Exporting/Importing/Deploying Tests

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:

1. Select course you wish to copy test from in the "MyCourses" area in Blackboard.
2. Locate the "Course Management" Control Panel
   a. Select "Course Tools"
   b. Select "Tests, Surveys, and Pools"
   c. Select "Tests"
   d. Select the chevron next to the test you want to copy or export
   e. Select "Export to Local Computer"

To Import Tests:

1. Go To "My Courses" and select course you wish to import test to
2. 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 test you want to import then select "Open"
   h. Select "Submit"

      i. 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!