

Exporting a Test File from Your Course



Tests, Surveys, and Pools

Instructors can export an individual Blackboard test from a course when they want to add the test to another Blackboard course. An exported Blackboard test file can be imported into a new course. Once in the new course, the imported test can be revised and made available to students.

SAFARI USERS – DO THIS BEFORE YOU BEGIN!



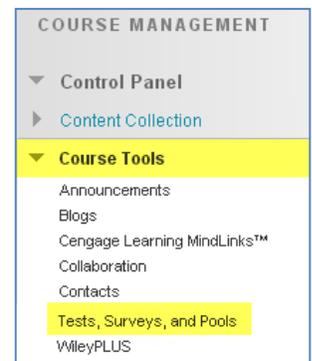
If you intend on using the Safari web browser to perform this task, please **check to verify that this browser will not automatically decompress downloaded zip folders**. Blackboard test export files can only be uploaded to Blackboard courses if they stay in their original .zip format.

Use these instructions to make sure that the Safari browser will not automatically unzip your archive files.

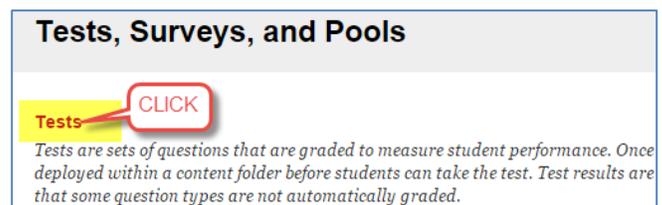
1. Open Safari.
2. Open the Preferences menu:
In Mac OS X: Click **Safari > Preferences**
In Windows: Click **Edit or Settings** () > **Preferences**
3. In the window that opens, click **General**
4. Remove the check from the box beside "Open 'safe' files after downloading".

EXPORTING A TEST

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.

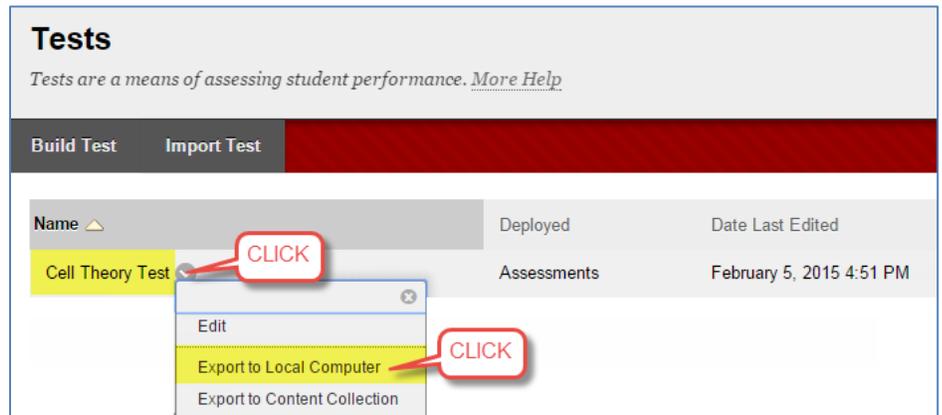


2. On the Tests, Surveys, and Pools main menu, choose **TESTS**.



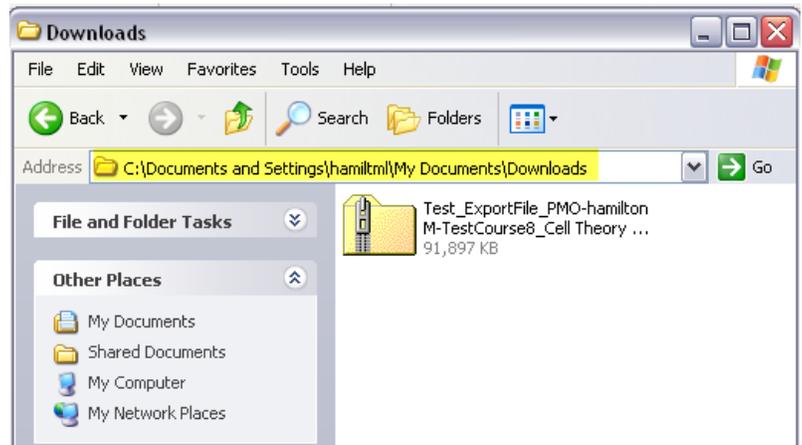
3. You will be taken to the Tests page. Review the master list of tests in the course and find the test you want to export. Roll your mouse over the name of this test and click the gray context arrow button that appears.

From the context menu, choose **EXPORT TO LOCAL COMPUTER**.



4. Please wait while the test 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 test file into a new Blackboard course](#).