Export and Import Tests in Blackboard
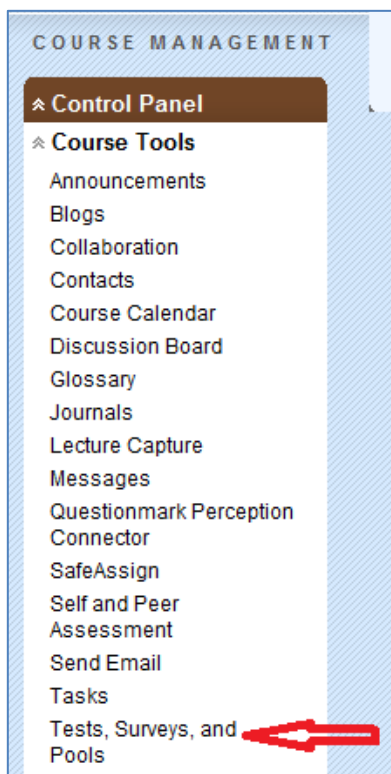
You can use the export and import features to copy tests and pools from one course to another. This tutorial will show you how to:

    A. Export a test/quiz from a Blackboard course to your local computer
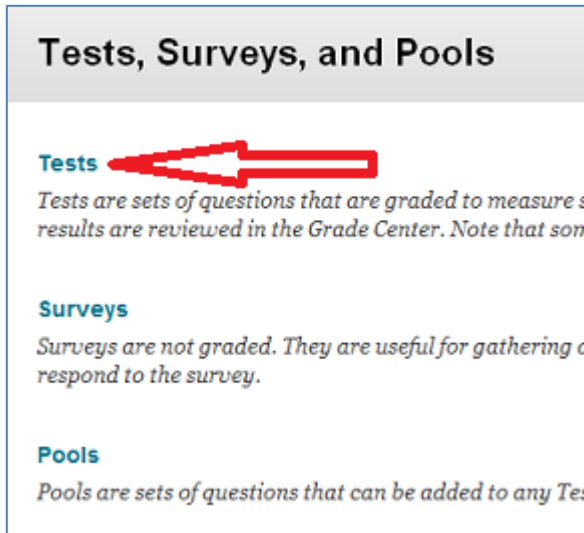   B. Import the test from your local computer to a Blackboard course

The same steps can be applied to export and import a pool.

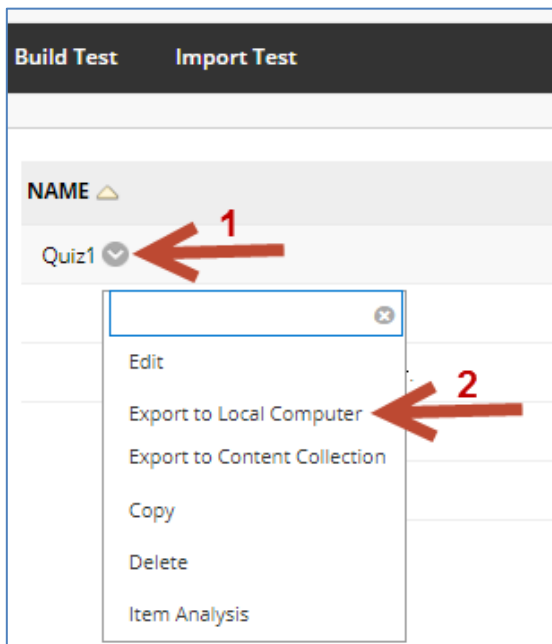- **<u>Exporting a test from a Blackboard course to your local computer</u>**

    1- Open the Blackboard course that contains the quiz that you want to export

    2- From **Course Management**, **Control Panel**, **Course Tools**, click on "**Tests, Surveys and Pools**"

3- Click on "**Tests**"

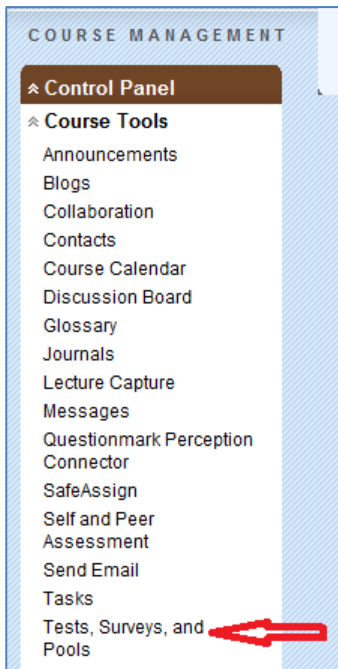4- Click the arrow next to the test that you want to export and select "**Export to Local Computer**"

