TUHSD Tech Quick Guide: Blackboard – Importing and Exporting Tests

This is a workaround for copying tests from one class to another using the export/import tools within Blackboard Learn.

1. To copy an already-created test within Blackboard, locate the **Class Management** panel within the course that contains the test to be exported.

CLASS MANAGEMENT
- ▼ **Control Panel**
- ▶ Content Collection →
- ▶ Class Tools
- ▶ Evaluation →
- ▶ Grade Center →
- ▶ Users and Groups
- ▶ Customization →
- ▶ Packages and Utilities →
- ▶ Help
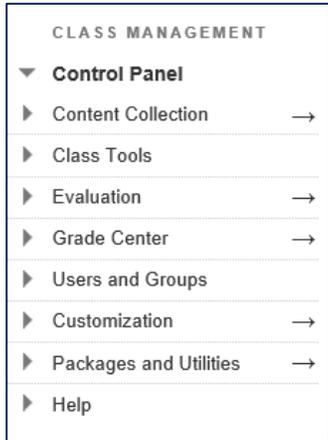
2. Select the **Packages and Utilities** category and click **Export/Archive Class**.

- ▼ Packages and Utilities →
- Bulk Delete
- Check Class Links
- Class Copy
- **Export/Archive Class**
- Import Class Cartridge
- Import Package / View Logs
- Manage LTI Links
- Move Files to Class Files

3. Click **Export Package**.

Export/Archive Class

Export Class creates a package of class
created. Export Common Cartridge cre

Export Package   Archive Class
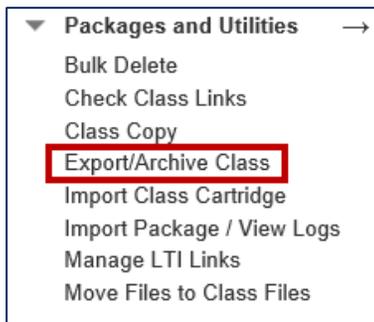
4. Scroll down the page and select **Tests, Surveys, and Pools**.

- ☐ Navigation Settings
- ☐ Tasks
- ☑ Tests, Surveys, and Pools
- ☐ Wikis
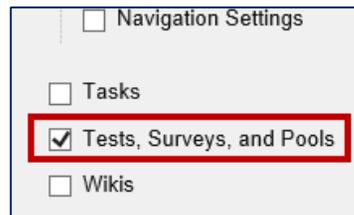
5. Click **Submit**.

Cancel   Submit

6. Note the status on the top of the page.

Success: This action has been queued. An email will be sent when the process is complete.

Export/Archive Class

7. Refresh the page to view the export file.

Refresh

8. Click on the file link.

Export Package   **Archive Class**

Refresh

File Name

ExportFile_ETGC001_20150910092717.zip
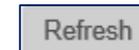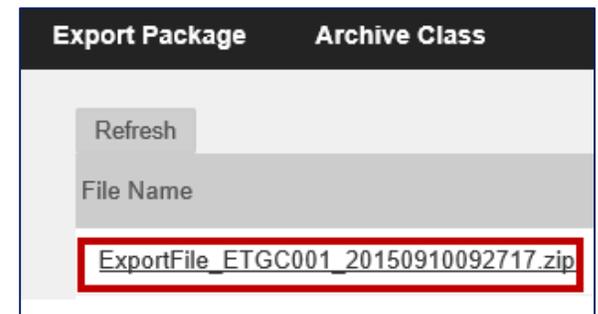
9. Save the file in an easy-to-find location on your computer.

Internet Explorer

What do you want to do with
ExportFile_ETGC001_20150910092717.zip?

Size: 30.9 KB
From: blackboard.tuhsd.org

→ Open
  The file won't be saved automatically.

→ Save

→ Save as

Cancel

10. Select a class to which you wish to import the test(s).

11. Locate the **Class Management** section in the class.

12. Select **Packages and Utilities** and click on **Import Package / View Logs**.

13. Click **Import Package**.
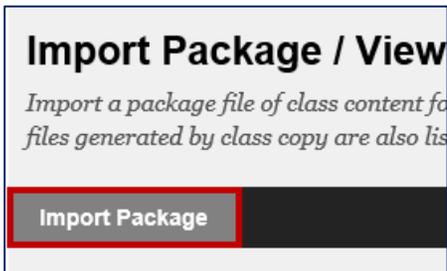
14. Locate and select the previously exported file from your computer.
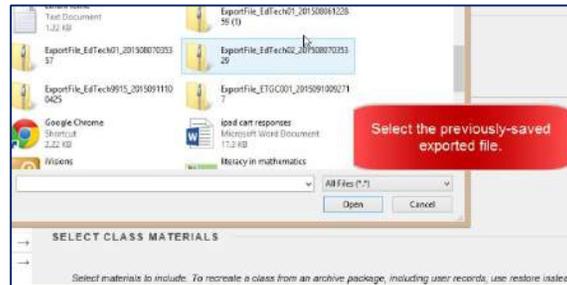
Note the import status on top of the page.
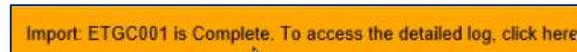
15. When the import is complete, click on a content page within your class.
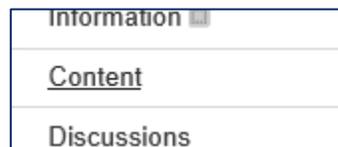
16. Select **Assessments** from the action bar and click **Test**.
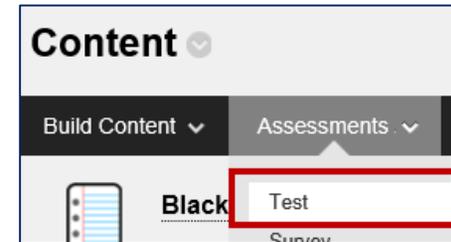
17. Locate and select the imported test from the list. Click **Submit**.
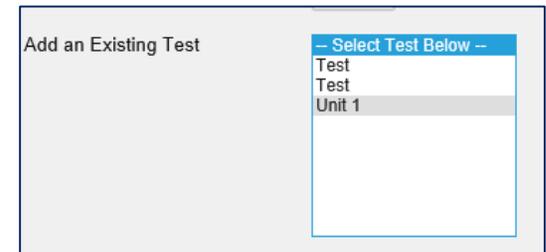
18. Complete the form to assign the test to the class.

Repeat the import process to add the test to other classes.