

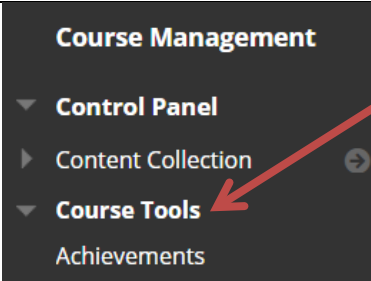
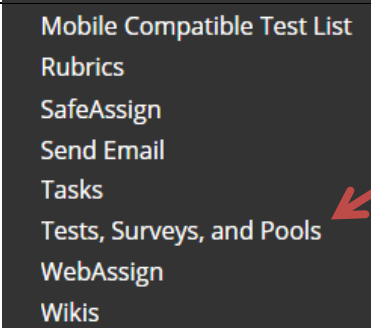
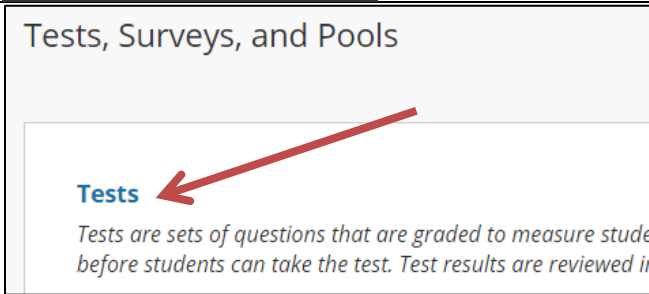


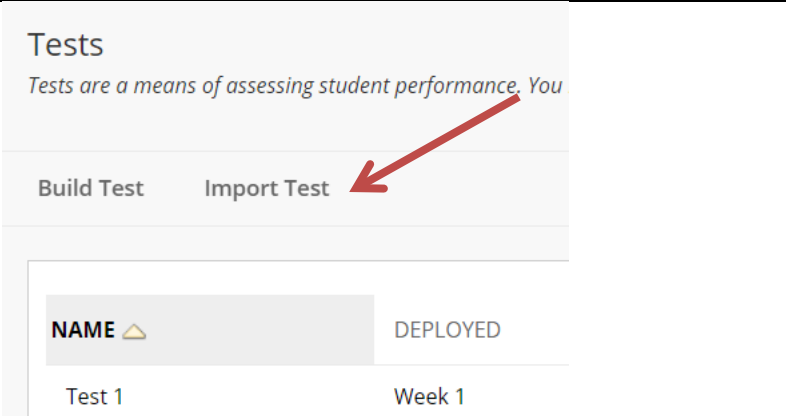
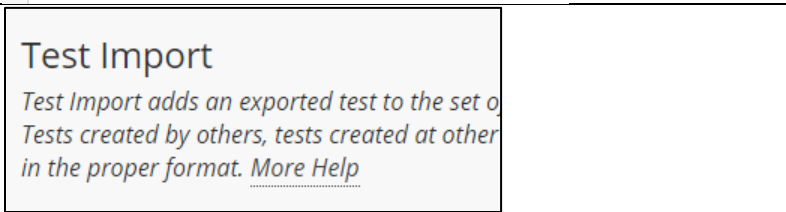
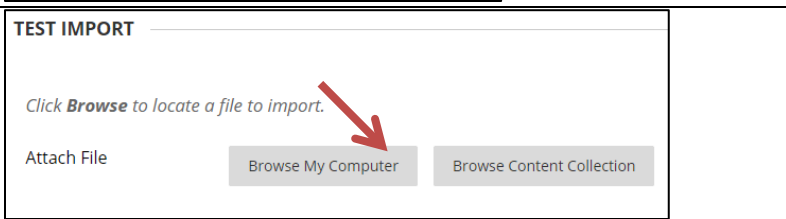
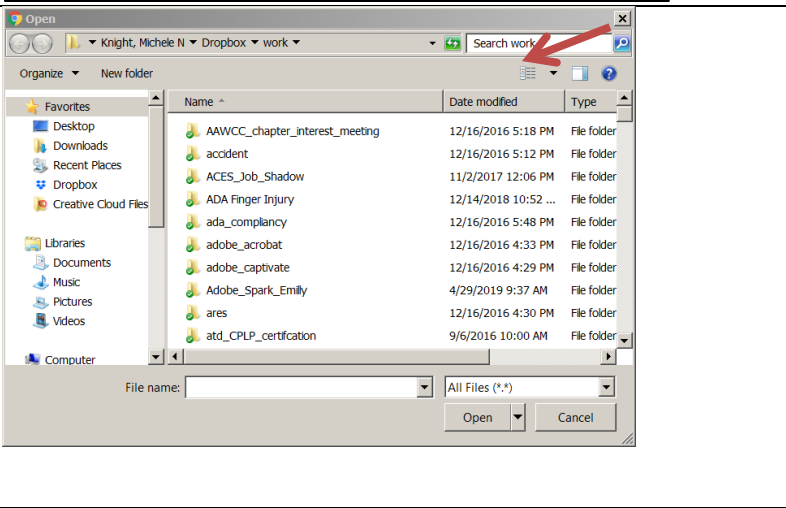
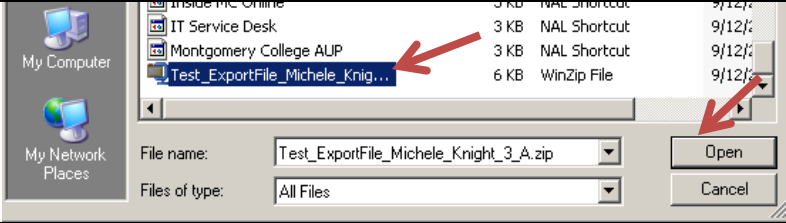
[Video: Importing a Test into a Blackboard Course](#)

