

# 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.

## The first stage: Export Test

After creating the test in the first section of the course, follow the following steps :

- 1- From the **Course Management** menu> **Control Panel**> **Course Tools**> **Tests, Level Estimates, and Question Stores**
- 2- On the Tests, Surveys and Question Stores page, select **Tests**.
- 3- Select the test to be exported by clicking on the arrow next to the name of the test and choosing **Export to a local computer**.
- 4- The test will be downloaded as a zip file on your device.

Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. [More Help](#)

Build Test Import Test

NAME	DEPLOYED	DATE LAST EDITED
h	No	October 2, 2019 12:52 PM
test	No	October 20, 2019 8:47 AM
test1	No	August 21, 2019 10:57 AM
test	No	October 2, 2019 12:49 PM
test1	No	October 2, 2019 12:52 PM
test	No	October 2, 2019 12:50 PM
test	No	October 2, 2019 12:53 PM

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Tests, Surveys, and Pools

Tests, Surveys, and Pools

**Tests**

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

**Surveys**

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

**Pools**

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

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Tests, Surveys, and Pools

## The second stage: Import Test

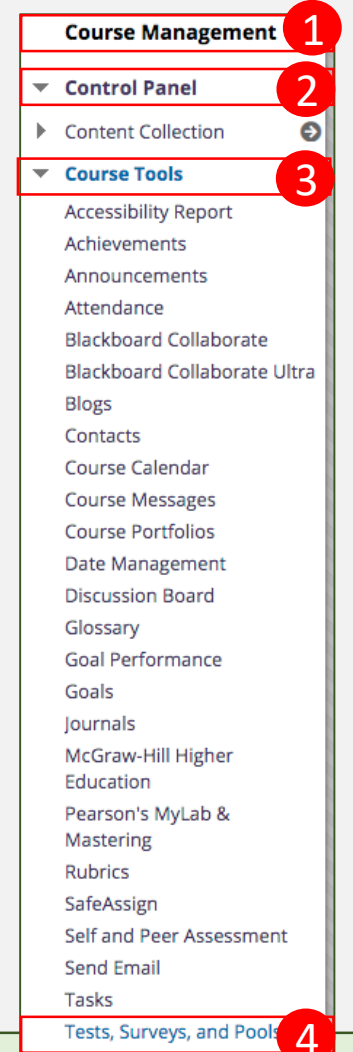
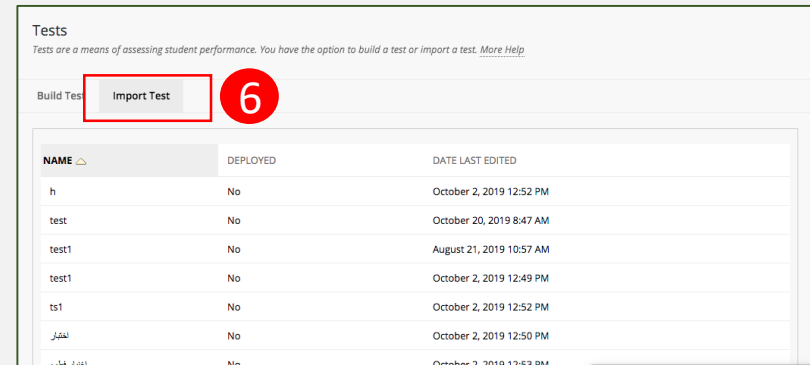
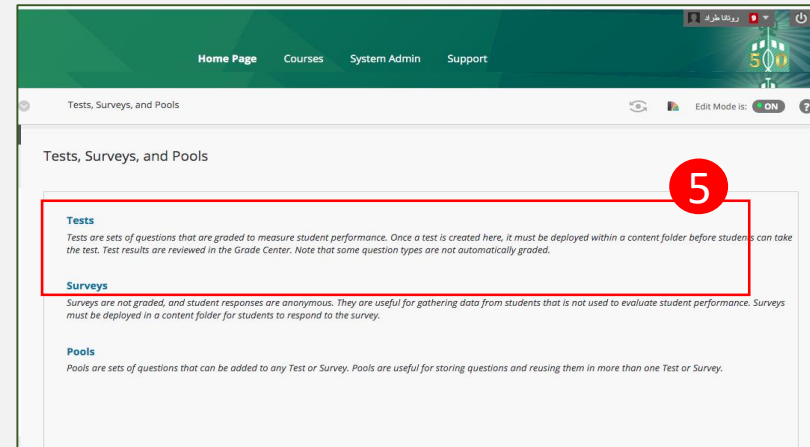
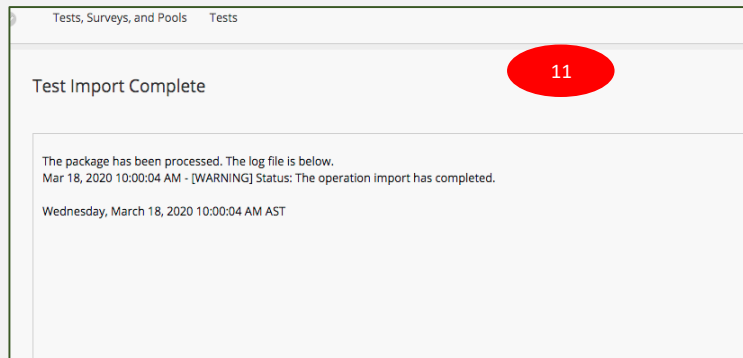
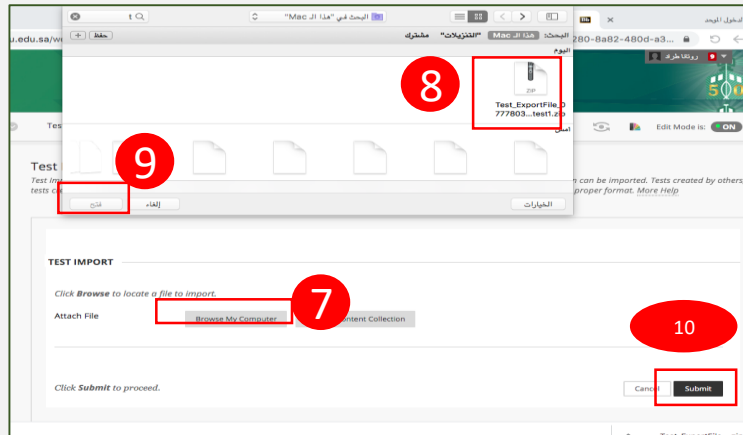
enter the course for the second section and follow the following steps:

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**



## 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**

