

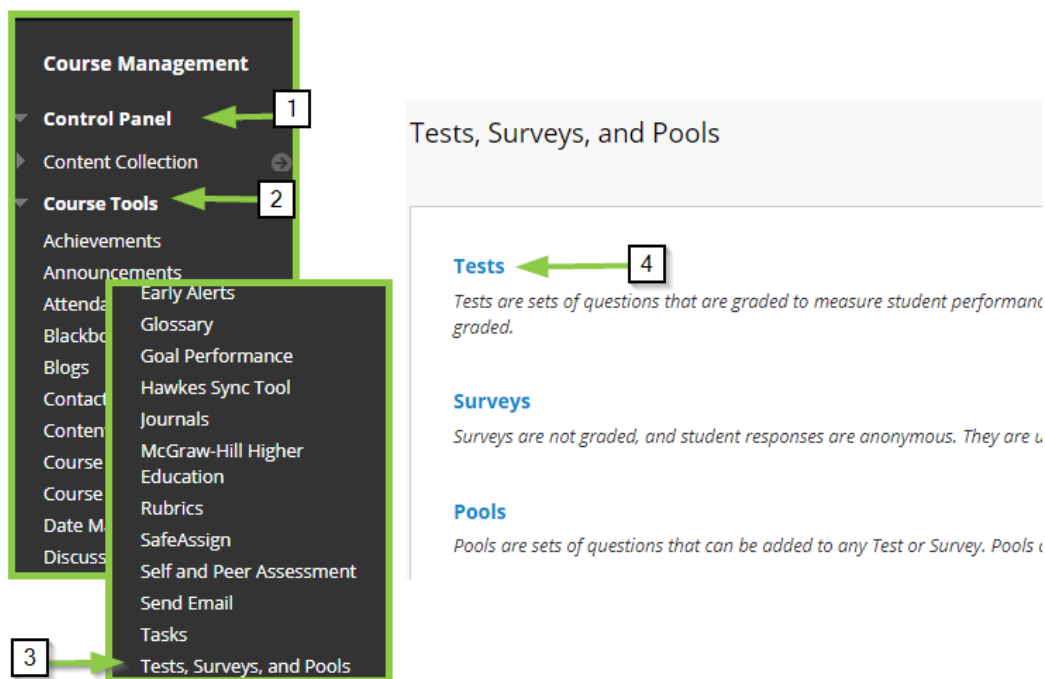
Export a single test

Here is how to export a single test (rather than all tests or the whole class).

In Blackboard, tests are located in the "Test Manager" but are deployed in particular content areas and also have associated columns in the Grade Center. To use Course Copy or Export/Import from "Packages and Utilities" to move a single test is not possible. However, there is an alternative.

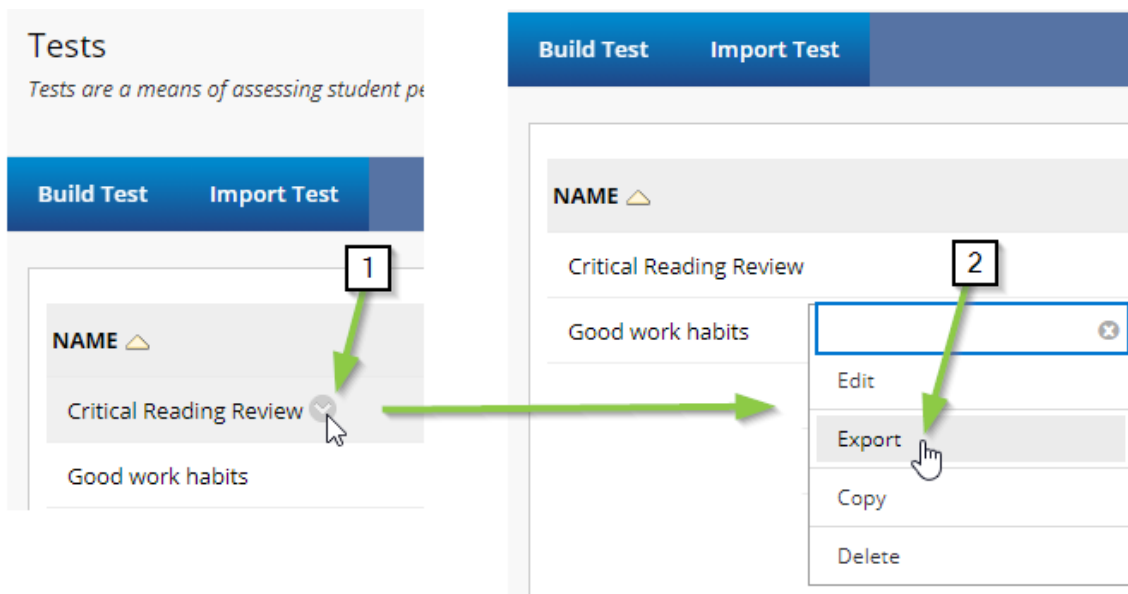
NOTE - this does not work for tests which are drawing from Pools or other Tests as Random Blocks, Question Sets, etc.

