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.

+	1 Introduction to Blackboard Annoucements	ιd	ê ♠	Announcements New Announcements appear directly below the repositionable bar. Reorder by dragging annour top of the list and prevent new announcements from superseding them. The order shown here is
	Instructor Contact			Create Announcement
	Course Content			New announcements appear below this line
	Evaluations			1
_	Tests			Welcome Students Posted on: Monday, April 20, 2020 10:59:45 AM EDT Welcome to the course Introduction to Blackboard
	My Grades Email			
	Resources			

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 are sets of questions that are graded Grade Center. Note that some question ty

Surveys

Surveys are not graded, and student respo students to respond to the survey. ...and here we have listed every test that is in this course.

Tests		
ests are a means of assessing student performance. You have the option to build a test or imp	ort a test. <u>More Help</u>	
Bulist Test Import Test		
Name 🔼	Deployed	Date Last Edited
LDB Test- Requires Respondus LockDown Browser 💿	Tests	June 15, 2020 9:17
question pool test 🎯	Tests	June 22, 2020 9:26
question pool test1 📀	No	June 16, 2020 9:50
Test # 1 - How To- Requires Respondus LockDown Browser 💿	Tests	May 25, 2020 11:37
test #1 - How to 💿	No	May 29, 2020 11:59
Test Generator Example Test	Tests	June 15, 2020 10:59

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.

Resources 🖾	Variable Question Test 📀
Web Links 🗷 💷	
Faculty Resources Z	
Discussion Board	
Northern College	
Test_ExportFile_NC zip	
Type here to sea	arch

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.

			v ♡	Search Downloads
Name	Date mod sed	Туре	Size	
■ 40	2020-06-16 9:22 PM	JPG File	17 KB	
■ 41	2020-06-16 9:22 PM	JPG File	20 KB	
42	2020-06-16 9:22 PM	JPG File	15 KB	
43	2020-06-16 9:28 PM	JPG File	11 KB	
4 4	2020-06-16 9:28 PM	JPG File	16 KB	
45	2020-06-16 9:28 PM	JPG File	22 KB	
a 46	2020-06-16 9:28 PM	JPG File	9 KB	
47	2020-06-17 7:45 AM	JPG File	11 KB	
48	2020-06-17 7:45 AM	JPG File	27 KB	
90874965_2572071186369561_370962198293	2020-03-24 4:39 PM	JPG File	1,122 KB	
📽 Accessing Blackboard(1) (1)	2020-04-23 2:52 PM	Microsoft PowerPoint	359 KB	
📽 Accessing Blackboard(1)	2020-04-20 3:37 PM	Microsoft PowerPoint	359 KB	
😢 Accessing Blackboard	2020-04-20 3:34 PM	Microsoft PowerPoint	359 KB	
ACTION 00	2020-05-21 2:27 PM	Adobe Acrobat Docu	133 KB	

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

Quick access	^	Name	Date modified	Туре	Size
Desktop	*	Test_ExportFile_NCBlackboard-2020_LD& Test- R	2020-06-23 10:02 AM	zip Archive	6 KB
	*	🗾 Scanned Documents (8)	2020-06-18 11:45 AM	Adobe Acrobat Docu	1,063 KB
		bbworld-2020	2020-06-18 11:02 AM	iCalendar File	2 KB

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

▼ My Courses	
Courses where you are: Instructor	
Academic Integrity Spring 2020	
Angelas Test Course	
BB Test Course	
Blackboard Test Course for Angela	
Blackboard Training 2020	
Business Math II (BCO105) - Summer 20	
Announcements:	
Week 6 - Chapter 11 & Test 3	

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**.

	Tests Tests are a means of assessing student performance. You have the option	to build a test or import a test. More Help
	Build Test Import Test	ann a' an
Tests Tests are sets of questions that are graded Grade Center. Note that some auestion tu		
	Name 🛆	Deployed
Surveys	04546223 🔘	No
Surveys are not graded, and student respo	Academic Integrity Quiz 💿	Academic Integrity 2019
students to respond to the survey.	Al test 🕥	No

12. Choose "Browse My Computer" ...

TEST IMPORT			
Click Browse to locate	a file to import.		
Attach File	Browse My Computer Browse Course		

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

💿 Open	le le					×
← → × ↑ 🗦 > This PC >			ٽ ~	Search This PC		P
Organize *					•	0
Videos	↑ ∨ Folders (7)					^
> 📥 OneDrive	3D Objects	Desktop				P
🗸 🍃 This PC						
> 🧊 3D Objects	Documents	Downloads				
> 📃 Desktop						
> 🖉 Documents	Music	Pictures				1
> 🖶 Downloads	Music	Fictures				
> 👌 Music						
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> 🧮 Videos						
> 🐛 Local Disk (C:)	✓ Devices and drives (1)					-
> 🥪 Network Drive (U:)	Local Disk (C:)					
s alabaldanaste () nofila) (//)	× •••					~
File name:			~	All Files		~
				Open	Cancel	
10013						.:

11. Choose it, click Open.

				CONTRACT CONTRACTOR			
- 🔿 * ↑ 🔸 > This PC > Do	wnloads	>		V U Search	Downloads		P
Organize * New folder							0
Videos	^	Name	Date modified	Туре	Size		
OneDrive		Test_ExportFile_NCBlackboard-2020_LDB Test- R	2020-06-23 10:02 AM	zip Archive	6 K8		
This PC		🔁 Scanned Documents (8)	2020-06-18 11:45 AM	Adobe Acrobat Docu	1,063 KB		
3 2D Objects		bbworld-2020	2020-06-18 11:02 AM	iCalendar File	2 KB		
ab objects		Recital RECORDING Line Up - NAME THAT TUN	2020-06-18 9:32 AM	Microsoft Word Doc	12 KB		
Desktop		Iroquois Falls Rehearsal Schedule 2020	2020-06-18 8:30 AM	Microsoft Excel Work	210 KB		
Documents		BlackboardTest (12)	2020-06-17 7:48 AM	Text Document	1 KB		
👃 Downloads		■ 48	2020-06-17 7:45 AM	JPG File	27 KB		
b Music		4 7	2020-06-17 7:45 AM	JPG File	11 KB		
Pictures		BlackboardTest (11)	2020-06-17 7:37 AM	Text Document	1 KB		
Videos		i 46	2020-06-16 9:28 PM	JPG File	9 KB		
Videos		■ 45	2020-06-16 9:28 PM	JPG File	22 KB		
Local Disk (C:)		a 44	2020-06-16 9:28 PM	JPG File	16 KB		
Setwork Drive (U:)	~	4 3	2020-06-16 9:28 PM	JPG File	11 KB		
alabaldaaaste Alastiis) AA							
File name: Test_Ex	portFile_	NCBlackboard-2020_LDB Test- Requires Respondus Lockl	Down Browser	~ All File	s		~
						-72	

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

TEST IMPORT		
Click Browse to locate	a file to import.	
Attach File	Browse My Computer Browse Course	
Selected File	File Name Test_ExportFile_NCBlackboard-2020_LDB Test- Requires Respondus LockDown Browser.zip Do not attach	
Click Submit to proce	ed.	Cancel Submit

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

T	est Import Complete
Th	e package has been processed. The log file is below. n 23, 2020 10:06:45 AM - [WARNING] Status: The operation import has completed
Tu	esday, June 23, 2020 10:06:45 AM EDT

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 leuf(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.