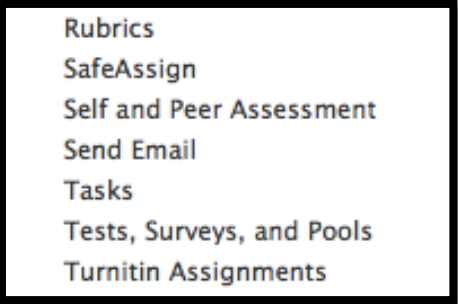
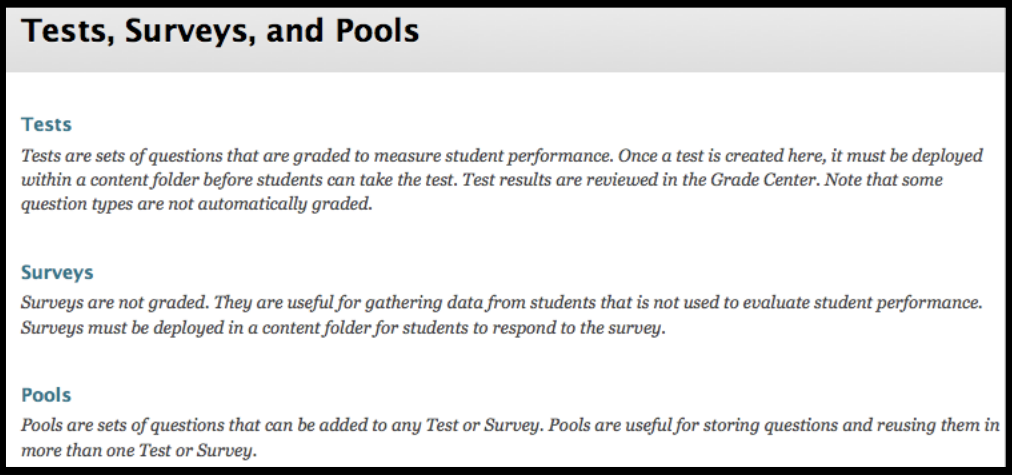
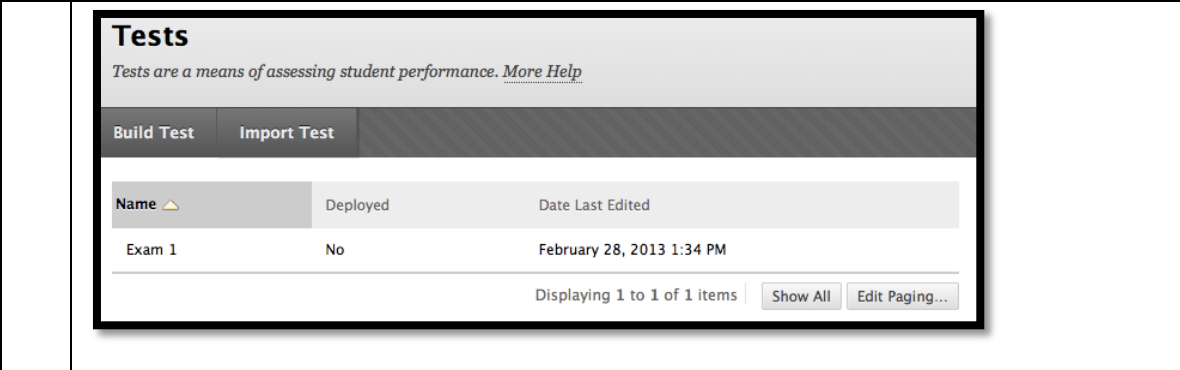


Exporting a Test from Blackboard

Exporting a test from one Blackboard course to another is a simple task, but one that many instructors will find helpful. Follow the instructions below to export a test from an existing Blackboard course.

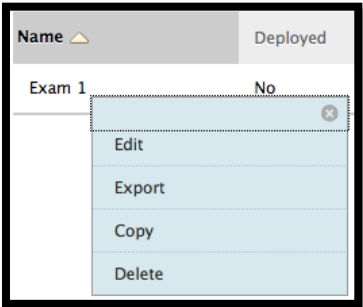
This procedural document assumes that you are logged in to Blackboard and in the course from which the test will be exported.

1.	From the Control Panel , click Course Tools .
	The Course Tools menu displays.  A screenshot of the Course Tools menu, which is a vertical list of options: Rubrics, SafeAssign, Self and Peer Assessment, Send Email, Tasks, Tests, Surveys, and Pools, and Turnitin Assignments. The entire menu is enclosed in a black rectangular border.
2.	From the Course Tools menu, click Tests, Surveys, and Pools .
	The Tests, Surveys, and Pools page displays.  A screenshot of the 'Tests, Surveys, and Pools' page. At the top, there is a header 'Tests, Surveys, and Pools' in bold. Below the header, there are three sections: 'Tests' with a description, 'Surveys' with a description, and 'Pools' with a description. The entire screenshot is enclosed in a black rectangular border.
3.	From the Tests, Surveys, and Pools page, click Tests.
	The Tests page displays.



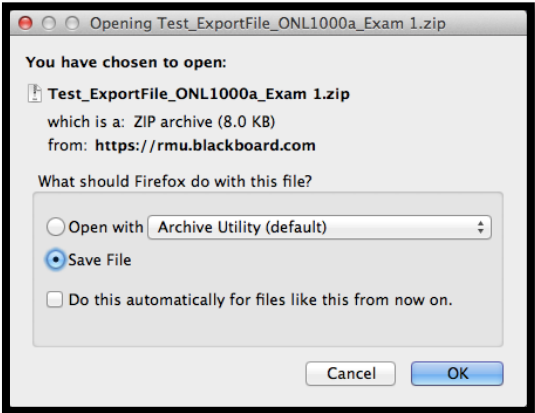
4. Hover over the test to be exported and click the drop-down arrow.

The **Test Options** menu displays.



5. From the **Test Options** menu, click **Export**.

The **Save Test Export** window displays.



6. Ensure that the **Save File** option is selected and then click the **OK** button. The test is saved as a Zip file on your computer in the specified location. This is typically the Downloads folder. This Zip file is what is imported into other Blackboard courses.