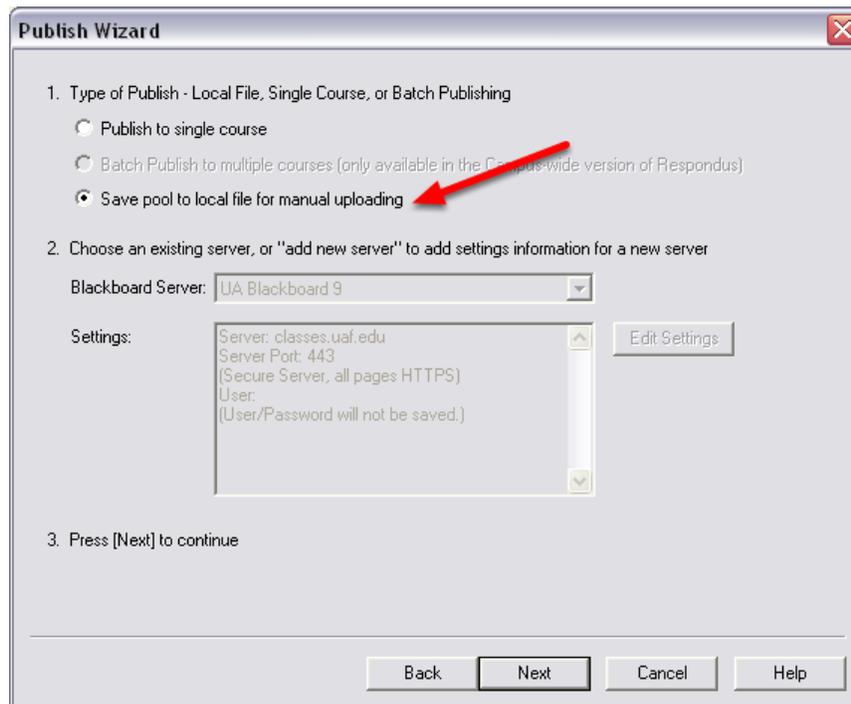


Import a test

This lesson describes how to import a test using a zipped file created by a quiz import tool such as Respondus, Exam, Examview etc. It does not cover the use of the quiz programs themselves, just the import steps.

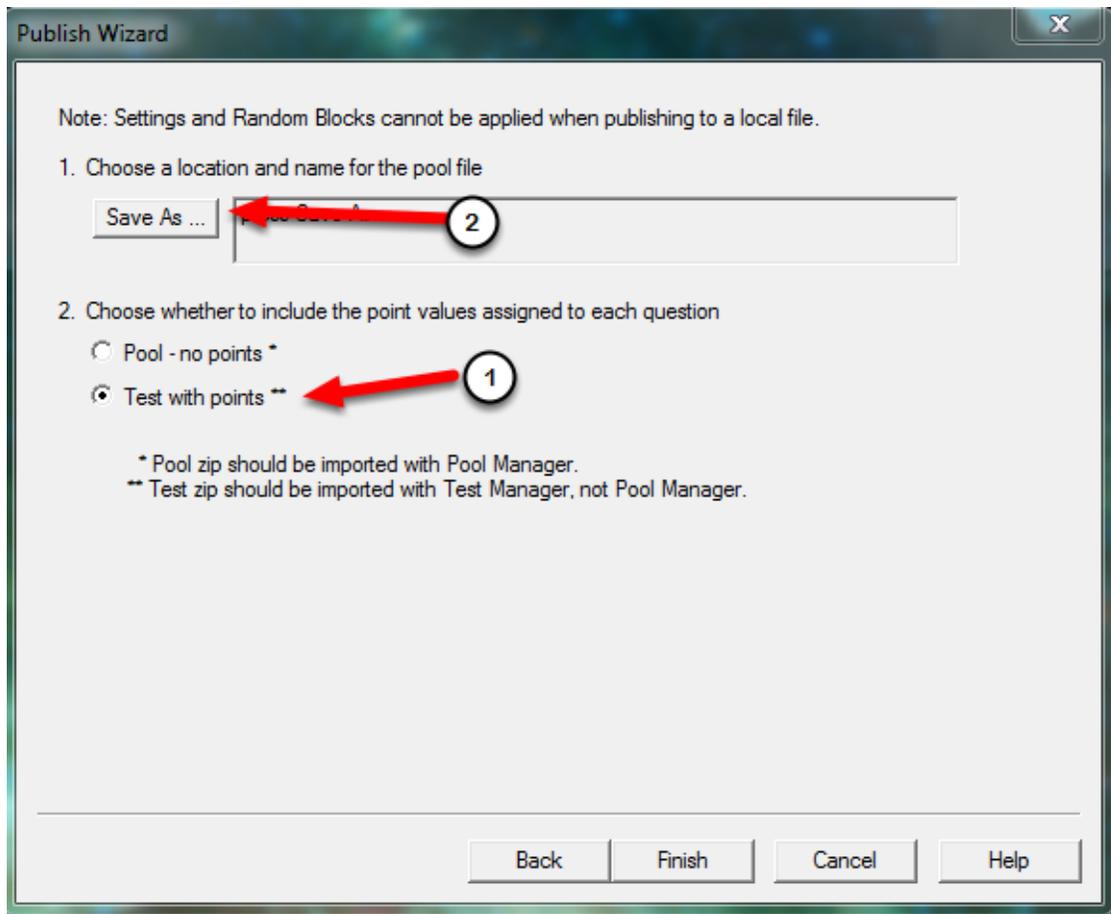
Use your quiz management software to create the exam.



