

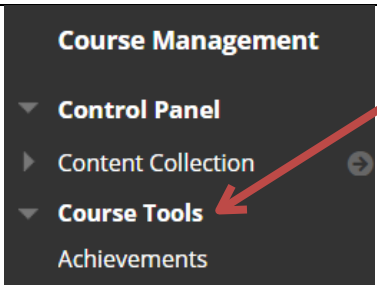
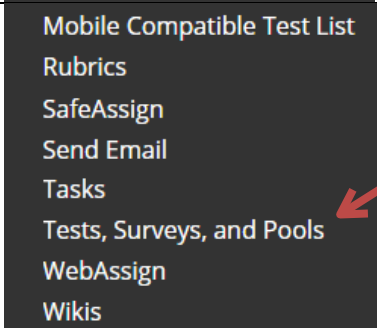
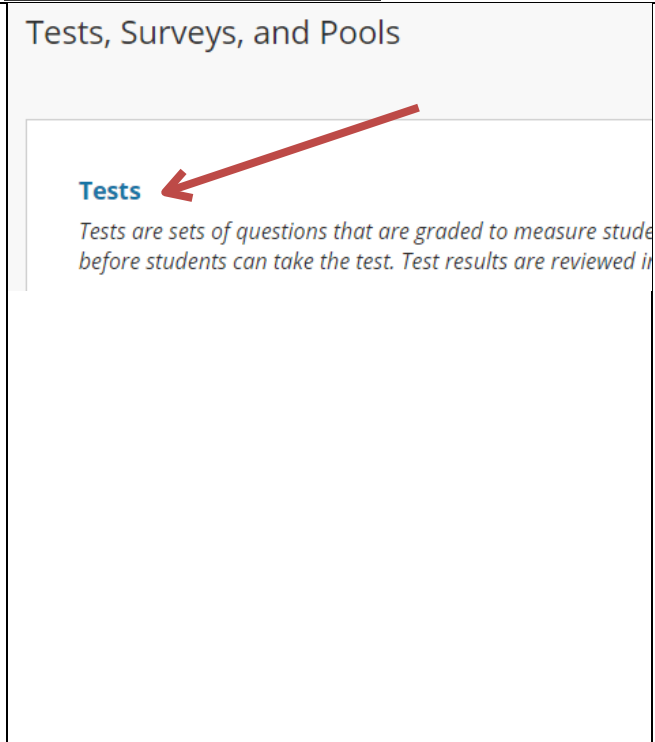


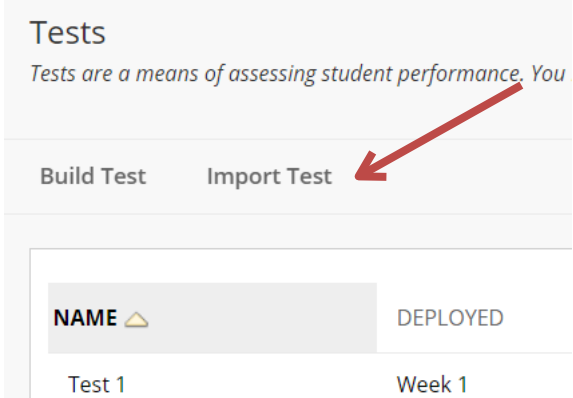
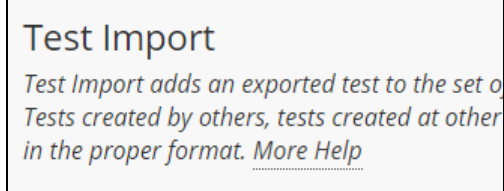
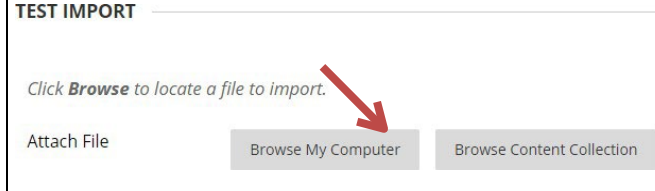
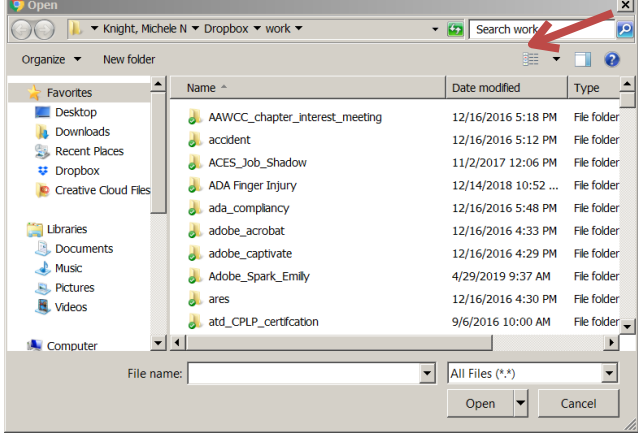
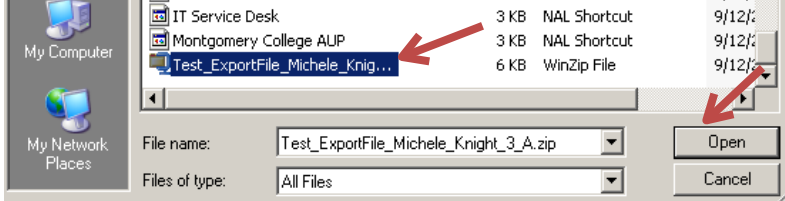
[Video: Importing a Test into a Blackboard Course](#)

