Exporting a Pool File from Your Course

Tests, Surveys, and Pools

Instructors can export an individual question pool from a course when they want to add the pool to another course. Once imported to the new course, the pool questions can be revised and added to tests.
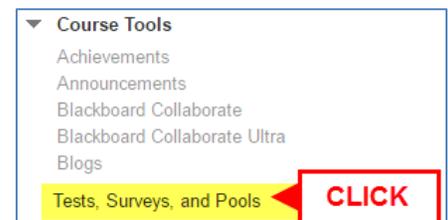
SAFARI USERS – DO THIS BEFORE YOU BEGIN!

If you intend on using the Safari web browser to perform this task, please ***check to verify*** that this browser ***will not automatically decompress*** downloaded zip folders. Blackboard pool export files can only be uploaded to Blackboard courses if they stay in their original .zip format.

Use these instructions to make sure that the Safari browser will not automatically unzip your archive files.
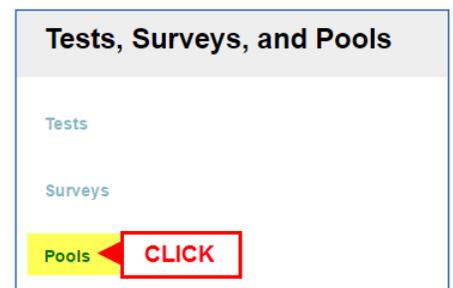
1. Open Safari.
2. Open the Preferences menu:

    In Mac OS X: Click **Safari** > **Preferences**

    In Windows: Click **Edit** or **Settings** (⚙▾) > **Preferences**
3. In the window that opens, click **General**
4. Remove the check from the box beside "Open 'safe' files after downloading".
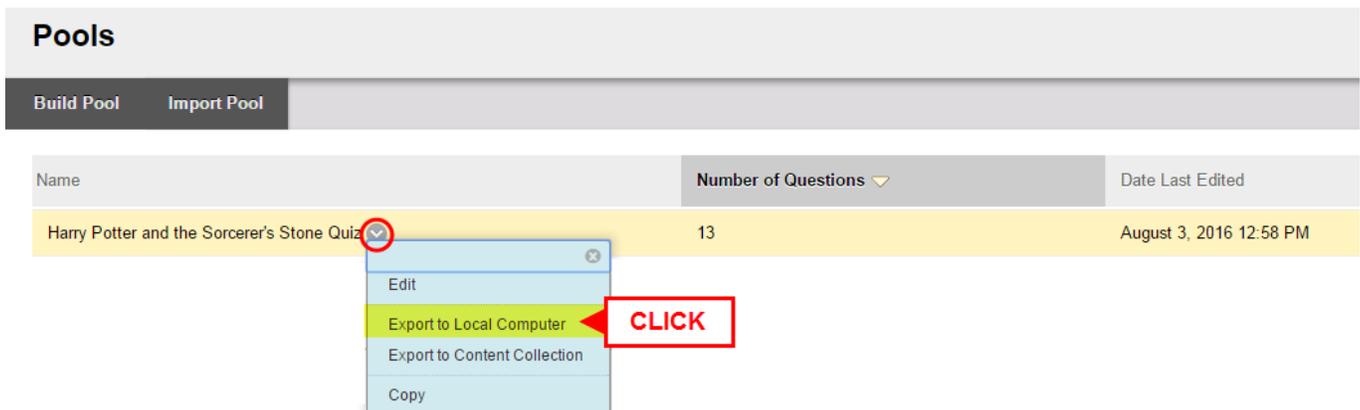
EXPORTING A QUESTION POOL

1. When you are logged into Blackboard, go to the course that contains the test you want to export.   In this course's **CONTROL PANEL**, select **COURSE TOOLS**. Then click **TESTS, SURVEYS AND POOLS** from the list of tools.

    ▼ Course Tools
    Achievements
    Announcements
    Blackboard Collaborate
    Blackboard Collaborate Ultra
    Blogs
    Tests, Surveys, and Pools ◄ **CLICK**

2. On the Tests, Surveys, and Pools main menu, choose **POOLS**.

    Tests, Surveys, and Pools
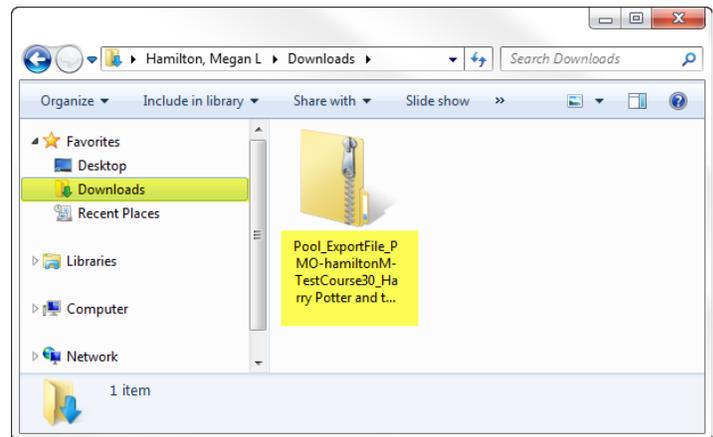
    Tests

    Surveys

    Pools ◄ **CLICK**

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3. You will be taken to the Pools page. Review the list of pools in the course and find the pool you want to export. Roll your mouse over the name of this pool and click the gray context arrow button that appears. From the context menu, choose **EXPORT TO LOCAL COMPUTER**.

4. Please wait while the pool export file is generated and downloaded to your computer's default download area. In most cases, this will be the Downloads folder within your computer's Documents folder.

   The exported Blackboard test file is formatted as a *compressed.zip file*.

PLEASE NOTE

- The compressed zip file's contents can only be read by the Blackboard system.

- This entire compressed file must be uploaded into a course's Tests, Surveys, and Pools area in order to function properly.

Once you have exported your test, see the instructions for [importing the exported pool file](#) into a new Blackboard course.