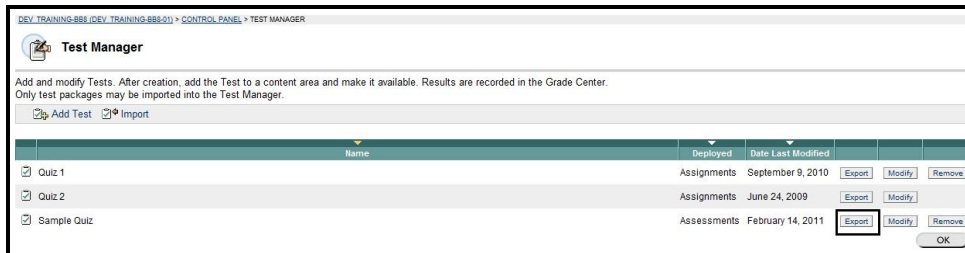


Export a Test from One Blackboard Course and Import it into Another

Note: Whenever trying something new, it is a good idea to [archive](#) your existing Blackboard course in order to keep a copy of the contents as it exists prior to modification. That way, you will have a compressed copy of the enrolled students and all of the course content to import into a new course shell, if necessary. Read the information on our <http://uts.worcester.edu> site by clicking the above archive link or reading “Export/Archive a Blackboard Course” on the IT website.

1. **Login** to the Community System and under My Courses, click the **link** for the course in which the test you want to export to another course shell resides.
2. Open the **Control Panel** and under **Assessment**, click the **Test Manager** link.

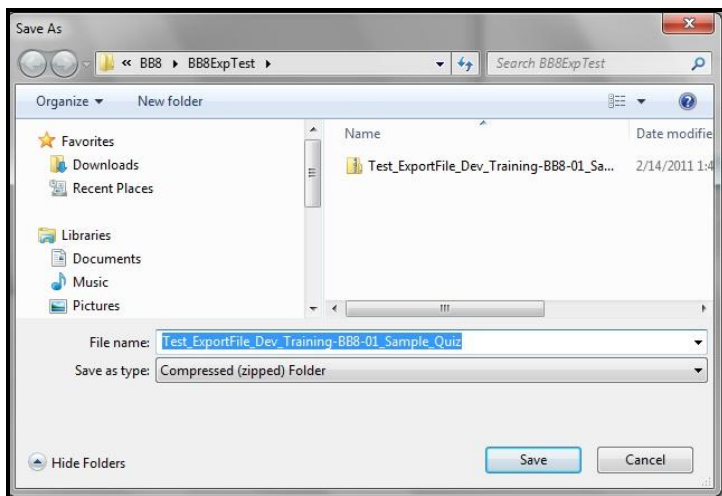
All existing tests display.



3. Click the **Export** button to the right of the test you want to export.

This will keep a copy in the existing course, but allow you to export and save a copy of the test to the disk location of your choice. The exported test will be in a compressed *filename.zip* format.

4. When the **File Download** “Do you want to open or save this file?” **Alert message displays**, click the **Save** button to save a copy of the test file to the **disk location** of your choice (i.e. My Documents> BB8>BBExpTests or My Documents>My Courses>HE100), a network drive (i.e. Z:\...), or other disk/drive location..



This image displays Windows Explorer running on a computer using the Windows 7 operating system.

5. When you are returned to the **Test Manager** screen, click **OK** to finalize the process and return to the course Control Panel.

The test should be saved in a compressed format. Now, the exported (Saved) test file is available to be imported into another Blackboard course shell.

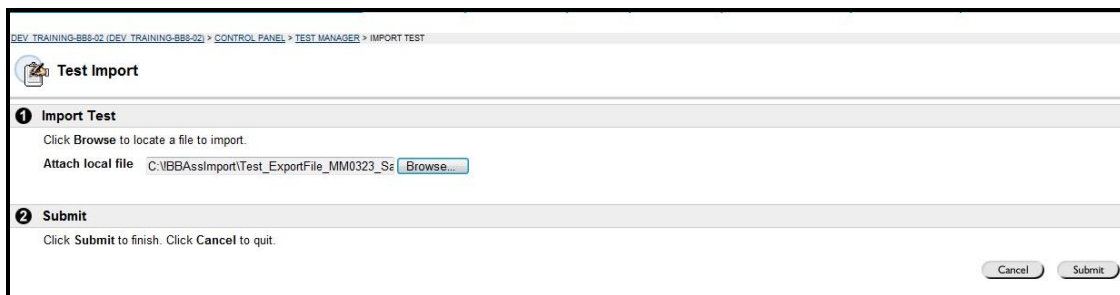
6. **Close** the existing course shell either by logging out of Blackboard or by clicking the FacStaff Central tab.

Import a Saved Test into Another Blackboard Course Shell

1. Log back into the Community System (<http://community.worcester.edu>), if necessary.
2. Under **My Courses**, click the link for the **course in which you want to import the exported test**.
3. Click the link for the **Control Panel** to open it.
4. Under Assessment, click the **Test Manager**, link.
5. At the top of the **Test Manager** window, click the **Import** button and **browse to the location where the exported test was saved**.



