Exporting and Importing a test in Blackboard

You can export tests from a course as zip files and then import them to other courses in three stages.

• Control Panel • Control Panel After creating the test in the first section of the course, follow the following steps : • Control Panel 1- From the Course Management menu> Control Panel> Course Tools> Tests, Level Estimates, and Question Stores Course Tools 2- On the Tests, Surveys and Question Stores page, select Tests. Achievements Announcements 3- Select the test to be exported by clicking on the arrow next to the name of the test and choosing Export to a Biogs Course Calendar 1- The test will be downloaded as a zip file on your device. Tests. Surveys, and Pools Tests Survey	
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The second stage: Import Test

enter the course for the second section and follow the following steps:

- 1-From the Course Management menu> Control Panel> Course Tools> Tests, Level Assessments, and Question Stores.
- 2-On the Tests, Surveys and Question Stores page, select Tests.
- 3-Select Import Test.

4-On the import page, browse to a file from your computer and then send





	Course Management
•	Control Panel 2
▶	Content Collection 🥥
•	Course Tools
	Accessibility Report
	Achievements
	Announcements
	Attendance
	Blackboard Collaborate
	Blackboard Collaborate Ultra
	Blogs
	Contacts
	Course Calendar
	Course Messages
	Course Portfolios
	Date Management
	Discussion Board
	Glossary
	Goal Performance
	Goals
	Journals
	McGraw-Hill Higher Education
	Pearson's MyLab & Mastering
	Rubrics
	SafeAssign
	Self and Peer Assessment
	Send Email
	Tasks
	Tests, Surveys, and Pools

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The third stage: publish Test

After successfully importing the test, you must publish it in the second section by following these steps:

1-From the side menu of the course, choose Quizzes\Tests> Estimates> Test> Choose the test that was imported from another section> Submit

2-The Test Options page will open for modification in Test Settings> Submit





Success: test1 created.			
Test Options Test options control the instruction	is, availability, due dates. feedback, self-assessment and presentation	n of the test. <u>More Help</u>	
* Indicates a required field.			
TEST INFORMATION			
* Name	kest1		
Choose Color of Name	Black		
Content Link Description			
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Click Submit to edit optio	ns for this test. Click Cancel to quit.	6	Submit

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