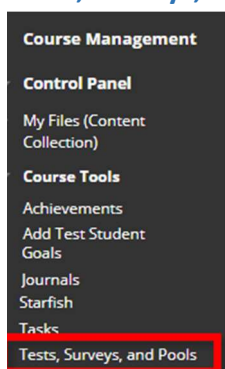# Export a Test in Blackboard and Import into another Course –
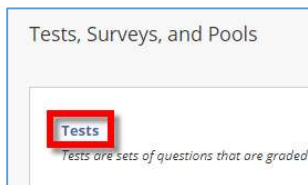
This document will show you how to export a test you have in a Blackboard course and then copy it into another course. T
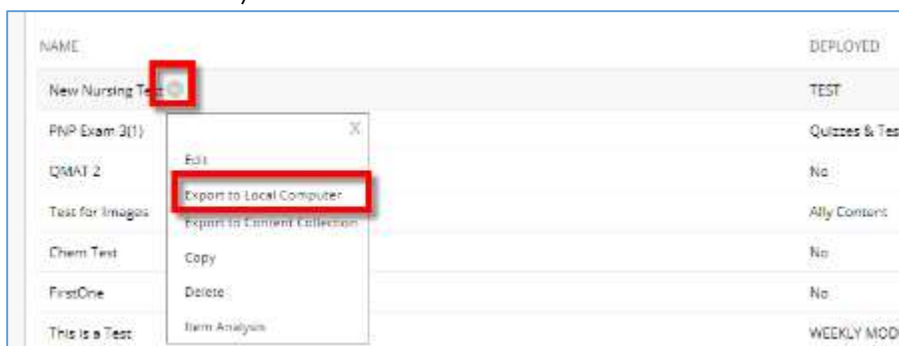
Exporting a test into a new course

1. - Log into the Blackboard course which has the test you would like to export and copy into another course. You can access these by using the left side navigation menu, under Course Tools, click on **Tests, Surveys, and Pools.**
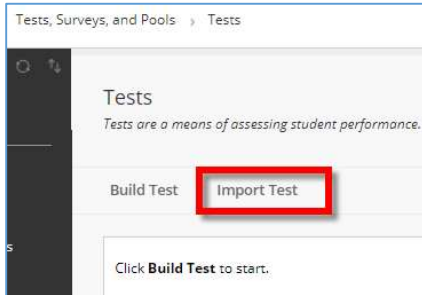

2. Click on Tests in the main canvas area -

3. - Navigate to the test you would like to export, click the chevron to the right of the title and then click on **Export to your Computer.** This will download a file onto your computer (typically appears in your Downloads folder)
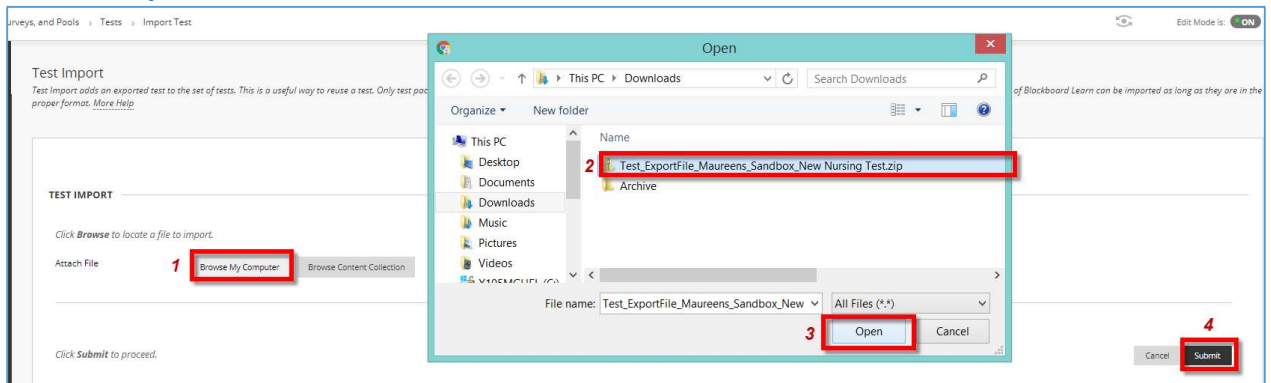
Export a Test in Blackboard and Import into another Course –

