Import and Export Tests

Export a Test

1. In your course, within the Control Panel, expand the **Course Tools** section and select **Tests, Surveys, and Pools** (Figure 1).
2. On the **Tests, Surveys, and Pools** page, select the item you want to export, such as **Tests** (Figure 2).
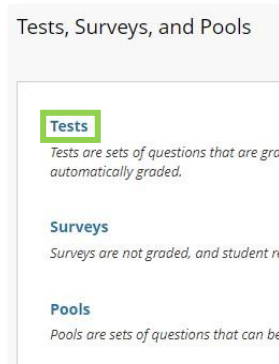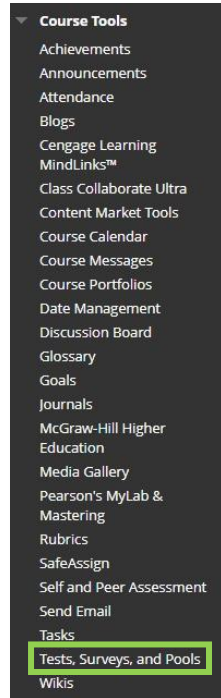

FIGURE 2

3. Select the grey arrow icon at the end of the item's title that you would like to export (Figure 3). Then, click on Export to Local Computer (Figure 4).
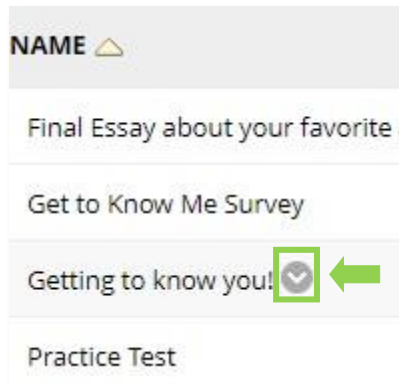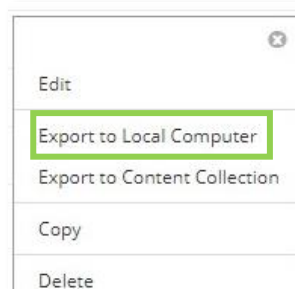

FIGURE 3

FIGURE 4

4. The file will be saved to your Downloads folder.

Import a Test

1. Repeat steps 1 and 2 from above (Figures 1 & 2).
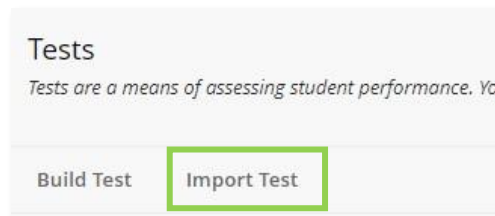2. Click **Import Test** (Figure 5).

FIGURE 5

3. Click on **Browse Local Files** (Figure 6). Upload the file from your **Downloads** folder.

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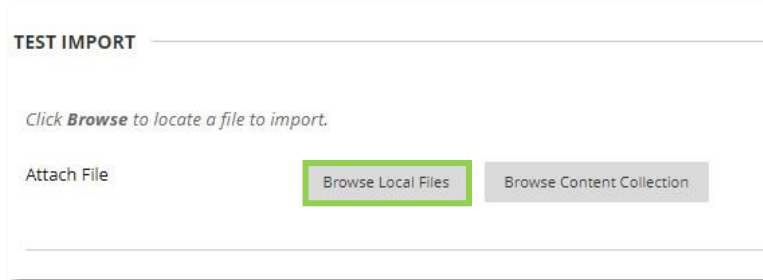
*Click **Browse** to locate a file to import.*

Attach File   Browse Local Files   Browse Content Collection

FIGURE 6

4. Wait for the test import to complete (Figure 7).

Test Import Complete

The package has been processed. The log file is below.
Jun 2, 2023 10:49:55 AM - [WARNING] Status: The operation import has completed.

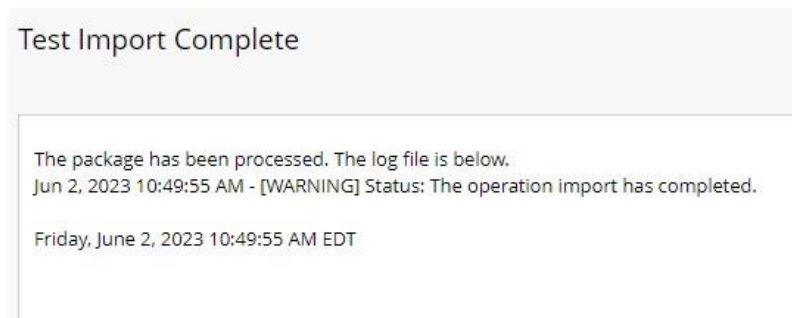Friday, June 2, 2023 10:49:55 AM EDT

FIGURE 7

5. Now that you have the test imported you can add it to a content area within your course (Figure 8). If you want to create a new content area you can do so by following these steps: Add Content Area. If you already have an existing content area for the test, you can click on that content area and then click **Assessments** (Figure 9).
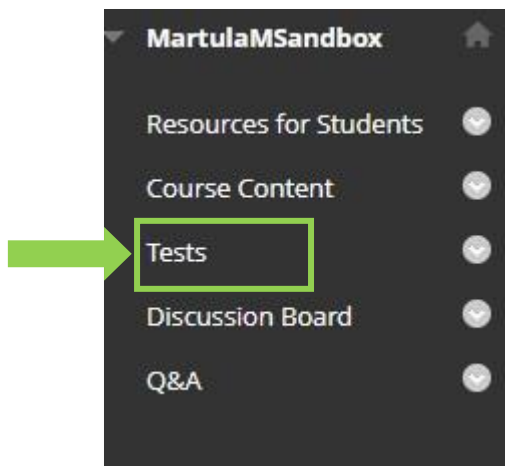
MartulaMSandbox

Resources for Students

Course Content

Tests

Discussion Board

Q&A

FIGURE 8

Tests

Build Content   Assessments   Tools   Partner Content

Test
Survey
Assignment
Self and Peer Assessment
Kaltura Video Quiz
McGraw-Hill Assignment

Midt...

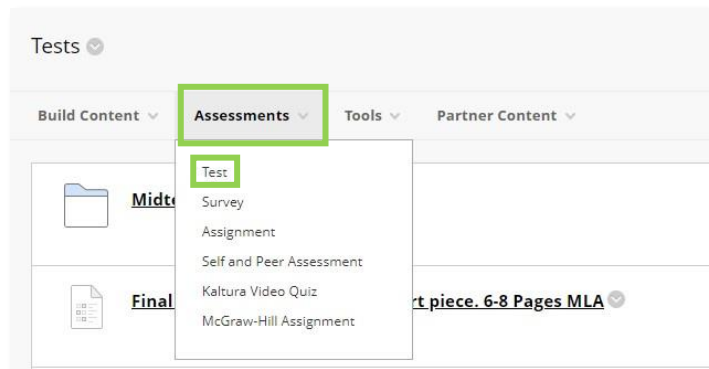Final...   ...rt piece. 6-8 Pages MLA

FIGURE 9

6. Select **Test** from the drop-down menu. On the next page, select your imported test and click **Submit.** You will then be taken to the test options page. Setting Up Test Options in Blackboard Learn provides more information on setting up Test options.