

Importing a Test File into Your Course

Tests, Surveys, and Pools

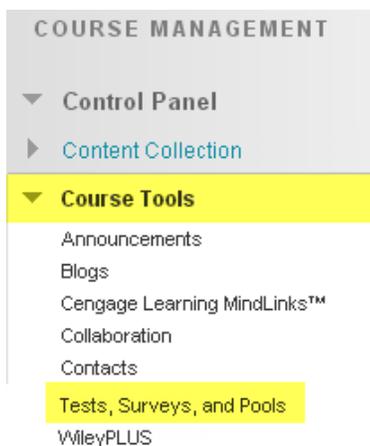
A Blackboard test that was originally exported from a Blackboard course or created by a publisher for use with Blackboard may be imported into a new course. The imported test can be revised and made available to students in the new course.

- Please note that a supported Blackboard test file is formatted as a **compressed.zip file**. This entire file must be uploaded into a course's Tests, Surveys, and Pools area in order to function properly.

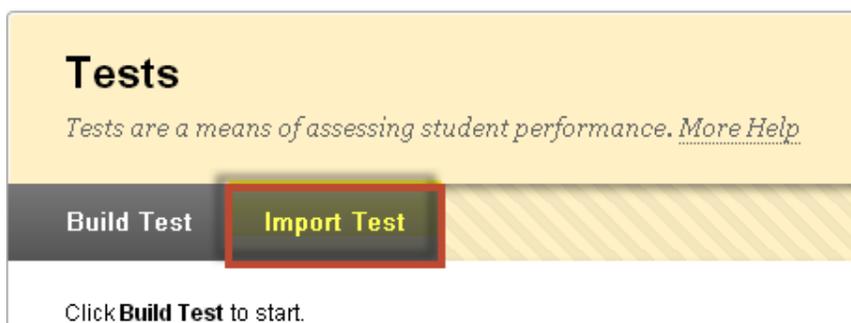


These instructions assume you have exported or downloaded a Blackboard test file to your computer.

1. When you are logged into Blackboard, go to the course that you want to import the test into. 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, select **TESTS**. On the Test page that appears, click **IMPORT TEST**.



3. On the Import page, click the **BROWSE MY COMPUTER** button. In the **OPEN** Dialog box that appears, find and select the test file from its location on your computer or storage media.

Test Import

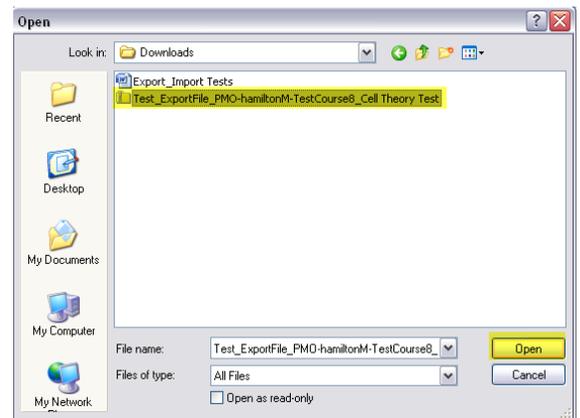
Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test. Only Test packages created by Blackboard Learn can be imported. Tests created by others, Tests created at other institutions, and Tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)

Cancel Submit

1. Test Import

Click **Browse** to locate a file to import.

Attach File Browse My Computer Browse Content Collection



4. The selected file will appear on the Import page. Click the Import page's **SUBMIT** button to upload the file.

Test Import

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Cancel Submit

1. Test Import

Click **Browse** to locate a file to import.

Attach File Browse My Computer Browse Content Collection

Selected File File Name **Test_ExportFile_PMO-hamiltonM-TestCourse8_Cell Theory Test.zip**

Do not attach

5. Once the import process is complete, a confirmation message will appear on the page. Click **OK** to return to the Tests area of Tests, Surveys, and Pools.