Go to Control Panel > Course Tools > Tests, Surveys and Pools > Tests



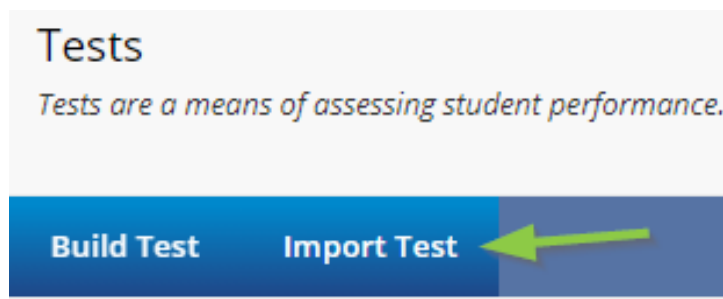
In the OLD course that you want to copy from, go to **Control Panel** and locate **Course Tools**. Scroll down to **Tests, Surveys and Pools**. Click here and then choose **Tests** from the next set of options as shown in the image above. This will take you to a list of your created tests.

Export the test



- Find your test in the list.
- Move your mouse over the test name and a drop-down menu that looks like a circle with arrow will appear (1)
- Using the drop-down menu choose **Export** (2)
- A zip file of your test will be downloaded to your computer. You can find it in **Downloads**.

Now choose the NEW course into which you want to import the test




- In your **NEW** course, go to Control Panel > Course Tools > Tests Surveys and Pools > Tests as you did in the old course
- Once you reach the page that displays your list of created tests, choose **Import Test**
- Browse your computer (look in Downloads) and choose the zip file you just downloaded
- Submit

Deploy Your Test

Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. M...

Build Test **Import Test**


NAME 	DEPLOYED
Critical Reading Review	No




Not Deployed


Your test, now located in the list of tests in your NEW course, must be deployed for your students to access it.

Note that if you view the list of tests and you see “No” next to a test, it means this test is not deployed (posted in a content area where students have access.)

Go to the Content Area to deploy the test

Week 1 - Critical Reading 

Build Content  **Assessments**  **Tools** 

Test 

Survey

Assignment

Self and Peer Assessment

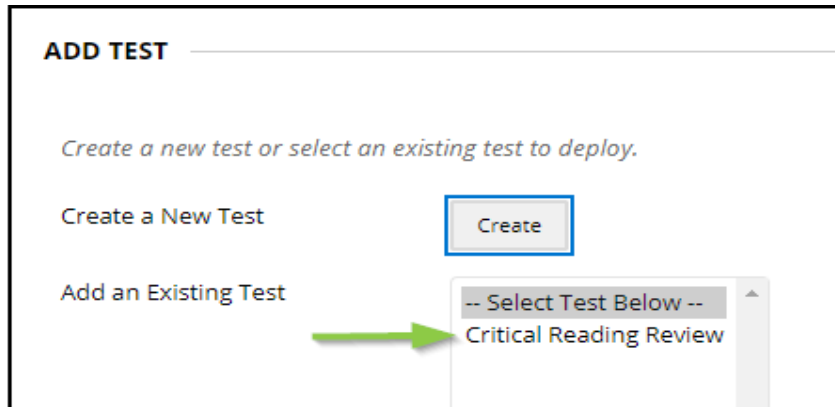
McGraw-Hill Assignment

1

2

Go to the **Content Area** on the menu and then to the **folder** where you want to deploy the test. From the **Assessment** menu (1) choose **Test** (2)

