

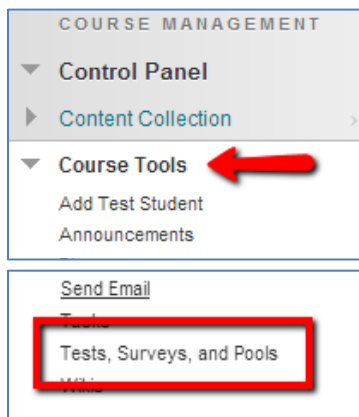
## Exporting and Importing Tests

Blackboard allows Instructors to export tests to the local computer or the Content Collection. The exported test takes the form of a ZIP file which can then be imported into another course or by another Instructor.

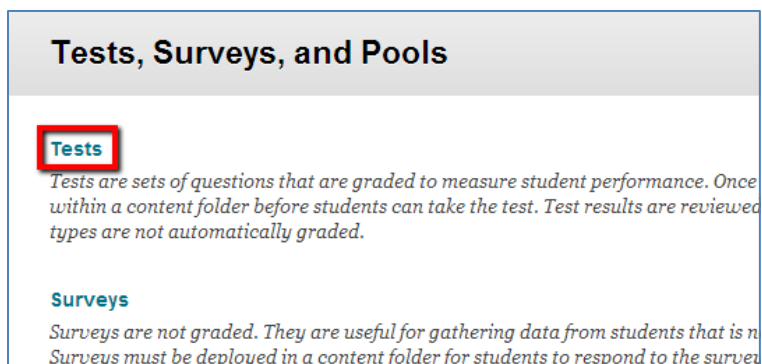
### Exporting Tests

To export a test from a Blackboard course:

1. On the Control Panel, expand the **Course Tools** section, and select **Tests, Surveys, and Pools**.

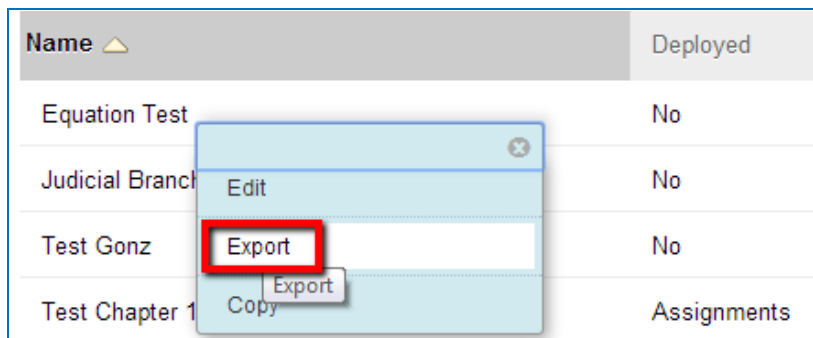


2. Click **Tests**.



3. Click the contextual arrow for the test you wish to export, and select **Export**.

Name ▲	Deployed
Equation Test	No
Judicial Branch	No
Test Gonz	No
Test Chapter 1	Assignments



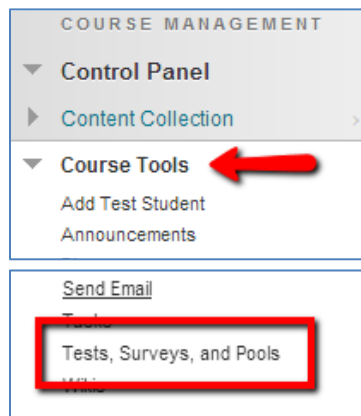
4. With most browsers, the ZIP file is copied directly into the Downloads folder; with Internet Explorer, use the Save As dialog to decide where to save the file.

## Importing Tests

You can import a ZIP file containing a test exported from Blackboard. The name of the file begins by default with **Test\_ExportFile\_** followed by the name of the course and a number indicating the date and time of the export.

To import a test into a Blackboard course:

1. On the Control Panel, expand the **Course Tools** section, and select **Tests, Surveys, and Pools**.



2. Click **Tests**.

## Tests, Surveys, and Pools

**Tests**

*Tests are sets of questions that are graded to measure student performance. Once within a content folder before students can take the test. Test results are reviewed types are not automatically graded.*

**Surveys**

*Surveys are not graded. They are useful for gathering data from students that is n  
Surveys must be deployed in a content folder for students to respond to the survey*

3. Click the **Import Test** button on the action bar.

### Tests

*Tests are a means of assessing student performance. [More Help](#)*

Build Test **Import Test**

Name ▲	Deployed
test Exam	Permit Guest Tutorial

4. Click the **Browse My Computer** or **Browse Course** button to search for the file.

### TEST IMPORT

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

Attach File **Browse My Computer** **Browse Course**

5. After you find the file, click the **Submit** button.

Cancel **Submit**

6. The Test Import Complete page displays the results of the import operation and any errors that may have occurred.

## Test Import Complete

The package has been processed. The log file is below.  
Aug 27, 2014 9:19:28 AM - Status: The operation import has completed.

Wednesday, August 27, 2014 9:19:28 AM CDT

7. Click **OK** to return to the Tests page.

