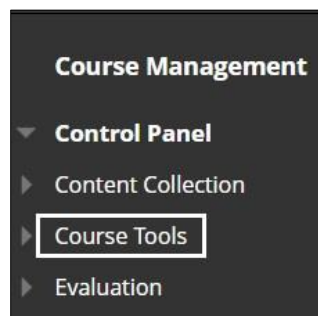# Export and Import Tests

Tests can be exported from one course and imported into another. This function can be useful if only one test is needed or was not included in a course copy. These same instructions can be followed for exporting and importing Surveys and Pools.
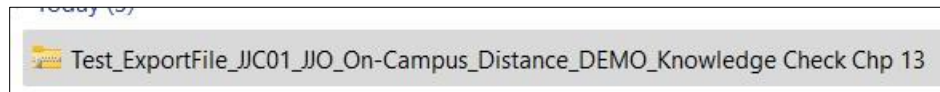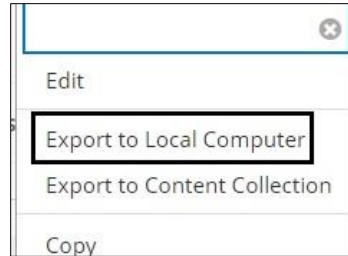
Select Export and Import Tests to view a quick video with instructions.

**Exporting a Test**

1. To begin an export, navigate to the course where the test resides. Go to **Course Management > Course Tools > Tests, Surveys and Pools > Tests**
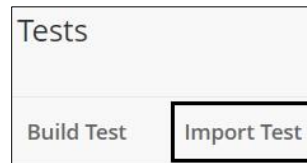




2. On the Tests page, mouse over the **Test name** > Select the **downward arrow** > Select **Export to Local Computer** from the dropdown menu. This action will download a zipped file containing the test to your local computer.
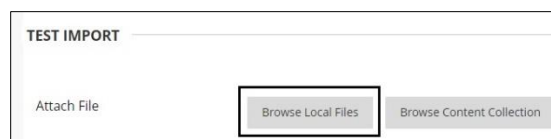
*Note:* This zipped file is not formatted to be opened outside of Blackboard. The test file will only display once imported into a course. **Do not rename the zipped file**. It is not recommended to create tests with long title names. There is a limit on how many characters can be listed in a file name and could cause issues importing the test back into a course. If you receive an error message when trying to import a test, edit the **test name** in the original course and export the file again.

## Importing a Test

1. To import a test, navigate to **Course Management >** Select **Course Tools >** Select **Tests, Surveys and Pools from the submenu >** Select **Tests**

2. On the Tests page, select **Import Test** button.



3. On the Test Import page, select **Browse Local Files.** Select the zipped file that was previously downloaded. **Press Submit** to Import. The **Test Import Complete** page will display once finished. The imported test will display in the new course on the **Tests** page.
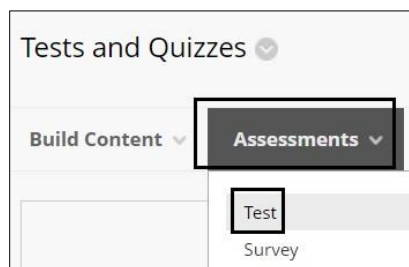
| NAME △ | DEPLOYED |
|---|---|
| DASHBOARD TEST EXAM | No |
| Knowledge Check Chp 13 | No |
| Quiz 1 | Assignments |

## Deploying a Test

1. Once the test is imported into a new course, it must be deployed into a content area. Select the content area in which the test will be displayed, for example Tests and Quizzes.

2. On the Test and Quizzes page, select **Assessments > Tests**



3. On the Create Test page, under **Add Test**, select the test from **Add an Existing Test >** select **Submit.** This will deploy the test and bring you to the Test Options page.



Access Test Options for more information.

For more information and assistance, please email DOES Blackboard Support at
blackboard@jjay.cuny.edu