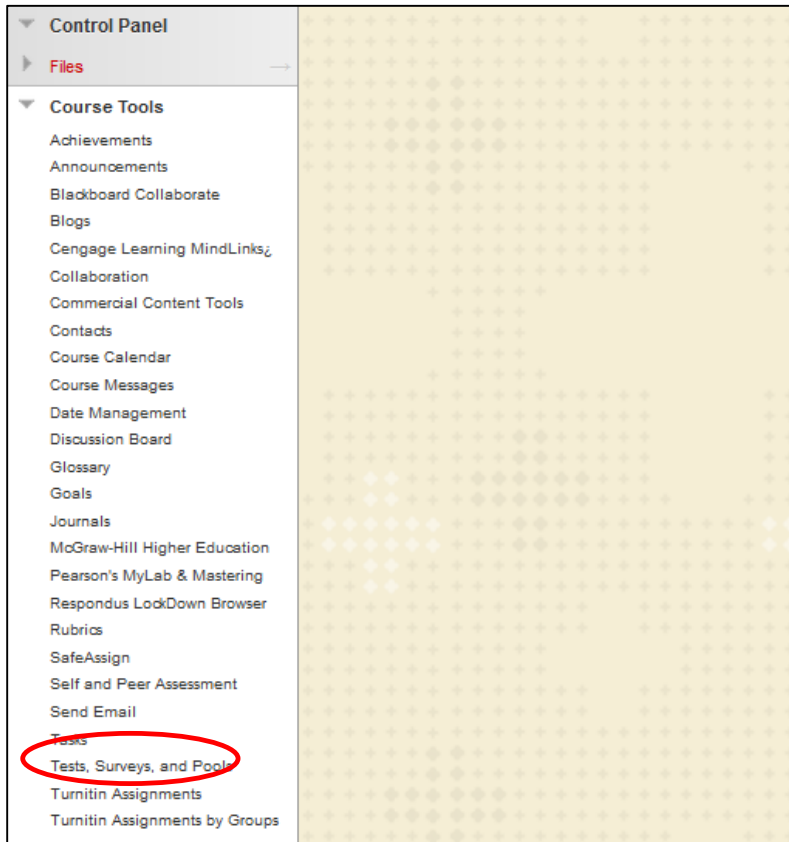
Name	Deployed	Date Last Edited
Fun Question Type Quiz Group A	Tests	October 14, 2014 2:3
Fun Question Type Quiz Group B	Tests	October 14, 2014 2:3
Test the Respondus LockDown Browser	No	October 14, 2014 2:3

This is a close-up view of the 'Tests' table from the previous screenshot. The 'Fun Question Type Quiz Group A' row is highlighted, and the 'Export' link is clearly visible and highlighted.

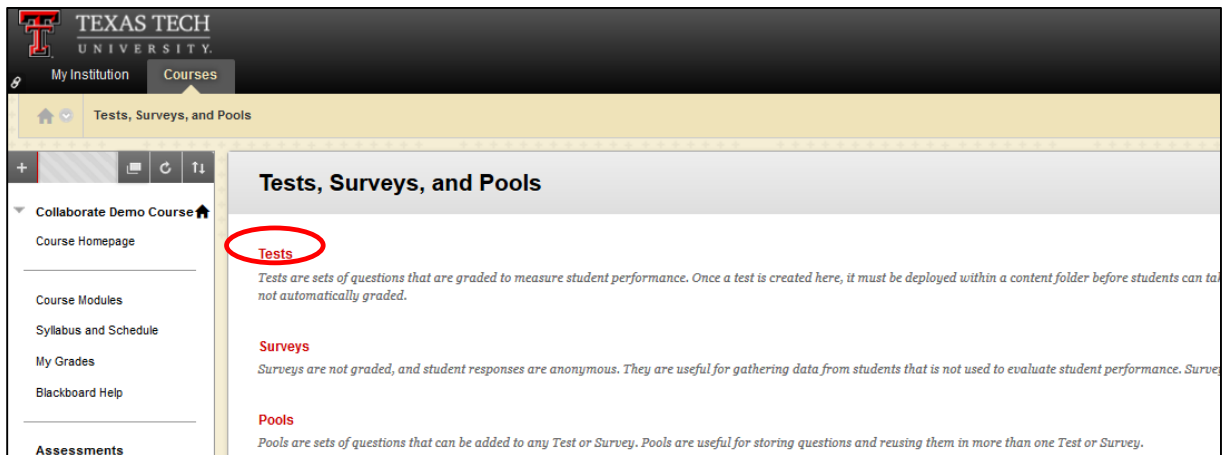
Name	Deployed	Date Last Edited
Fun Question Type Quiz Group A	Tests	October
Fun Question Typ	Tests	October
Test the Respond	No	October



5. Next, open the destination course where you want to copy the test.
6. Go to Course Tools (in the Control Panel) and select Tests, Surveys, and Pools