Choose the test



ADD TEST

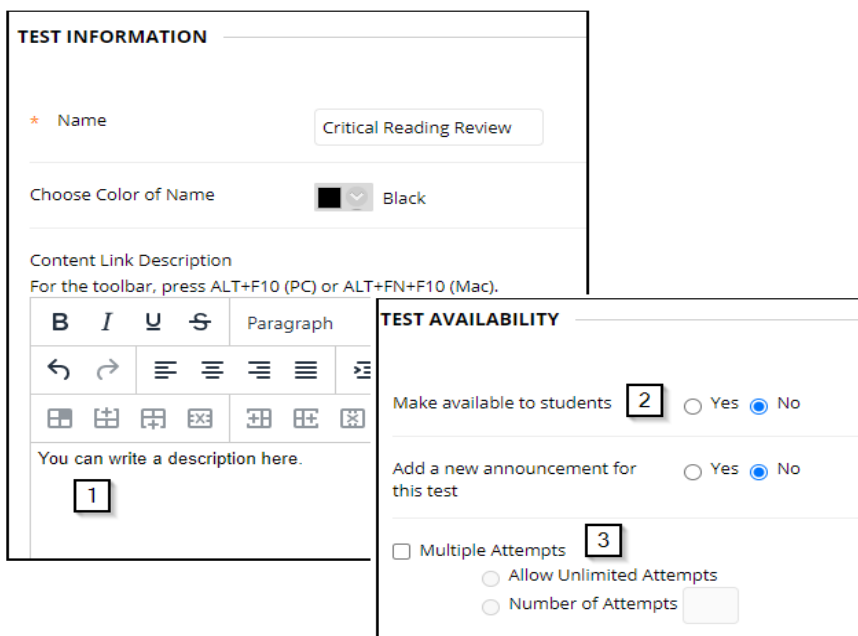
Create a new test or select an existing test to deploy.

Create a New Test

Add an Existing Test -- Select Test Below --
Critical Reading Review

In the “Existing Test” box, you should see all tests which are not yet deployed - choose the test you want and **Submit**

Set Test Options



TEST INFORMATION

* Name

Choose Color of Name Black

Content Link Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U S Paragraph

< > [List Icons]

[Table Icons]

You can write a description here.

TEST AVAILABILITY

Make available to students Yes No (2)

Add a new announcement for this test Yes No

Multiple Attempts (3)
 Allow Unlimited Attempts
 Number of Attempts

- Set the test options - you can write a description for students to see when they see the link to the test. (1)
- Tests are unavailable by default - at the very least you must change "**Make available to students**" to “**Yes**” before your students can see the test. (2)
- Once you've chosen Yes, you can also set a time window for availability, but if you leave it at "No" it will NEVER be available.
- You can select options for number of attempts by choosing “**Multiple Attempts**”. (3)
- The act of deploying the test creates a column in the gradebook.

If you want to copy **all** the tests from your OLD course to a new one then you can use **Course Copy** (found in Control Panel > Packages and Utilities > Course Copy) and check **Test, Surveys and Pools**. They will all copy to your NEW course but not be deployed.

If you copy a Content Area where tests are deployed you must ALSO copy the **Grade Center** (once a test is deployed it gets an associated column in the Grade Center) AND **Tests, Surveys and Pools** since that is where the test is actually located.

A test that pulls from other Tests or Pools as Random Blocks or Question Sets must be copied simultaneously with those other tests or pools - the only way to do that is to use Course Copy to copy all Tests, Surveys and Pools (and delete the ones you don't want).