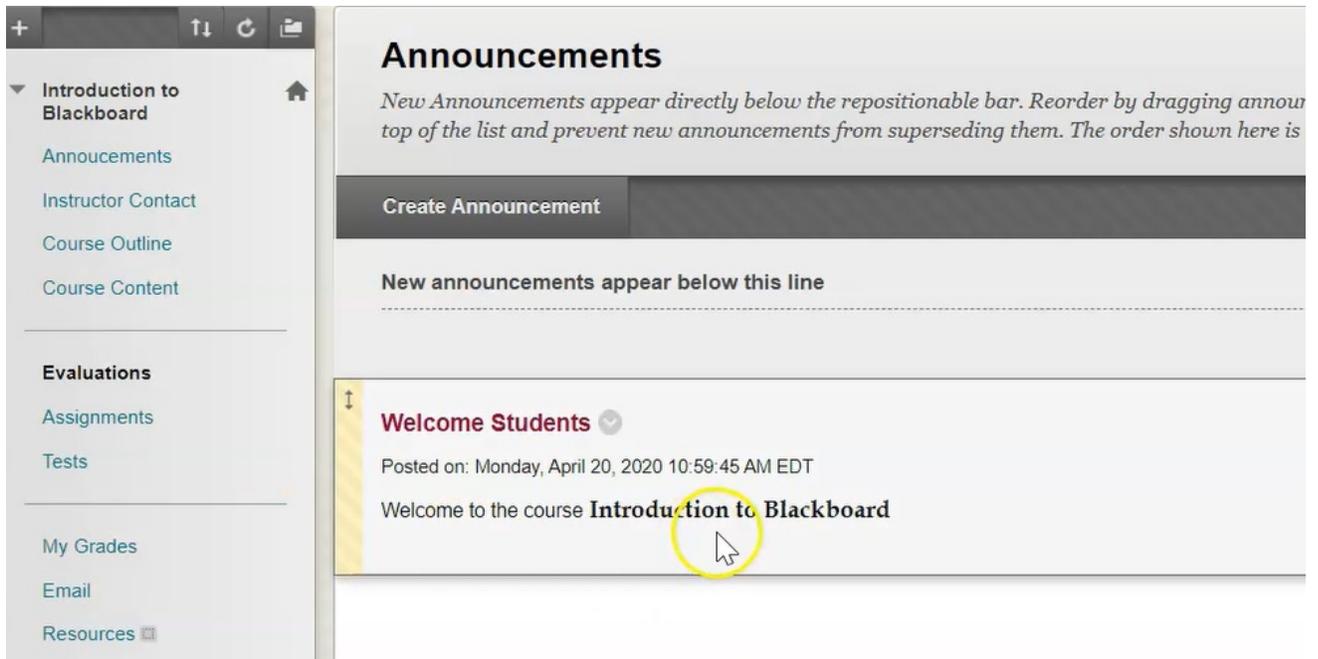


Exporting and Importing Tests, Survey, and Pools

We are going to look at how to export and import tests, surveys, and pools from your course. This can be useful when you want to copy a test from one of your courses to another or if you would like to share a copy of your test survey or poll with another faculty member.