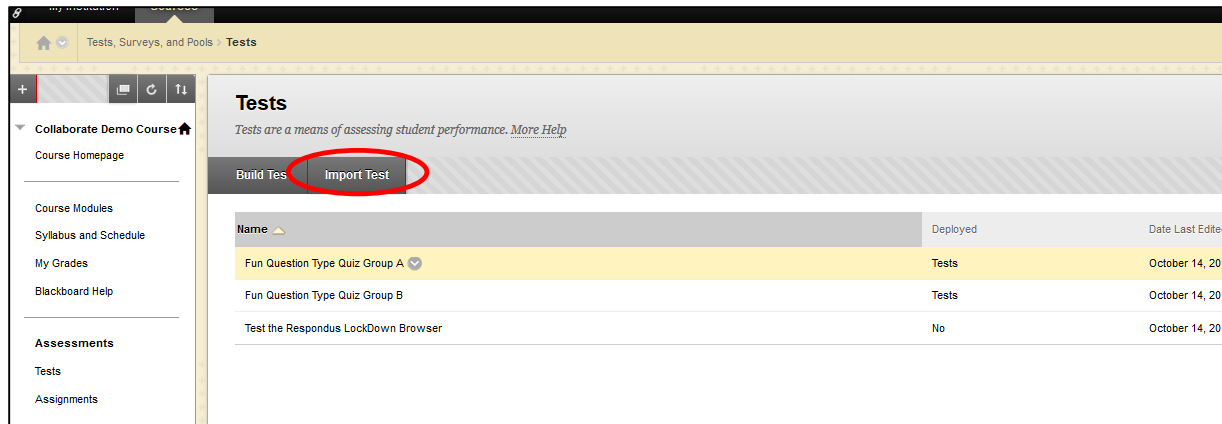


## 7. Select Tests



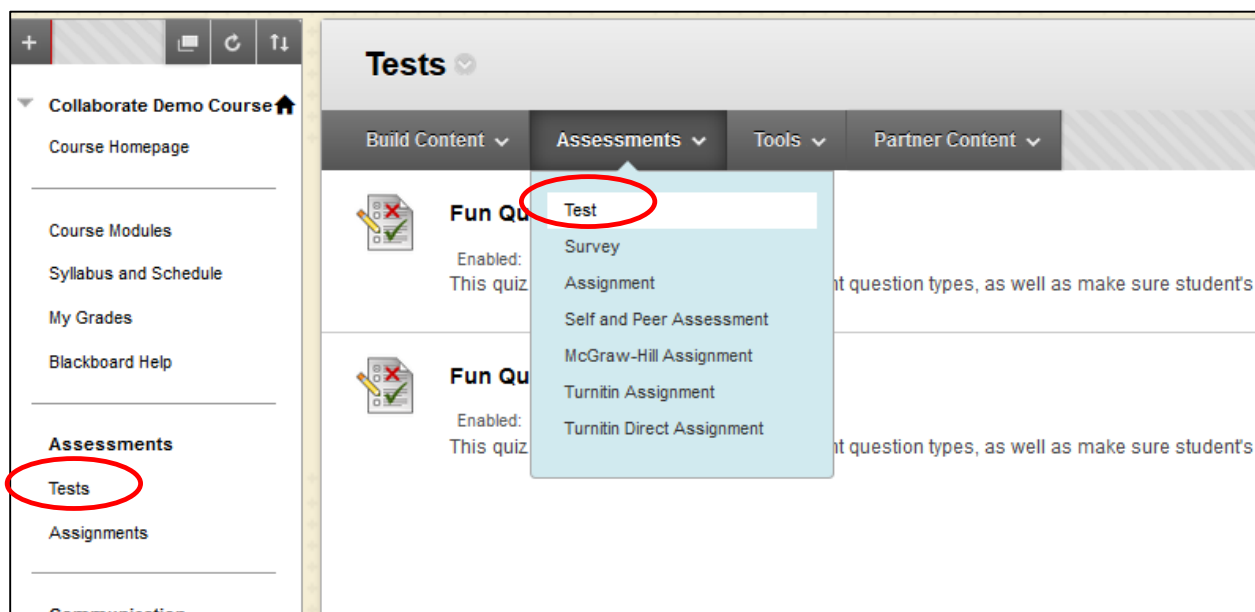


8. Click the Import Test button to begin the import process.



9. Click the Browse My Computer button, and browse to the ZIP file on your computer and select it. Click Submit. This will import the test into the course and you will receive a confirmation message when the import has completed successfully. Last, you need to “deploy” the test in the content area where you want the students to access the test.

10. To Deploy the imported test, go to the location in the content where you would like students to access the test. Select “Test” from “Assessment” button.





11. Select the test you just exported from the list of tests shown in the box.  
Submit.

### Create Test

*Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. [More Help](#)*

Cancel Submit

**1. Add Test**  
*Create a new test or select an existing test to deploy.*

Create a New Test

Add an Existing Test

- Select Test Below -

Fun Question Type Quiz Group A

**2. Submit**  
*Click **Submit** to add this test. Click **Cancel** to quit.*

Cancel **Submit**