6. Select the Exporttest*.zip file for the desired test (i.e. Test_ExportFile_HE100 or Test_ExportFile_MM3033_Sample etc.).



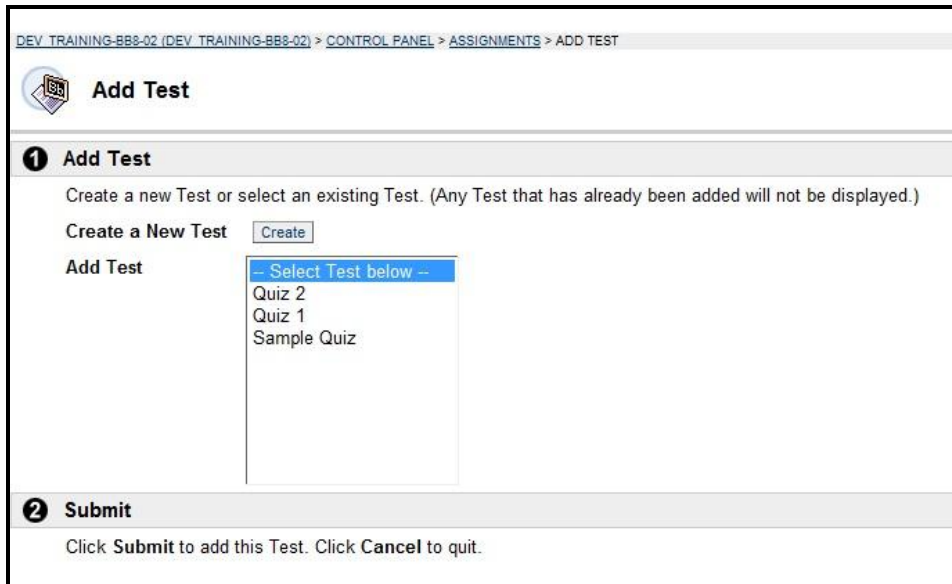
Note: Zoom the view to see the graphic more clearly.

7. Once the file is selected, click the **Submit** button.
A test import complete screen should display.
8. Click **OK**.
9. You should be returned to the **Test Manager** screen where **you should see the imported test**.
10. Click **OK**.

Add an Imported Test to a Course Content Area and Make it Available.

1. Log back into the Community System (<http://community.worcester.edu>), if necessary.
2. Under **My Courses**, click the link for the **course in which you want to import a test that has been exported from another course shell**.
3. Click the link for the **Control Panel** to open it.
4. Click the **link for the Content area** in which you want to add the test (i.e. Assignments) and click the **+ Add Test** button.

Imported tests that have not been “deployed” should be listed.

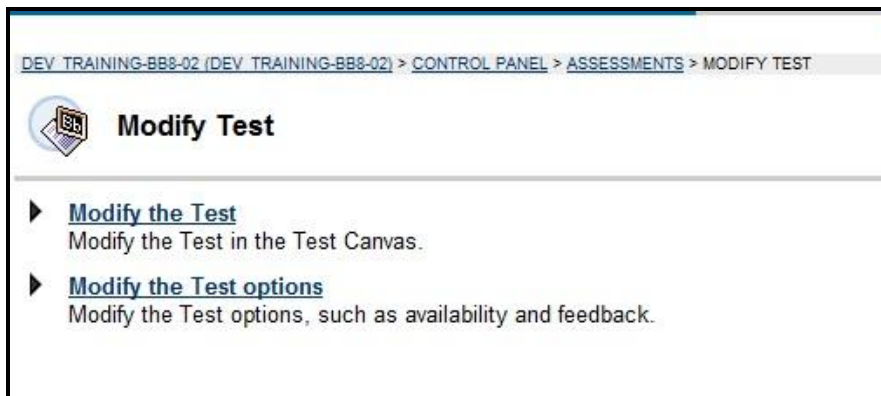


5. Click the **name of the test** you want to add to the Content area and click the **Submit** button on the lower right-hand side of the window.

A Test Added screen should notify you that the test was added successfully.

6. Click **Ok**.

The Modify Test screen should display>



Add an Imported Test to a Course Content Area and Make it Available.

7. Click the **Modify the Test** link to make changes to the copied test questions etc., if desired.
8. Click the **Modify the Test options** link to **modify Test Availability, Self Assessment, Feedback or Test Presentation options**,

IMPORTANT-Remember to change test availability from “No” to “Yes” in order for students to be able to see the test.

9. When all of the Test options have been set, click **OK**.

You will be returned to the Modify Test screen.

10. Click **OK** to return to the Content area in which the test was placed.
11. Click **OK** again to return to the Control Panel.
12. Continue to work in Blackboard or click **Logout** at the top of the window if you are finished with Blackboard.