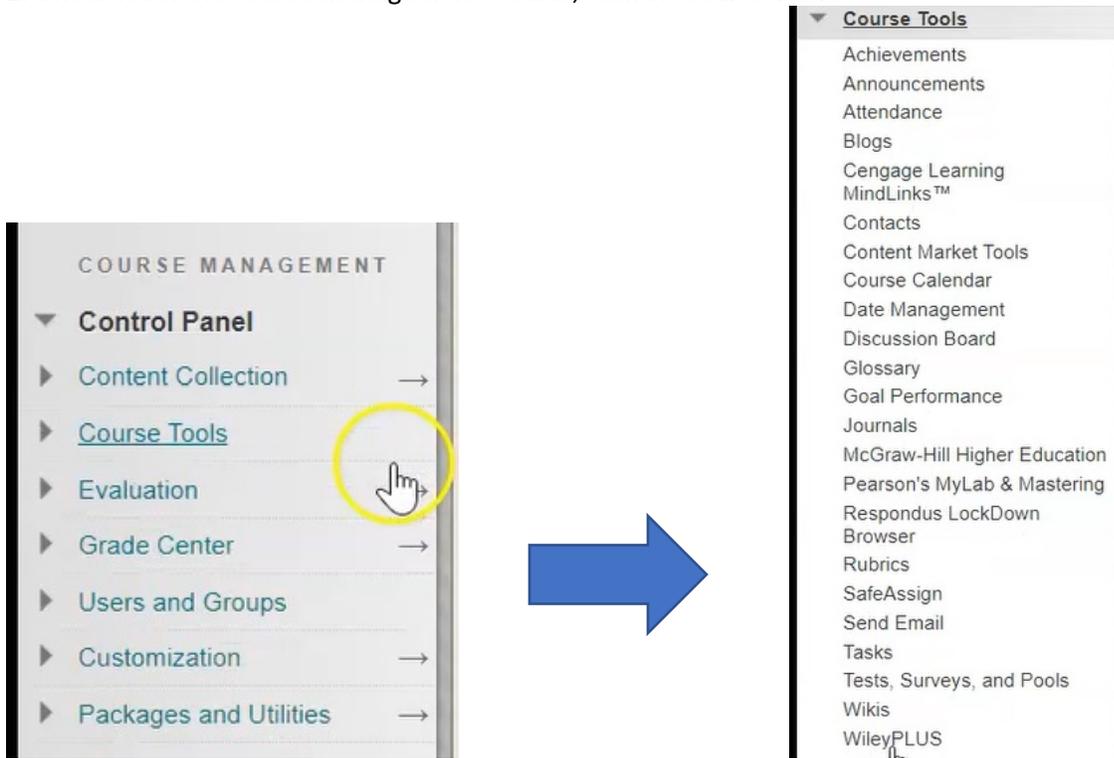
In this example I'm going to refer to how to export and import a test, but the process is exactly the same for importing and exporting a survey and a poll.

1. The first thing you need to do is go into the Blackboard course that holds the test that you would like to export.

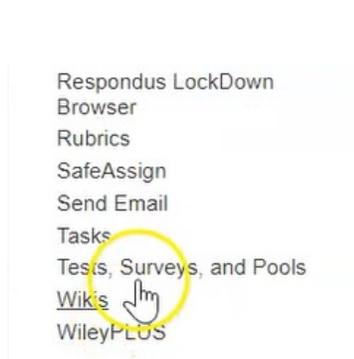


The screenshot shows the Blackboard interface for a course titled "Introduction to Blackboard". On the left is a navigation menu with options: Announcements, Instructor Contact, Course Outline, Course Content, Evaluations, Assignments, Tests, My Grades, Email, and Resources. The main content area is titled "Announcements" and includes a "Create Announcement" button. Below this is a dashed line indicating where new announcements appear. A single announcement is visible, titled "Welcome Students", posted on Monday, April 20, 2020 at 10:59:45 AM EDT. The text of the announcement reads "Welcome to the course **Introduction to Blackboard**". A yellow circle highlights the words "Introduction to Blackboard" in the announcement text, with a mouse cursor pointing at it.

2. Underneath the Course Management toolbar, click on **Course Tools**.



3. Then click on **“Tests, Surveys and Pools”**.



4. For this example, go into go into **Tests...**

Tests

Tests are sets of questions that are graded in the Grade Center. Note that some question types are not graded.

