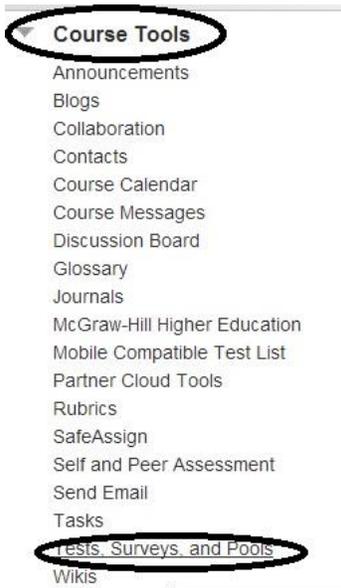
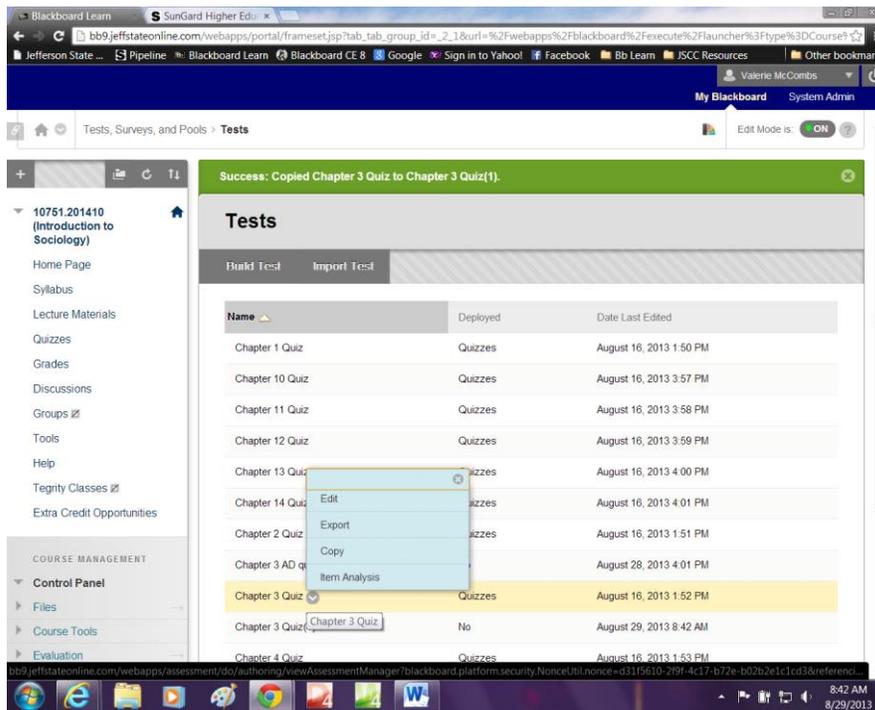


## How to Export Test in Bb Learn

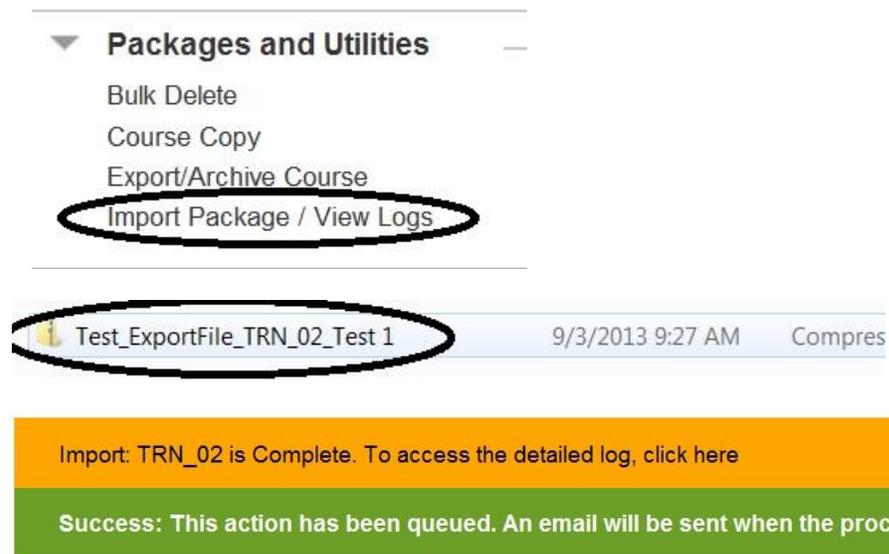
- 1) Go to Course Tools area. Select Tests, Surveys, and Pools.



- 2) Go to original test and select Export. Select Save As and Save to local computer.



- 3) Go to course to import. Select Import Package. Select File from computer. Under [Select Course Materials](#) select Tests, Surveys, and Pools. Select Submit. Wait for Import notification to complete.



▼ **Packages and Utilities**

- Bulk Delete
- Course Copy
- Export/Archive Course
- Import Package / View Logs**

 Test_ExportFile_TRN_02_Test 1	9/3/2013 9:27 AM	Compres
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Import: TRN\_02 is Complete. To access the detailed log, click here

**Success: This action has been queued. An email will be sent when the process is complete.**

- 4) Go to Course Tools area. Select Tests, Surveys, and Pools. Test imported will be located in list. You can then add to Tests/Assessments in content area.