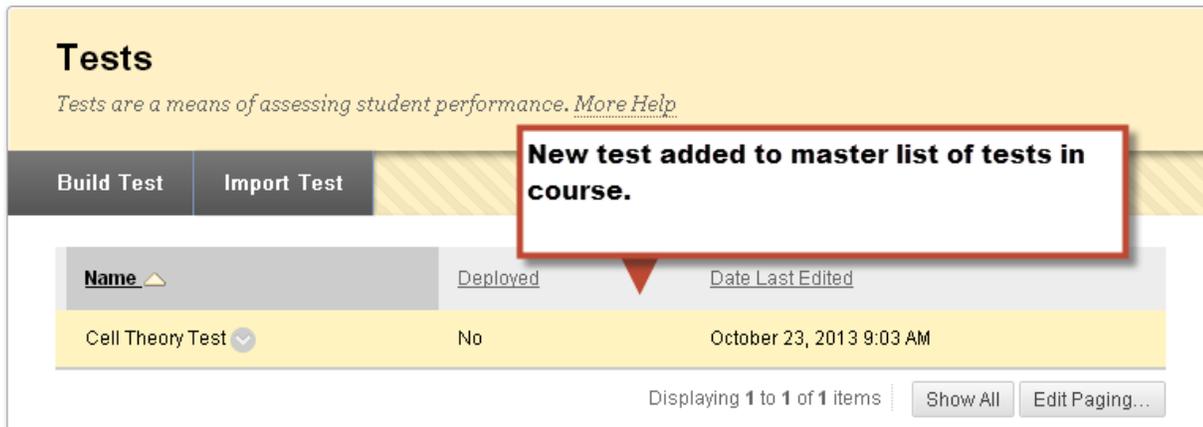
Test Import Complete

The package has been processed. The log file is below.
Oct 23, 2013 9:03:23 AM - Status: The operation import has completed.

Wednesday, October 23, 2013 9:03:23 AM CDT

← OK

6. On the Tests page, you will see that the imported test will appear in your master list of tests in the course.

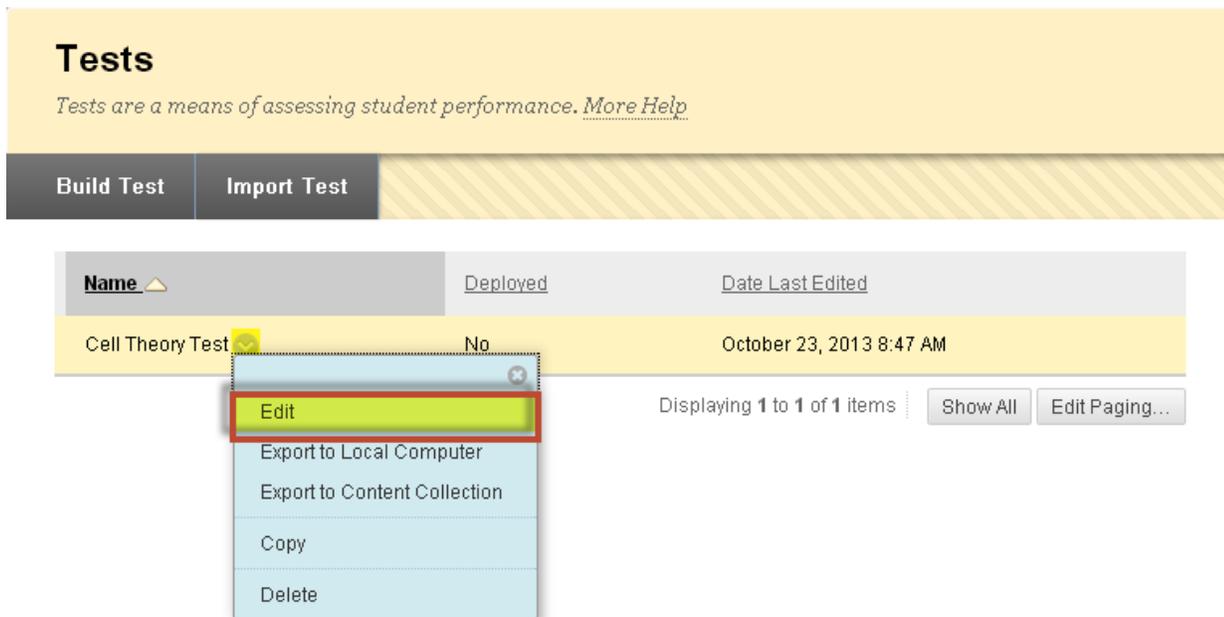


The screenshot shows the 'Tests' page with a notification box that reads 'New test added to master list of tests in course.' Below the notification is a table with the following data:

Name ▲	Deployed	Date Last Edited
Cell Theory Test ▼	No	October 23, 2013 9:03 AM

At the bottom of the table, it says 'Displaying 1 to 1 of 1 items' and there are buttons for 'Show All' and 'Edit Paging...'.

To review the test's questions, answers, and point values, you can edit the test by rolling your mouse over the name of the test, clicking the gray context arrow that appears, and selecting the EDIT link.



The screenshot shows the 'Tests' page with a context menu open over the 'Cell Theory Test' row. The menu options are:

- Edit
- Export to Local Computer
- Export to Content Collection
- Copy
- Delete

The 'Edit' option is highlighted in green. The table data is the same as in the previous screenshot, but the date is now 'October 23, 2013 8:47 AM'.

Once you have reviewed and edited your test, you may [make the test available to students](#).