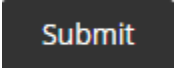
Video created by ELITE

Follow the instructions below from ELITE for 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		
2. The Course tools area will expand. 3. In the expanded course tools menu, click the link for test, surveys, and pools .		
4. The Tests, Surveys, and Pools page will appear. 5. Click the link for Tests .		

<p>6. Click the Import Test Button.</p>	 <p>The 'Tests' page shows a header with the title 'Tests' and a subtitle 'Tests are a means of assessing student performance. You'. Below this are two buttons: 'Build Test' and 'Import Test'. A red arrow points to the 'Import Test' button. Below the buttons is a table with columns 'NAME' and 'DEPLOYED'. The first row shows 'Test 1' and 'Week 1'.</p>
<p>7. The Test Import page will appear.</p>	 <p>The 'Test Import' page has a header with the title 'Test Import' and a subtitle 'Test Import adds an exported test to the set of Tests created by others, tests created at other in the proper format. More Help'.</p>
<p>8. On the test import page, click the Browse My Computer Button.</p>	 <p>The 'TEST IMPORT' page has a subtitle 'Click Browse to locate a file to import.' Below this are three buttons: 'Attach File', 'Browse My Computer', and 'Browse Content Collection'. A red arrow points to 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>A Windows File Explorer window titled 'Open' is shown. The address bar shows 'Knight, Michele N > Dropbox > work'. The left sidebar shows 'Favorites' and 'Libraries'. The main pane shows a list of files and folders. A red arrow points to the 'Downloads' folder in the 'Favorites' list.</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>A Windows File Explorer dialog box is shown. The 'File name' field contains 'Test_ExportFile_Michele_Knight_3_A.zip'. The 'Files of type' dropdown is set to 'All Files'. A red arrow points to the 'Test_ExportFile_Michele_Knight_3_A.zip' file in the list. Another red arrow points to the 'Open' button.</p>

<p>13. You will see a reference to the exported test File you imported in the previous step.</p>	<div> <div>TEST IMPORT</div> <div>Click Browse to locate a file to import.</div> <div> <div>Attach File</div> <div> <div>Browse My Computer</div> <div>Browse Content Collection</div> </div> </div> <div> <div>Selected File</div> <div> <div>File Name</div> <div>Test_ExportFile_Michele_Knight_4_new_11_Test 2.zip</div> <div>Do not attach</div> </div> </div> </div>
<p>14. Click  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>	<div> <div>Test Import Complete</div> <div> <div>The package has been processed. The log file is below.</div> <div>May 15, 2019 11:45:55 AM - Status: The operation import has completed.</div> <div>Wednesday, May 15, 2019 11:45:55 AM EDT</div> </div> </div>
<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.

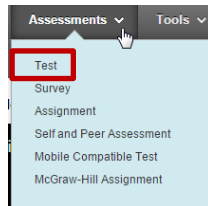
Add the Test to a Learning Module (deploy the test) (watch the video)

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

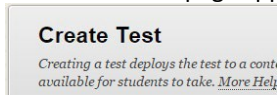
Here are the steps to link to this test in a Learning module, and make it visible to students.

Blackboard calls this process deploying the test.

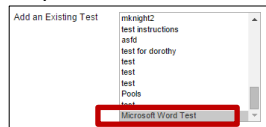
1. Click the Course Content Link.
2. Click the Learning Module where you want to add the Test.
3. Move your Mouse over the Assessments Menu.
4. Choose **Test** on the Menu that appears.



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.