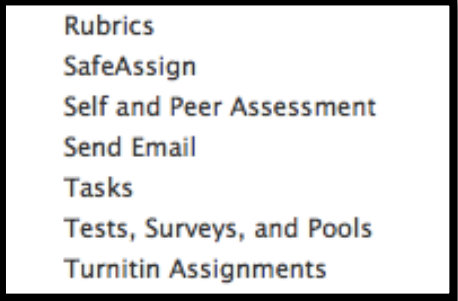
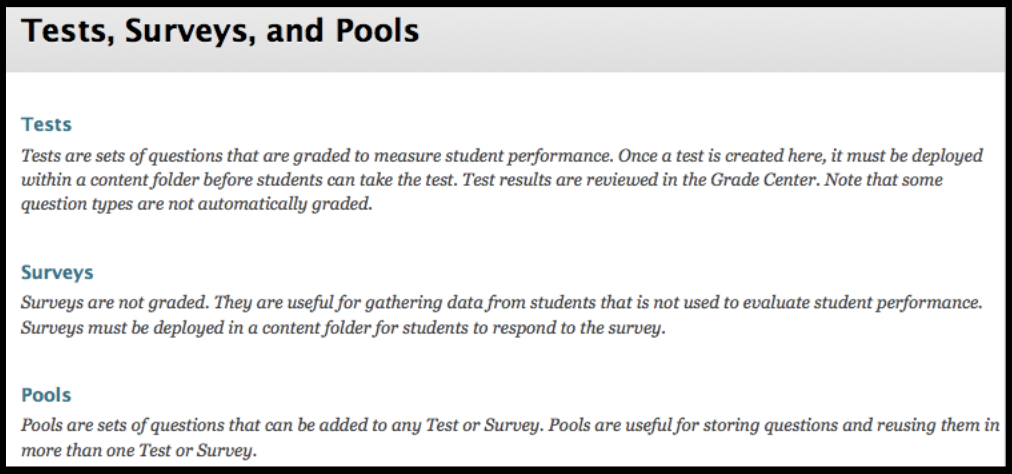


Importing a Test to Blackboard

If instructors have exported tests from other Blackboard courses as Zip files, these zip files can be imported into other Blackboard courses created an exact copy of the test that was exported. Follow the instructions below to import a test to an existing Blackboard course.

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

1.	From the Control Panel , click Course Tools .
	The Course Tools menu displays.  A screenshot of the 'Course Tools' menu. The menu items are: Rubrics, SafeAssign, Self and Peer Assessment, Send Email, Tasks, Tests, Surveys, and Pools, and Turnitin Assignments. The 'Tests, Surveys, and Pools' item is highlighted with a black 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. The page has a header 'Tests, Surveys, and Pools'. Below the header, there are three sections: 'Tests' with a description, 'Surveys' with a description, and 'Pools' with a description. Each section is separated by a horizontal line.
3.	From the Tests, Surveys, and Pools page, click Tests.
	The Tests page displays.

Tests
Tests are a means of assessing student performance. [More Help](#)

Build Test Import Test

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4. Click the **Import Test** button.

The **Test Import** page displays.

Test Import
Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test. Only Test packages created by Blackboard Learn can be imported. Tests created by others, Tests created at other institutions, and Tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)

Cancel Submit

1. Test Import
*Click **Browse** to locate a file to import.*

Attach File Browse My Computer Browse Course

2. Submit
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

5. Click the **Browse My Computer** button.

6. Browse your computer to locate the zip file (exported test) to be uploaded. Once located, click to select it and click **OK** or **Open**.

The file name displays in the **Selected File** section.

1. Test Import
*Click **Browse** to locate a file to import.*

Attach File Browse My Computer Browse Course

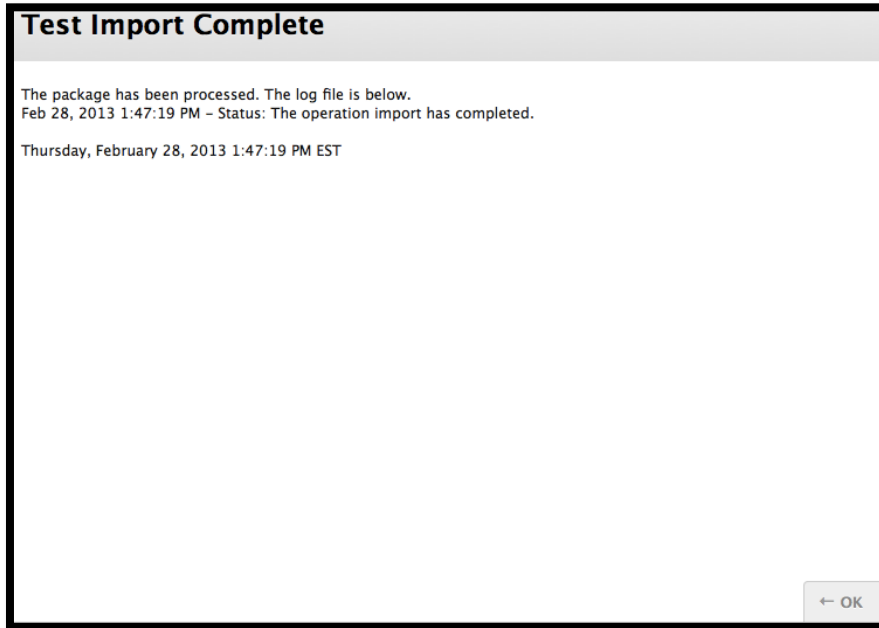
Selected File File Name Test_ExportFile_ONL1000a_Exam 2.zip
 Do not attach

2. Submit
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

7. Click the **Submit** button.

8. The **Test Import Complete** page displays.



9. Click the **OK** button in the lower-right hand corner.

The test is added to the list of available tests in the course and can be deployed to any content area in the course.

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