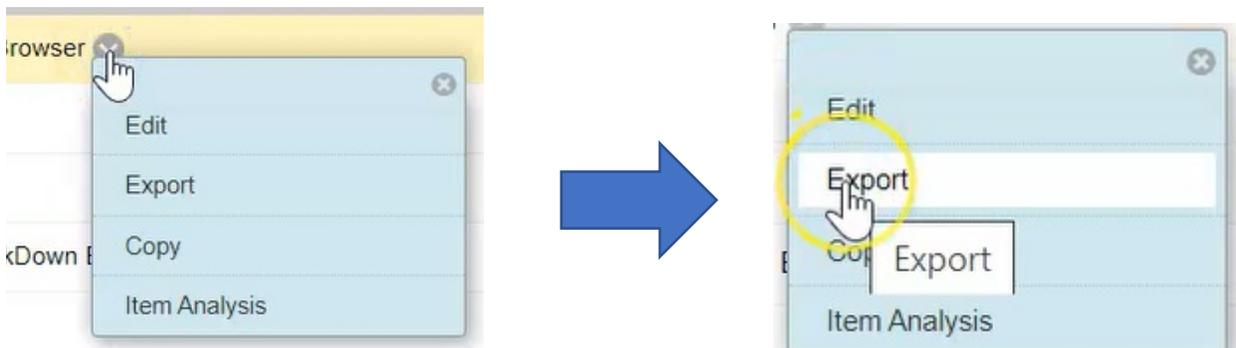
Surveys

Surveys are not graded, and student responses are not recorded in the Grade Center. Students respond to the survey.

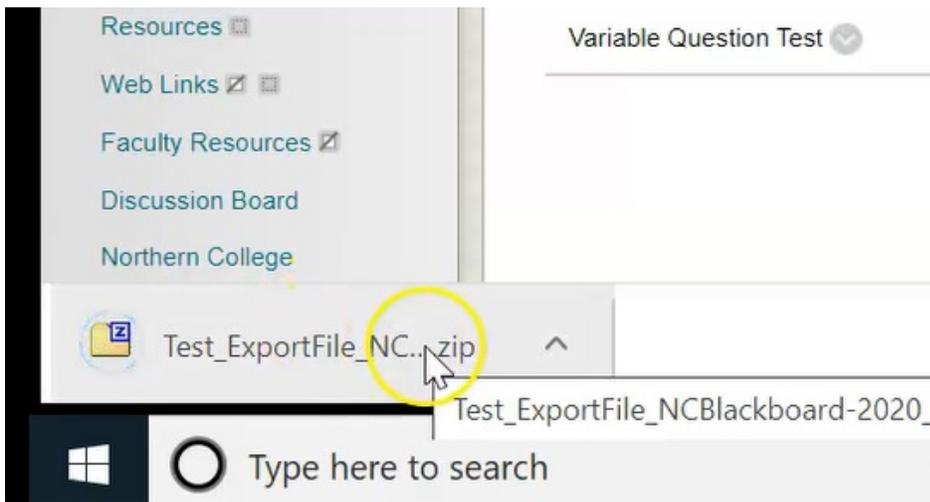
...and here we have listed every test that is in this course.

Name	Deployed	Date Last Edited
LDB Test- Requires Respondus LockDown Browser	Tests	June 15, 2020 9:17 AM
question pool test	Tests	June 22, 2020 9:26 AM
question pool test1	No	June 16, 2020 9:50 AM
Test # 1 - How To- Requires Respondus LockDown Browser	Tests	May 25, 2020 11:37 AM
test #1 - How to	No	May 29, 2020 11:59 AM
Test Generator Example Test	Tests	June 15, 2020 10:59 AM

