

Blackboard Test Export and Import

Go to Course where current Test is listed.

Under Course Mgt/Tests, Surveys, Pools:

1. Select Test and Export.
2. Save file to computer (i.e. (Test_ExportFile_Quiz).

Note: Do not open this file – it should only be imported into a Blackboard Course.

The screenshot shows the Blackboard interface. On the left, the 'Course Tools' menu is open, with 'Tests, Surveys, and Pools' highlighted by a red box. On the right, the 'Tests' page is visible, showing a list of tests. The 'Tackling Technology Quiz' is selected, and a context menu is open with 'Export' highlighted by a red box. A red arrow points to the 'Export' option.

The screenshot shows a file save dialog box. The 'File name' field contains 'Test_ExportFile_21805.202120_Class Attendance Verification Quiz' and the 'Save as type' is set to 'Compressed (zipped) Folder'. Both fields are highlighted with a red box.

Go to Blackboard Course to Import Test.

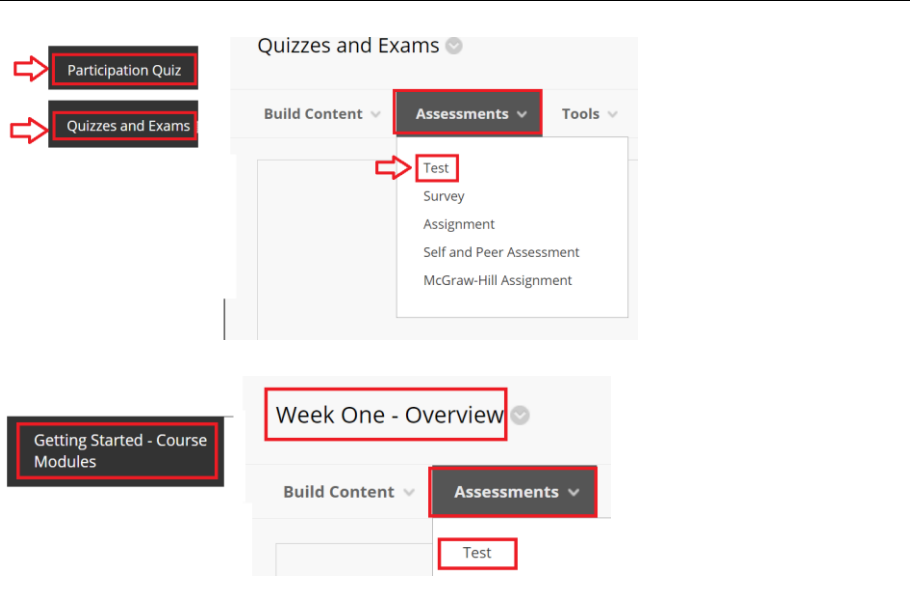
Under Course Mgt/Tests, Surveys, Pools:

1. Select Import Test.
2. Browse to find File Exported on your local computer.

The screenshot shows the Blackboard 'Tests' page. The 'Import Test' button is highlighted with a red box. Below the page, a file save dialog box is shown, identical to the one in the previous section, with the 'File name' and 'Save as type' fields highlighted by a red box.

Go to Content Area (available to students) to Deploy Test (i.e. Participation Quiz, Quizzes and Exams, and/or within a folder/module).

Select Test from Assessment Tab/Menu.



Edit Test Options.

Note: View Handout

[How-to-Set-Test-Options-in-Bb PDF Handout](#)

Make Available to Students.

