

Importing or Exporting Tests in Blackboard

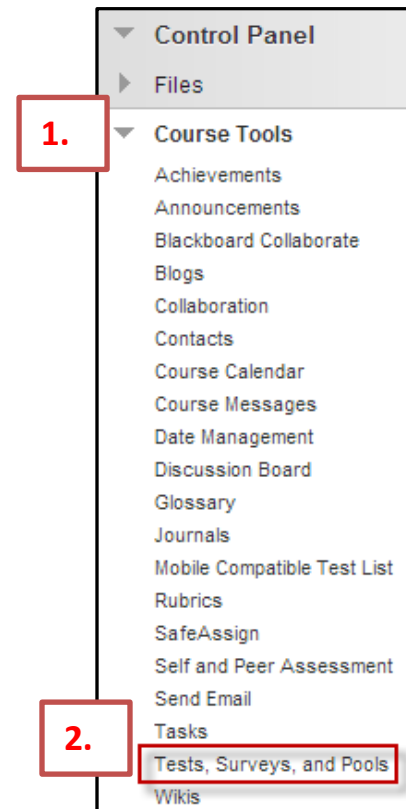
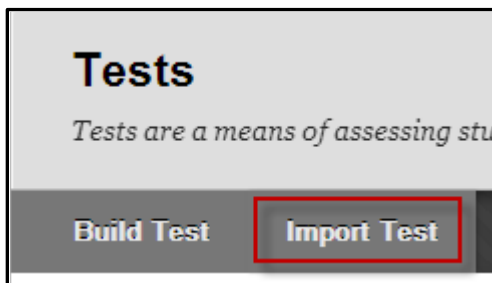
Importing Tests

To import a test onto Blackboard, ensure that you have the file in the correct format. Blackboard will accept tests in a **zip file format**.

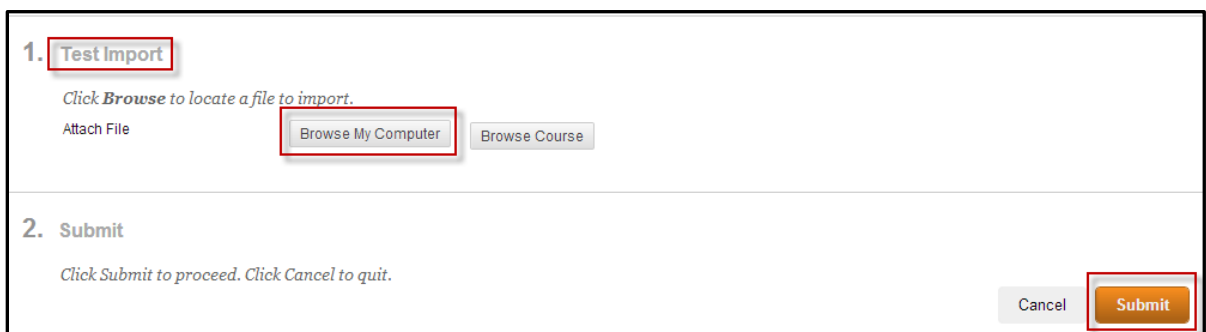
To import the test:

1. Click **Course Tools** under **Control Panel**
2. Click **Tests, Surveys and Pools** and click **Tests**.

3. Click **Import Test**



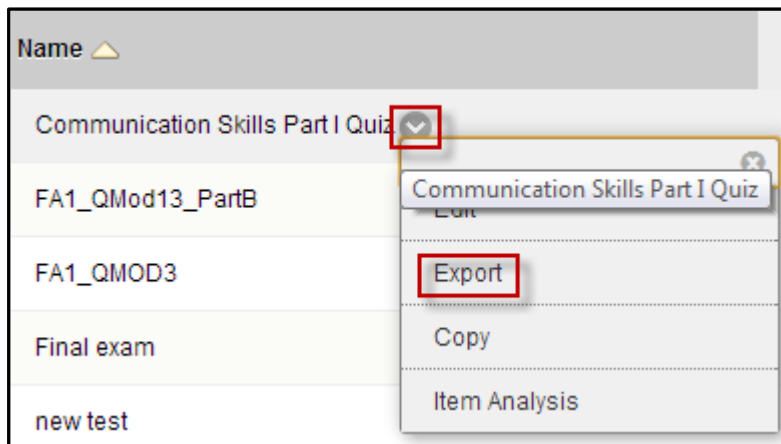
4. Under **Test Import**, click **Browse My Computer** to find the test file. Click **Submit** to import the test onto Blackboard.



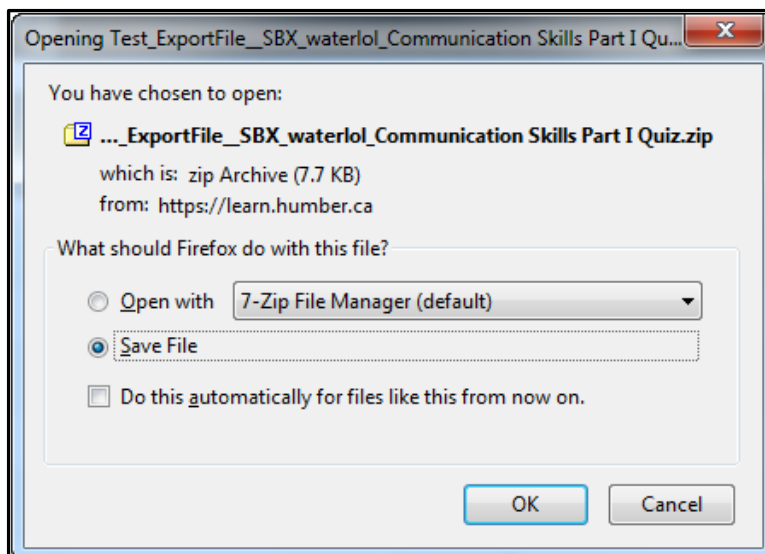
Exporting Tests

To export a test from Blackboard:

1. Click **Course Tools** under **Control Panel**
2. Click **Tests, Surveys and Pools** and click **Tests**.
3. You will find a list of all tests that are available in Blackboard for a particular course.
4. To export a test, click the **drop down arrow** beside the test name and click **Export**.



5. Once you click **Export**, you will be asked to **Save** or **Open** the file. Click **Save** and **Ok**.



For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>