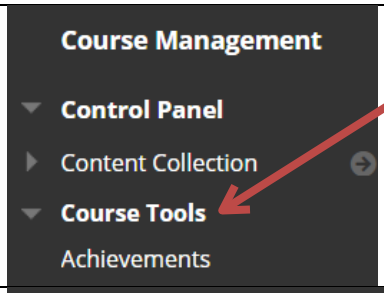
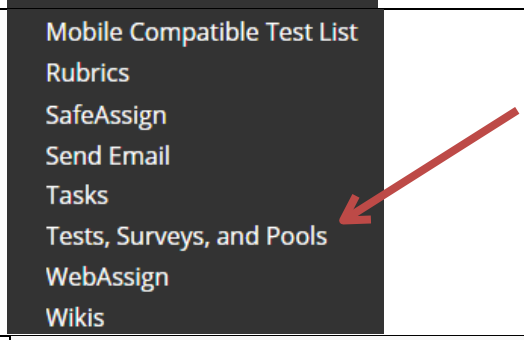
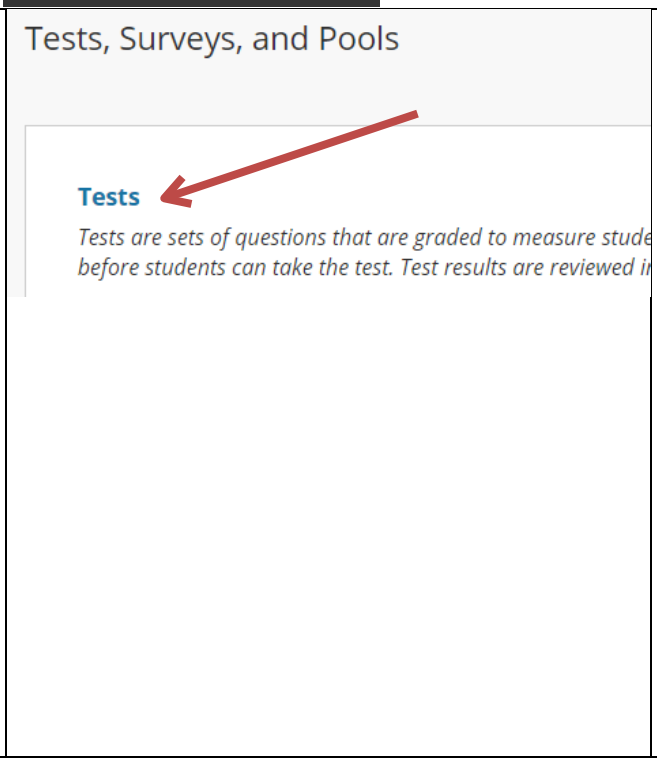
Video: Importing a Test into a Blackboard Course

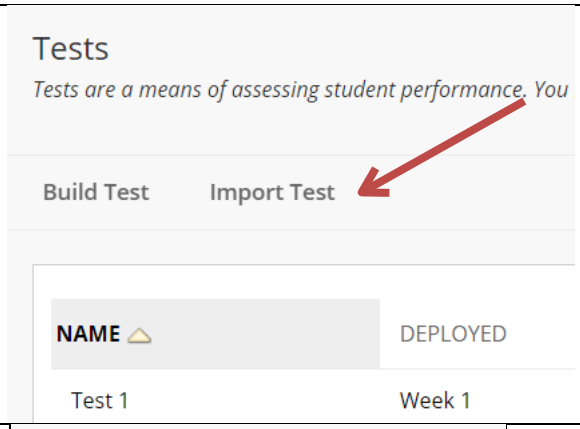
Video created by ELITE

Follow the instructions below from ELITE for Importing a Test into a Blackboard Course

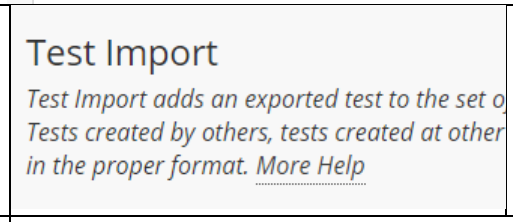
First, enter the course where you would like to import the test. Then, follow the directions below to complete the task of importing the test.

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**.	

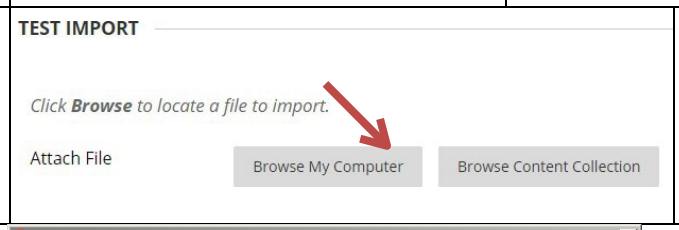
6. **Click** the **Import Test Button**.



