

Importing and Exporting Tests, Surveys, and Pools in Blackboard

You can export tests, surveys, and pools as ZIP files that you can then import to other courses or share with other instructors. You can also import test banks and question pools made available by textbook publishers. Check your specific publisher's website for instructions on how to export and save the questions in a format that is compatible with importing to Blackboard.

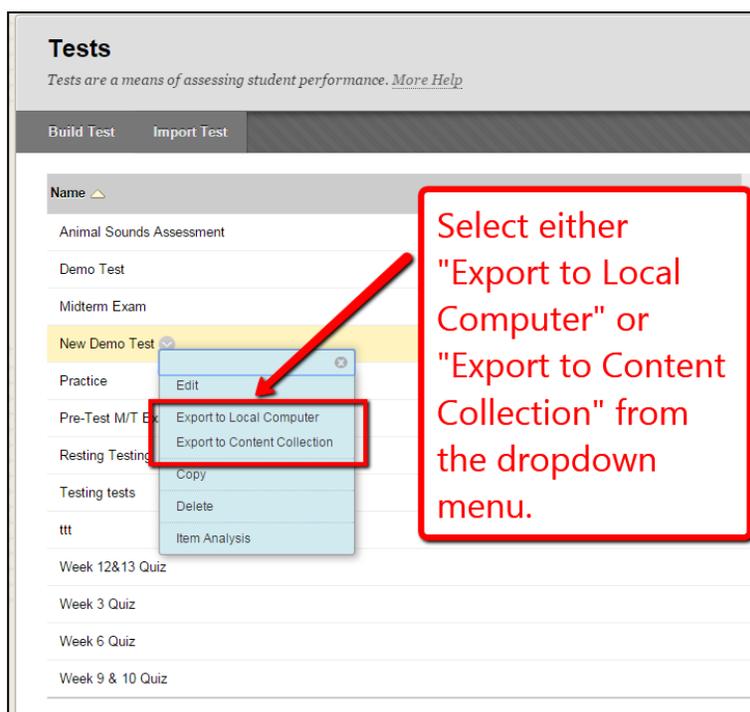
An important point to keep in mind is that you cannot import a test unless it has first been exported, which is why this guide begins with the exporting process. Also, unlike other forms of content, you cannot copy a test that has already been deployed. To work around this, you must export the deployed test, then import the test back into your course with a new name.

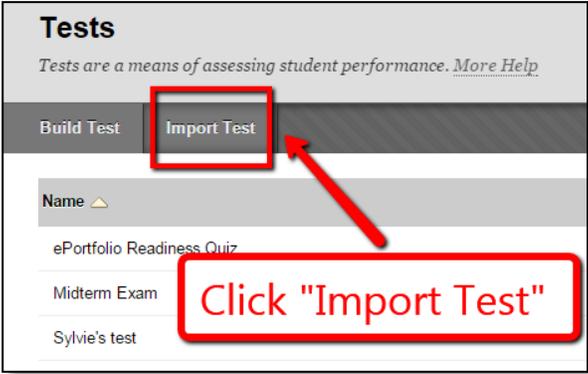
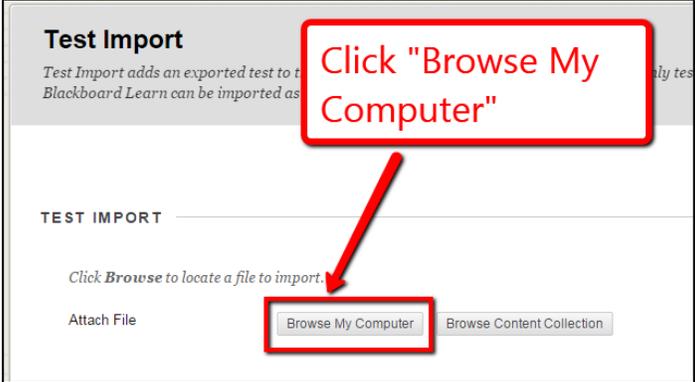
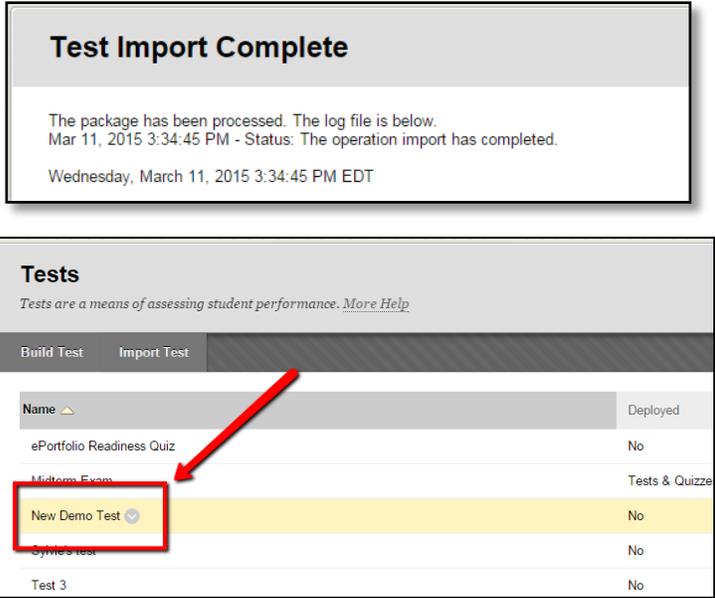
For instructions on how to create and deploy tests and surveys, and how to create and use pools in Blackboard, see our separate quick guide: <http://spsfaculty.commons.gc.cuny.edu/quick-guides/>

Step 1

To export a test, survey or pool, navigate to the control panel, click "Course Tools," then click "Tests, Surveys, and Pools." Now, choose either "Tests," "Surveys," or "Pools". On the next screen, find the title of the test/survey/pool you want to export, open the dropdown menu and select either "Export to Local Computer" to save the zip package to your computer's hard drive (Steps 2-4), or "Export to Content Collection" for storage within Blackboard (Steps 5-8).

