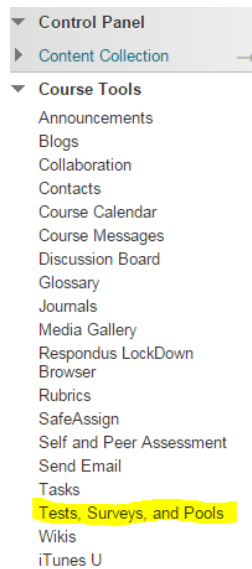# How to Export and Import a Test in Blackboard

Exporting a test is beneficial for copying a test to another course, creating a back-up of the test, and for sharing the test. The exported test is saved as a Blackboard specific ZIP file, which can only be used to for importing into another Blackboard course. The exported ZIP file does not contain a viewable copy of the test in an environment outside of Blackboard. The ability to export/import tests is pedagogically useful because it helps users reuse and refine tests that they develop when teaching over different semesters or with several sections.

EXPORT A TEST

1. From the course's control panel, click **Course Tools**, then click **Tests, Surveys, and Pools.**

2. Click the **Tests** link.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.
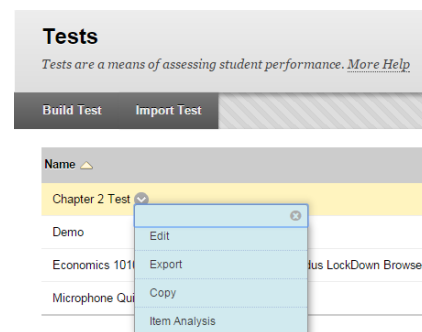
Surveys
Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.
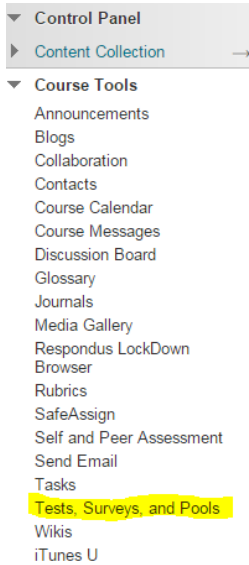
Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

3. Locate the test desired for exporting, click the drop-down arrow next to its name, click **Export.**

Tests
Tests are a means of assessing student performance. *More Help*

Build Test | Import Test

Name △

Chapter 2 Test
- Edit
- Export
- Copy
- Item Analysis

Demo

Economics 101

Microphone Qui

4. The "Save" window will open. Name the file appropriately. Save the file to your computer's hard drive in an easy-to-find location (Desktop, Documents, etc.).

IMPORT A TEST

1. From the course's control panel, click Course Tools, then click Tests, Surveys, and Pools.

2. Click the Tests link.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.
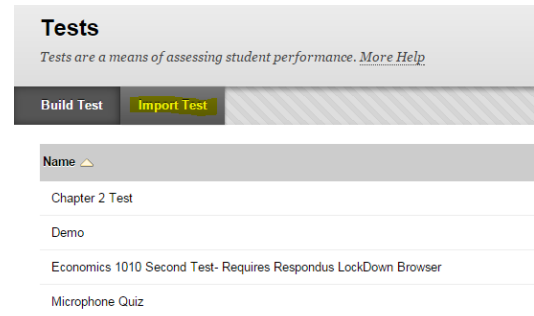
Surveys
Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

3. Click the Import Test button.

Tests
Tests are a means of assessing student performance. *More Help*

Build Test   Import Test

Name △

Chapter 2 Test

Demo

Economics 1010 Second Test- Requires Respondus LockDown Browser

Microphone Quiz

4. Click Browse My Computer.

TEST IMPORT

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

Attach File   Browse My Computer   Browse Course

5. A new window will open. Locate and select the exported test file on your computer, click Open.

6. Click Submit.

You will receive an email notification when the import is complete.
To make sure the test has imported properly: go to control panel > course tools > tests, surveys, and pools, then click Tests. Your imported test should now be listed.