5. To export the test, I simply click on the down arrow and choose **Export**.

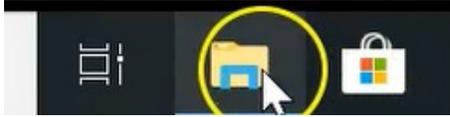


6. This will now create a zip file that can be imported into another Blackboard course.

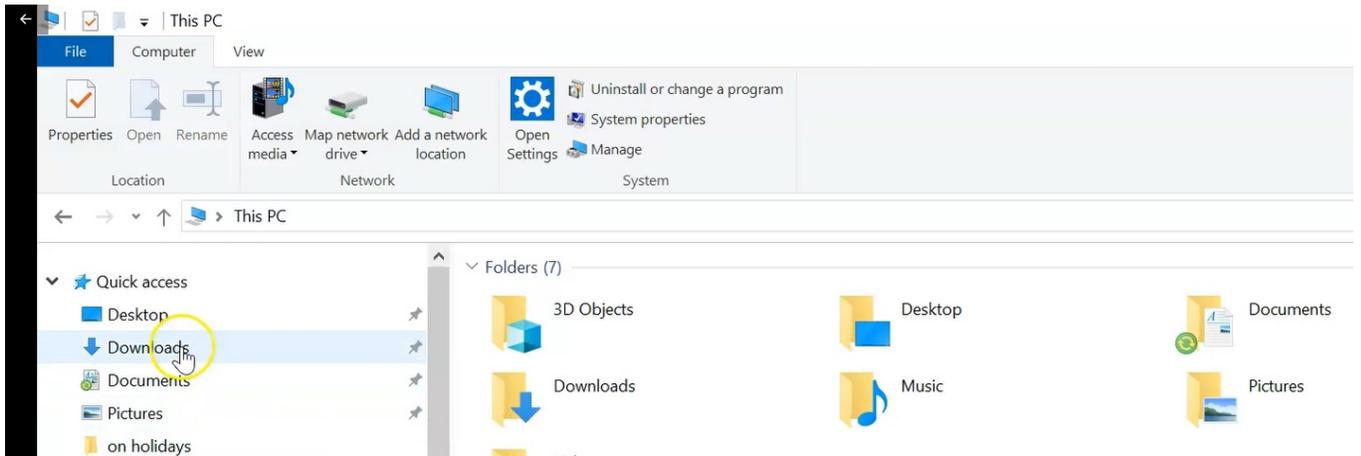


By default, this file will be downloaded to your Downloads folder within Windows.

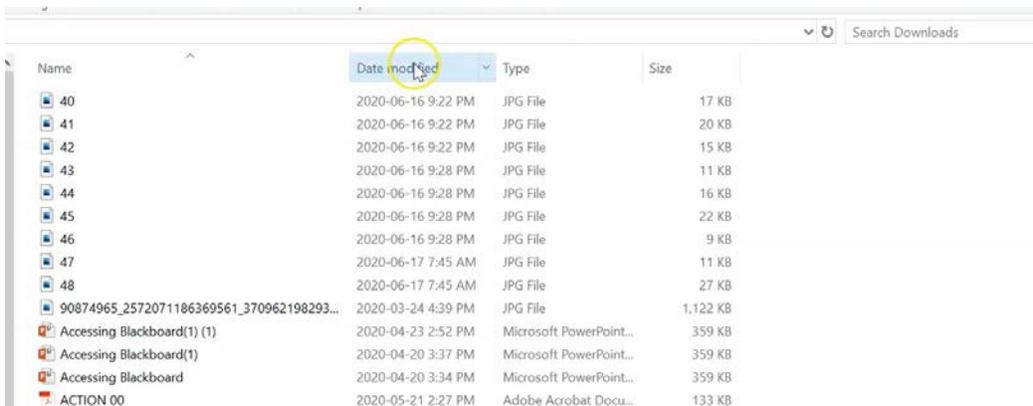
7. To find the file, simply open your files folder...



8. Navigate to the Downloads folder...



...and if you search by "Date Modified", the last thing that you do will show up at the very top.