5- After few seconds, you will be prompted to save a ZIP file on your computer. Click SAVE and remember in which folder you have saved it.
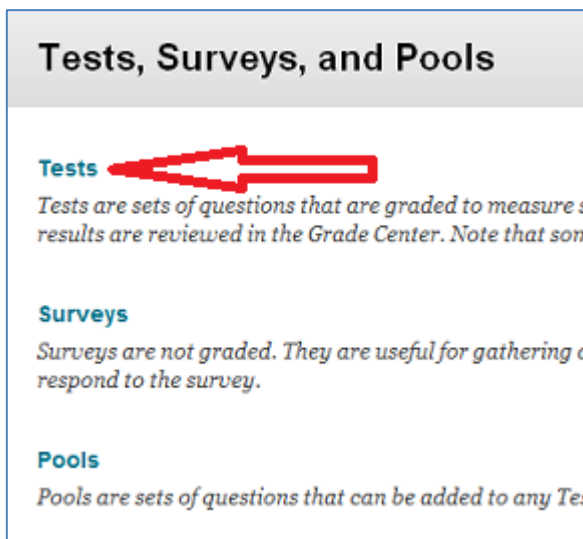
- **<u>Importing a test from your local computer to a Blackboard course</u>**

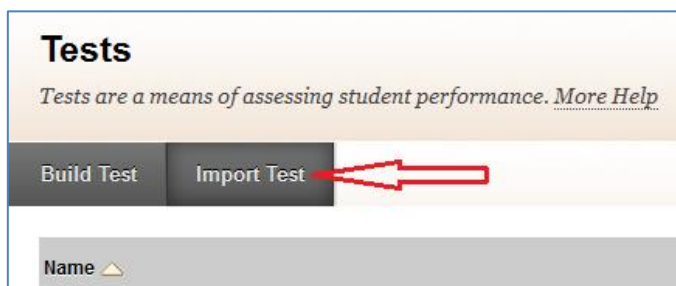 1- Open the Blackboard course to which you need to import the test.

  2- From **Course Management**, **Control Panel**, **Course Tools**, Click on "**Tests, Surveys and Pools**".
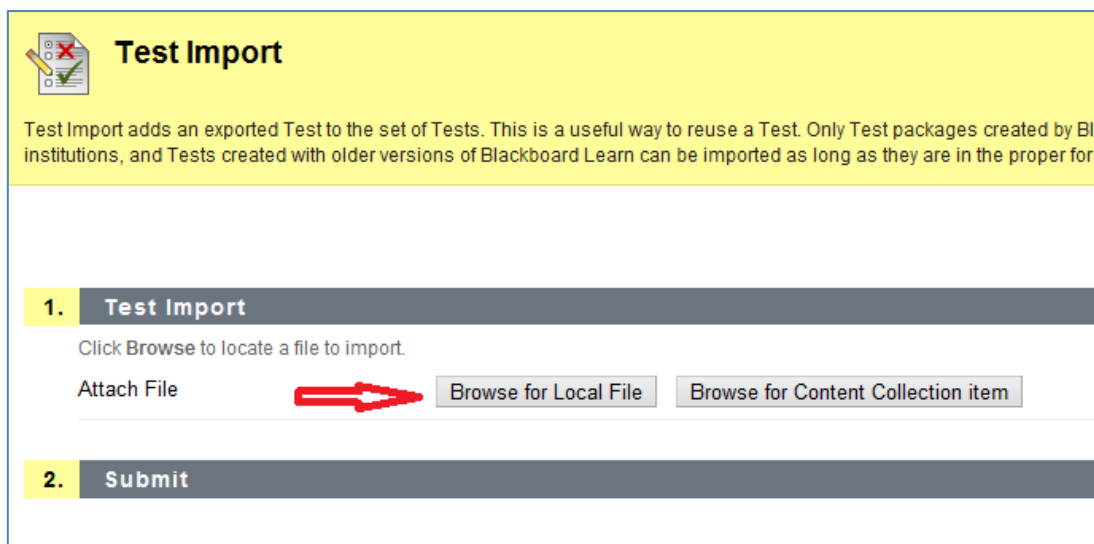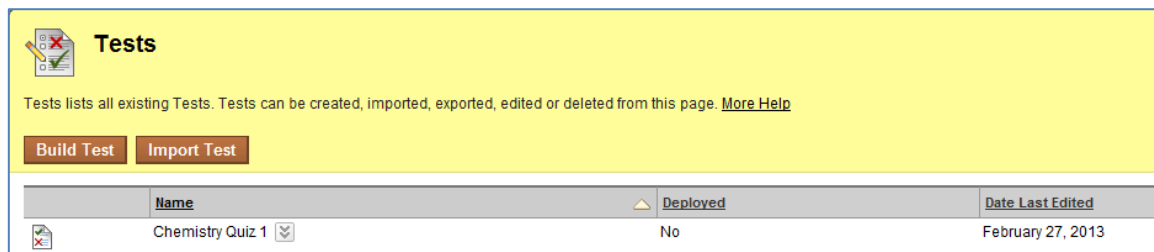

  3- Click on "**Tests**".

4- Click on "**Import Test**".

5- Then "**Browse for Local Computer**" and select the Zip file of the test you need to import from your local computer. Then click on "**Submit**".

6- Importing the quiz may take a couple of minutes, based on the quiz size. You will then see the quiz listed as below, which shows that it has been imported successfully.

The test is not deployed yet, so cannot be accessed by students. Follow the steps in the **"Deploy Test"** tutorial in order to deploy it to a content area and make it available to students.