After creating your exam using the software of your choice, export a zipped file to your computer. Make sure this is compatible with the Blackboard 9 system. The screenshot above shows how to instruct Respondus to create a zipped file. Respondus can also connect directly to Blackboard, but a Firewall may prevent this. Despite the wording, the zipped file can be imported to Blackboard as a test or as a pool.

Give the zipped file a meaningful name and save it to a location on your computer where you can find it again.

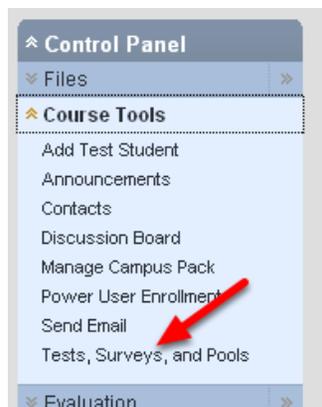
If using Respondus - make sure you change the option to Save as Test



For Respondus:

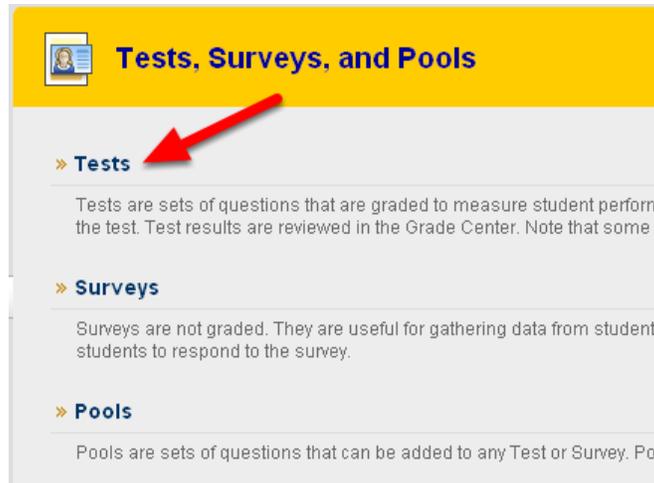
1. Change the option to save as a "Test with Points" (unless you want a pool)
2. Then click the Save As button and save a zipped file on your computer

Go to the tests, pools and surveys manager in Blackboard



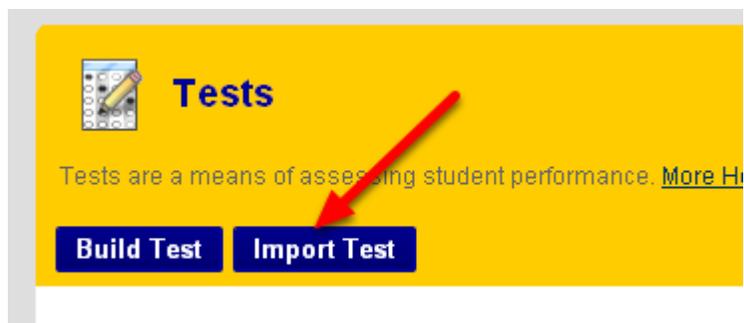
Log into your Blackboard course. Go to the control panel, expand Course Tools and click on Tests, Surveys and Pools

Go to the Test or the Pool Manager



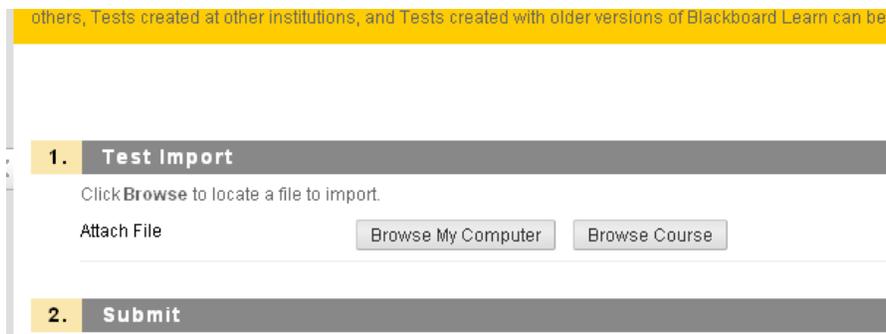
In the center of the screen click on either Tests or Pools