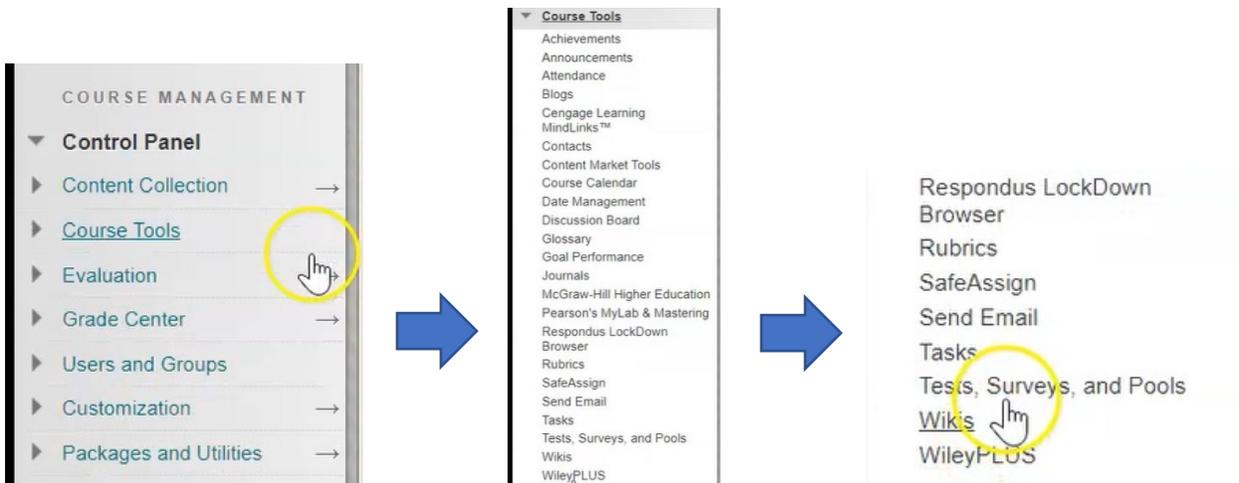
Here's the test that we just exported from our Blackboard course:



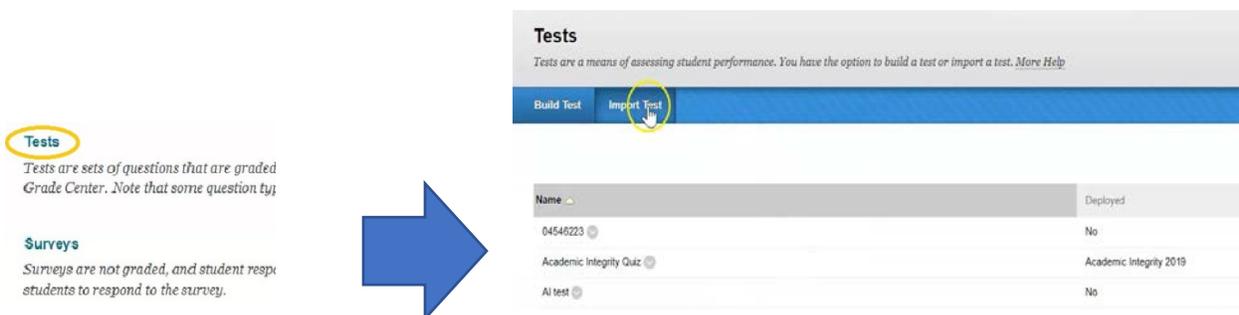
9. To import the test that you just exported into another course, simply choose a different course where you want the test to go.



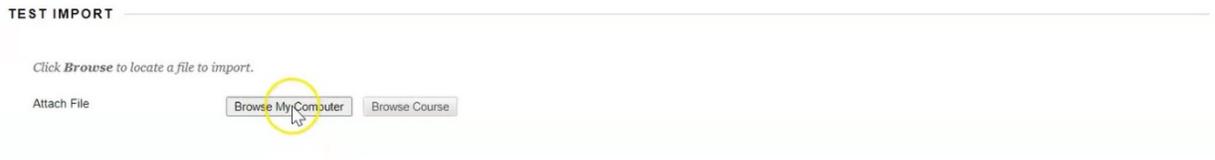
10. The again navigate to the Course Management menu under **Course Tools** and “**Tests, Surveys, and Pools**”.