7. The **Test Import** page will appear.



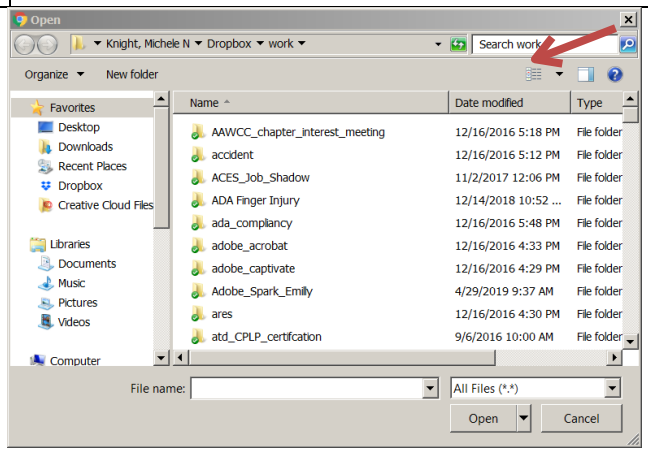
8. On the test import page, click the Browse My Computer Button.



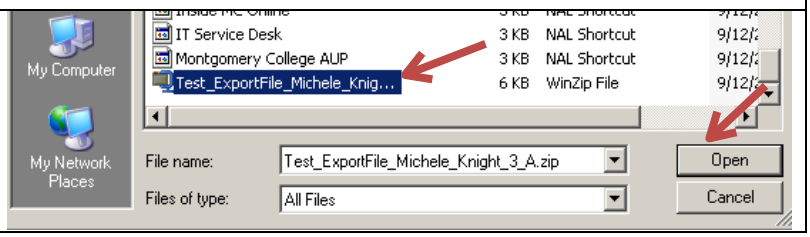
9. A File Upload, or File Open Box Will appear
10. Find the Location of Blackboard Test File you Exported earlier.

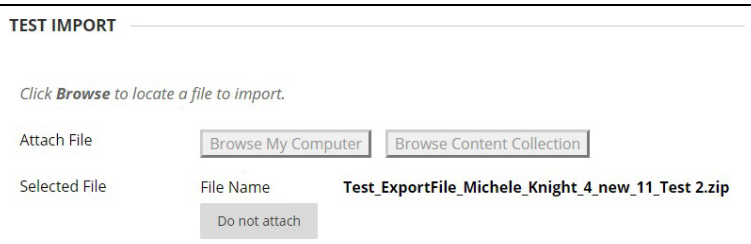
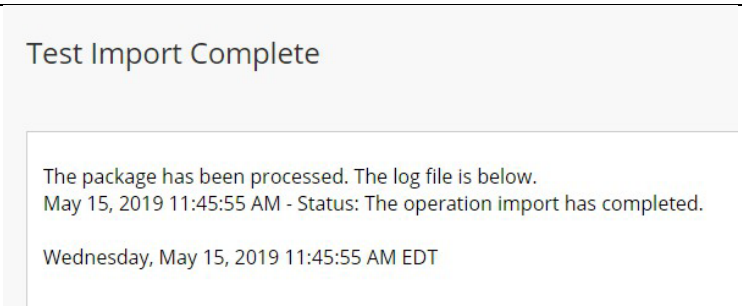
Google Chrome users will normally find this file in the download's section.

Users of other browsers will find the test export file in the location where you saved the file.



11. In the dialog box, click the exported test file name.
12. Click open on the dialog box. The dialog box closes



13. You will see a reference to the exported test File you imported in the previous step.	
14. Click Submit to import the test File.	
15. If the test is imported successfully, you will see a "Test Import Complete" dialogue similar to the message on the right.	
16. Back in the Tests area, you will see that the test has been imported.	

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.

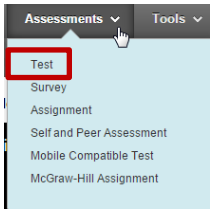
Add the Test to a Learning Module (deploy the test) (watch the video)

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

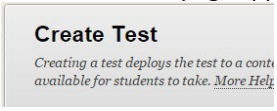
Here are the steps to link to this test in a Learning module, and make it visible to students.

Blackboard calls this process deploying the test.

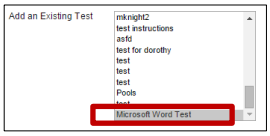
1. Click the Course Content Link.
2. Click the Learning Module where you want to add the Test.
3. Move your Mouse over the Assessments Menu.
4. Choose **Test** on the Menu that appears.

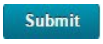


5. The Create Test page appears



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 

to begin adding the test to the learning module.