Click the link to download the quiz as a .zip file. Save it to a location on your computer.

Importing a Test into a Blackboard Course

First, enter the course where you would like to import the test. Then, follow the directions below to complete the task of importing the test.

1. In the Control Panel, expand Course tools	 <p>Course Management</p> <ul style="list-style-type: none">▼ Control Panel▶ Content Collection▼ Course ToolsAchievements
2. The Course tools area will expand. 3. In the expanded course tools menu, click the link for test, surveys, and pools .	 <p>Mobile Compatible Test List Rubrics SafeAssign Send Email Tasks Tests, Surveys, and Pools WebAssign Wikis</p>
4. The Tests, Surveys, and Pools page will appear. 5. Click the link for Tests .	 <p>Tests, Surveys, and Pools</p> <p>Tests</p> <p><i>Tests are sets of questions that are graded to measure student learning before students can take the test. Test results are reviewed in the Control Panel.</i></p>

<p>6. Click the Import Test Button.</p>	
<p>7. The Test Import page will appear.</p>	
<p>8. On the test import page, click the Browse My Computer Button.</p>	
<p>9. A File Upload, or File Open Box Will appear</p> <p>10. Find the Location of Blackboard Test File you Exported earlier.</p> <p>Google Chrome users will normally find this file in the download's section.</p> <p>Users of other browsers will find the test export file in the location where you saved the file.</p>	
<p>11. In the dialog box, click the exported test file name.</p> <p>12. Click open on the dialog box. The dialog box closes</p>	

<p>13. You will see a reference to the exported test File you imported in the previous step.</p>	<p>TEST IMPORT</p> <p><i>Click Browse to locate a file to import.</i></p> <p>Attach File <input type="button" value="Browse My Computer"/> <input type="button" value="Browse Content Collection"/></p> <p>Selected File File Name Test_ExportFile_Michele_Knight_4_new_11_Test 2.zip</p> <p><input type="button" value="Do not attach"/></p>
<p>14. Click <input type="button" value="Submit"/> to import the test File.</p>	
<p>15. If the test is imported successfully, you will see a “Test Import Complete” dialogue similar to the message on the right.</p>	<p>Test Import Complete</p> <p>The package has been processed. The log file is below. May 15, 2019 11:45:55 AM - Status: The operation import has completed.</p> <p>Wednesday, May 15, 2019 11:45:55 AM EDT</p>
<p>16. Back in the Tests area, you will see that the test has been imported.</p>	

After you have imported the quiz file, you will be able to add the quiz to your course content. Go to the appropriate module, select Assessment > Test and select the quiz from the list of available tests.

Note: If you are using a Blackboard quiz for an MC Library tutorial, you will need to instruct students to return to Blackboard to complete the quiz. Students should not use the quiz link from within the tutorial.

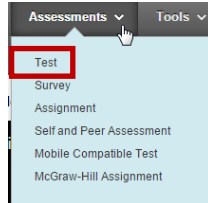
Add the Test to a Learning Module (deploy the test) (watch the video)

Up to this point, the test is only visible to you as the instructor, and it is located in the control panel.

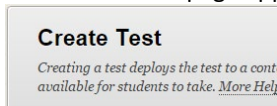
Here are the steps to link to this test in a Learning module, and make it visible to students.

Blackboard calls this process deploying the test.

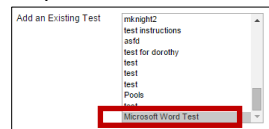
1. Click the Course Content Link.
2. Click the Learning Module where you want to add the Test.
3. Move your Mouse over the Assessments Menu.
4. Choose **Test** on the Menu that appears.



5. The Create Test page appears



6. You have already added the test in the control Panel. Look for the test that you have created during the previous steps under the **Add an Existing Test box**.



7. Click the test to select the test.
8. Click **Submit** to begin adding the test to the learning module.