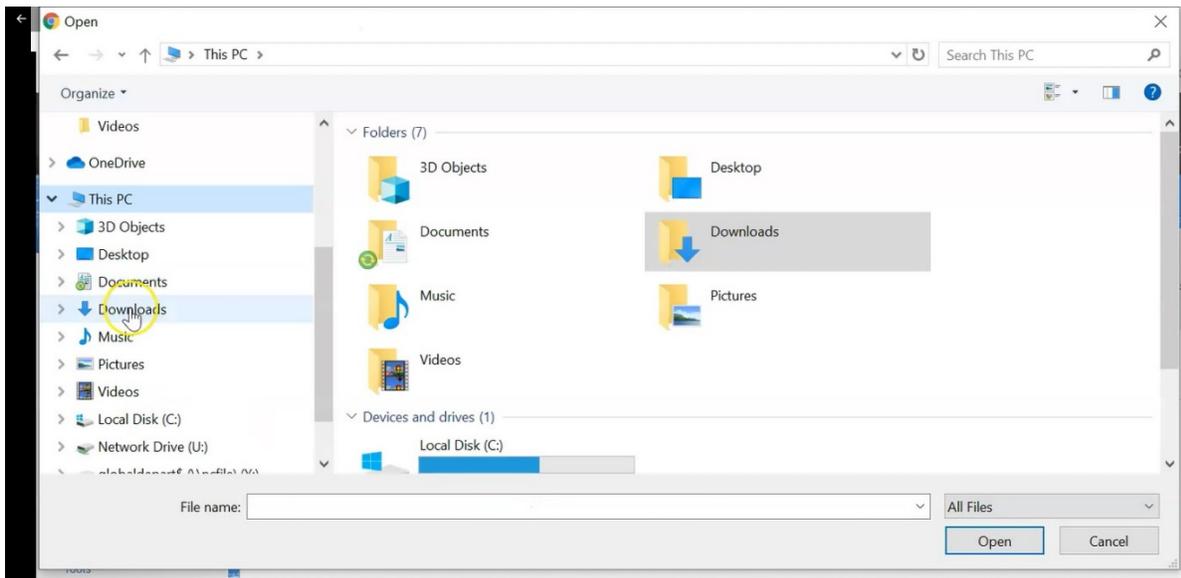
11. Click on **Tests**, and this time you’re going to click on the button that says **Import Test**.



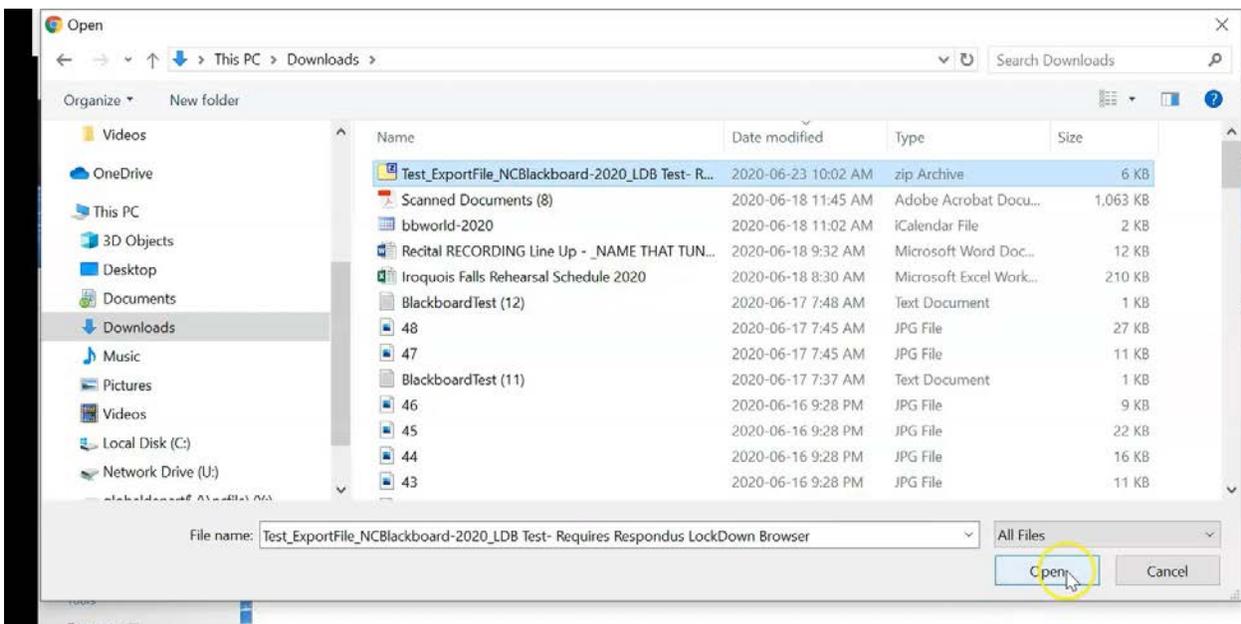
12. Choose “Browse My Computer”...