Important: If you export to your computer, do *not* open the ZIP file as it contains files that are of no use outside of Blackboard and may cause difficulty when importing.



<p><u>Step 2</u></p> <p>If you have saved the zip file to your computer, open the course site where you'd like to import the test. Go to the "Tests" section in the "Tests, Surveys, and Pools" course tools area and click the "Import Test" tab at the top of the page.</p>	
<p><u>Step 3</u></p> <p>On the "Test Import" page, click the "Browse My Computer" button, find the ZIP file that you saved to your computer and double-click on it. The file explorer window will close and you will return to the "Test Import" page. Click "Submit" to continue.</p>	
<p><u>Step 4</u></p> <p>You should then receive a "Test Import Complete" notification. Click the "OK" button in the lower-right corner of this page to return to the "Tests" page where you will see your newly imported test.</p>	

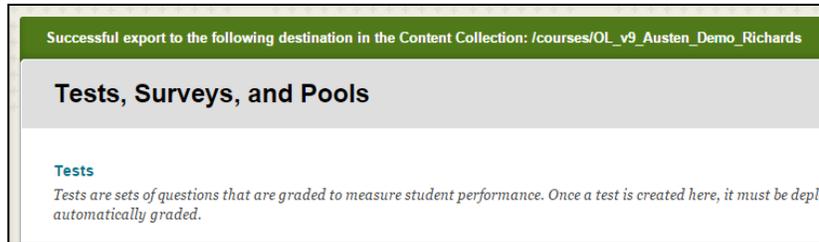
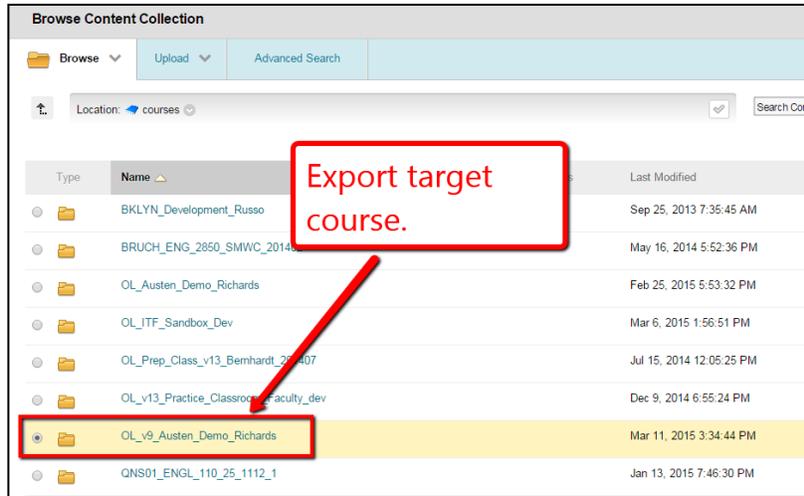
Step 5

To export a test to a content collection, select “Export to Content Collection” instead of “Export to Local Computer” in Step 36. On the next screen, click the “Browse” button.



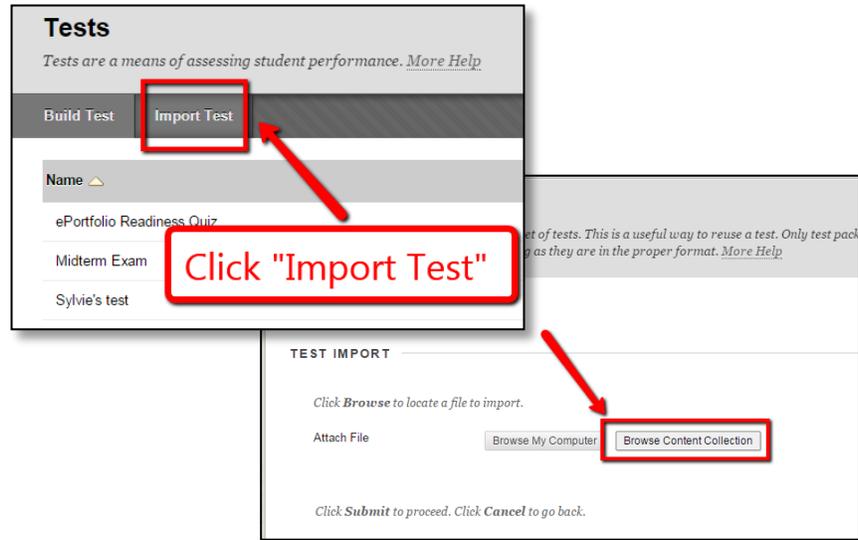
Step 6

In the “Content Collection” browser, select the collection to which you’d like to export the test and click “Submit.” You will be returned to the “Export to Content Collection” page from the previous step. Click “Submit” to initiate the export, after which you should receive a green “Successful export” banner at the top of your screen.



Step 7

Next, to import the test from the Content Collection, first go to "Tests" section in the "Tests, Surveys, and Pools" course tools area and click the "Import Test" tab at the top of the page. On the next page, click the "Browse Content Collection" button.



Step 8

In the "Content Collection" browser, scroll down until you find the test's ZIP file (it will have a folder icon with the word "ZIP" in it and a filename beginning with "TestExportFile"), click the bubble next to it, then click "Submit". You will be returned to the "Test Import" page from the previous step. Click "Submit" on this page to initiate the import, after which you should receive a "Test Import Complete" notification. Click the "OK" button in the lower-right corner of this page to return to the "Tests" page where you will see your newly imported test.