4. - Now login into the (different) course you would like to copy the test into and navigate to the **Tests, Surveys, and Pools** area and click on **Tests.**

5. In the top menu in the main canvas area, click on **Import Test**
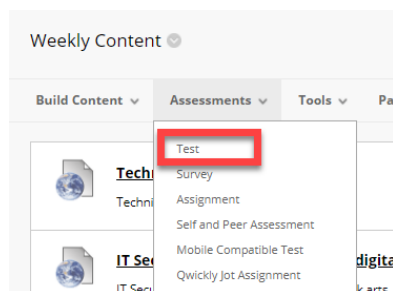

6. - This will create a pop-up window, click on the items in the order listed below.
   o Click on the **Browse My Computer** button, this will open a pop-up window, navigate to where the downloaded test is located and click on it (again, usually in the Downloads folder of your computer)
   o Click the **Open button** and then click **Submit.**

7. - Give the system a few minutes to process the upload (varies according to the size of the test. Once you see the test, you are ready to deploy it in the new course.
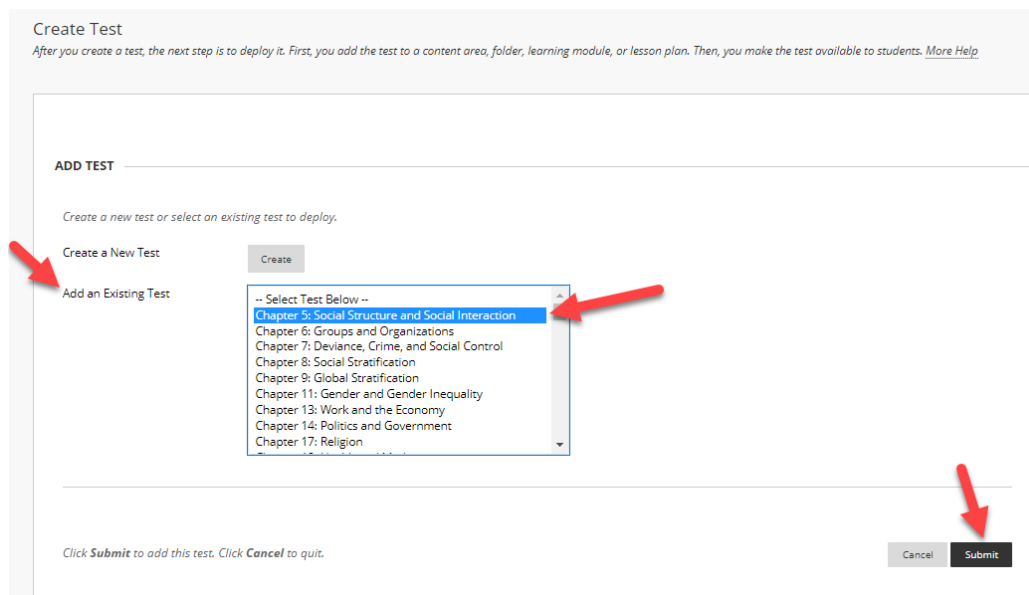
Deploying the test in a Content area

1. Once the test has been imported into the new course, go into the content area where you would like to place the test. In the main canvas, click on **Assessments**, then click **Test**.

Export a Test in Blackboard and Import into another Course –

2. You will have two options, in the **Add an Existing Test** area you will see a list, click on the name of the Test you just imported and then click the **Submit** button in the lower right corner.

3. You will then be provided with all the test/quiz options for deployment in your course. Pay close attention to whether you want it included in your grade book and available for students to view results.

More information on Blackboard Tests & Quizzes is available here: **https://help.blackboard.com/ Learn/Instructor/Tests_Pools_Surveys/Test_and_Survey_Options**