...and in the Downloads folder, you will find the test file that you just exported from your previous course.



11. Choose it, click **Open**.



12. Once it's attached, choose **Submit**.

TEST IMPORT

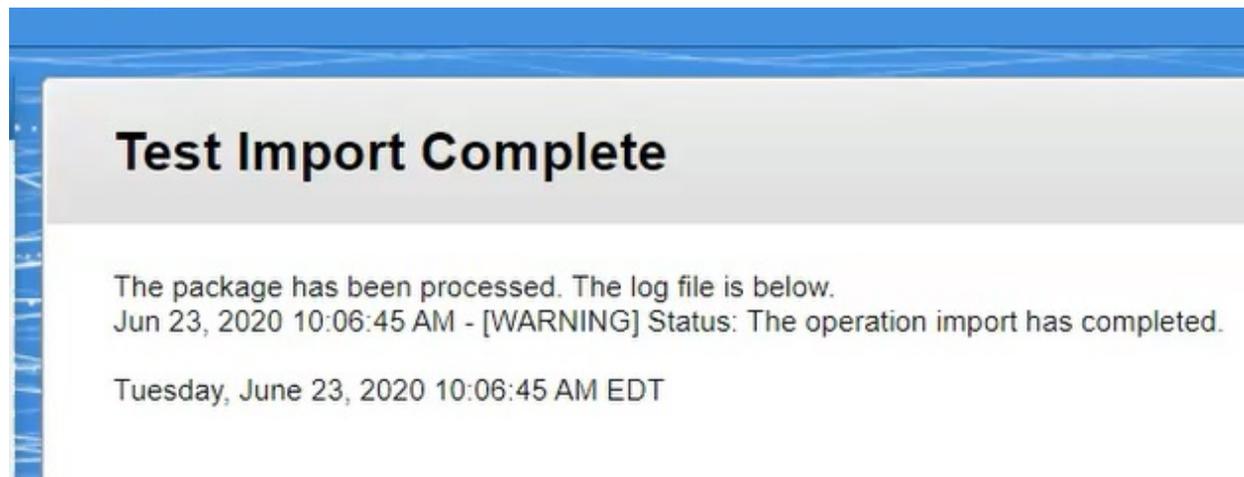
*Click **Browse** to locate a file to import.*

Attach File

Selected File **File Name**
Test_ExportFile_NCBlackboard-2020_LDB Test- Requires Respondus LockDown Browser.zip

*Click **Submit** to proceed.*

We have now completed the import of the test and a message indicates that there were no errors.



13. Click **OK** on the bottom right hand corner.



14. As the tests are listed alphabetically, scroll halfway down and you will see the lockdown browser test that you just exported from our previous course has now been imported into this course.

i leuff(1)	Assignments	December 2, 2019 10:14 AM
LDB Test- Requires Respondus LockDown Browser	No	June 23, 2020 10:06 AM

As you can see, the test has not yet been deployed anywhere within the course but is there and available for you to do so wherever you choose to put the test.