Click on Import Test



Click on Import Test

Browse and find your zipped file

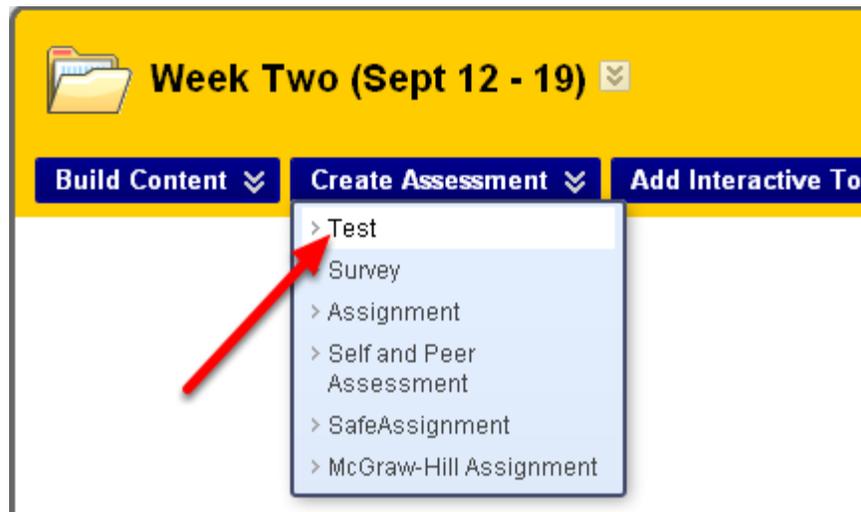


Click on Browse My Computer and find the zipped file you previously saved.

Click Submit

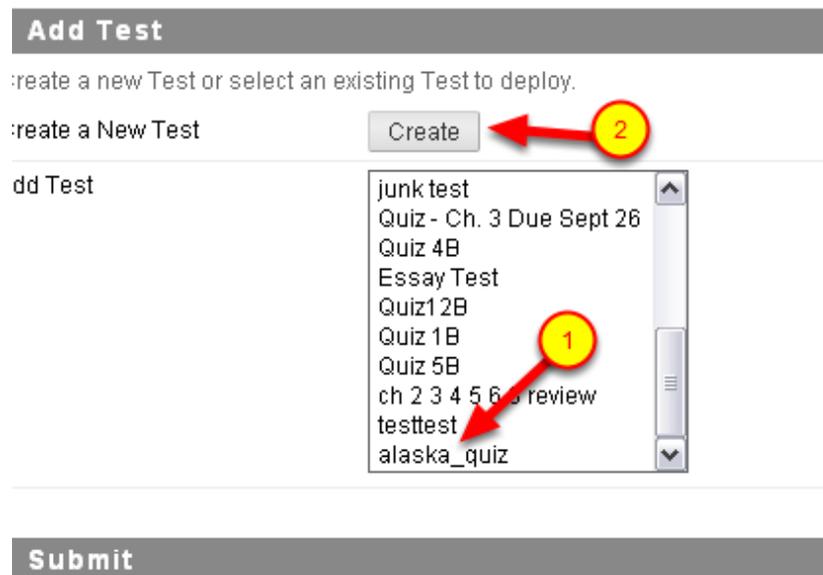
You should get a "success" message. The test is now in your Test Manager.

Add the test to a content area



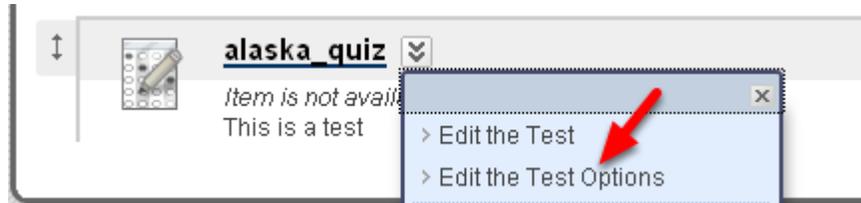
Go to the Content Area in which you would like to post the test. Move your mouse cursor over Create Assessment and choose Test

Choose the test from the list



Choose the appropriate test from the list then click "Create".
Add a description or instructions as needed then click Submit.
You will see the questions that you imported, go to the bottom right and click "OK"

Make the test available



By default the test is not available. Click on the drop-down menu to the right of the test name and click "Edit Test Options"

Scroll down to "2. Test Availability" and make the test available. Set opening and closing dates, passwords and other options as needed.

More resources

More tutorials about tests can be found on this page:

<http://ondemand.blackboard.com/assess.htm>

Scroll down to the "tests" section.