



# Importing Exam View Tests into Blackboard

## What you need to know first:

1. Once you deploy a test you will need to make sure the test options are set

## To Export Tests Out of Exam View:

1. Open the Exam View Test Generator
2. Open an Existing Test you have created or Create a Test
3. Click on "File"
4. Click on "Export"
5. Select "Blackboard 7.1 Plus" (should be the second Blackboard Option)
6. Save the file on your computer (remember the name and location)
7. Give the test a title (Call it whatever you want the students to see)
8. In the Directory box, type the same title as you did in the step above
9. A zip file will be created in the location you selected

## To Import Test into Blackboard:

1. Login to Blackboard
2. Go To "My Courses" and select course you wish to import test to
3. Locate the "Course Management" Control Panel
  - a. Select "Course Tools"
  - b. Select "Tests, Surveys, and Pools"
  - c. Select "Tests"
  - d. Select "Import Test"

- e. Select “Browse My Computer”
- f. Select “Downloads”
- g. Locate and select the zip file you created in Exam View
- h. Select “Open”
- i. Select “Submit”
- j. Select “OK”

## **To Deploy Tests:**

1. Select “Course Content”
2. Choose location of where you want test deployed
3. Under “Assessments” select “Test”
4. Select test you want to deploy in the box next to “Add an Existing Test” then submit
5. Choose Appropriate Test Options then “Submit” to save and deploy
6. Your Test is now deployed!