



جامعة قطر
QATAR UNIVERSITY

مكتب التنمية المهنية وتطوير عمليات التعليم

Office Of Faculty & Instructional Development

Export, Import and Deploy Tests in Blackboard learn⁺

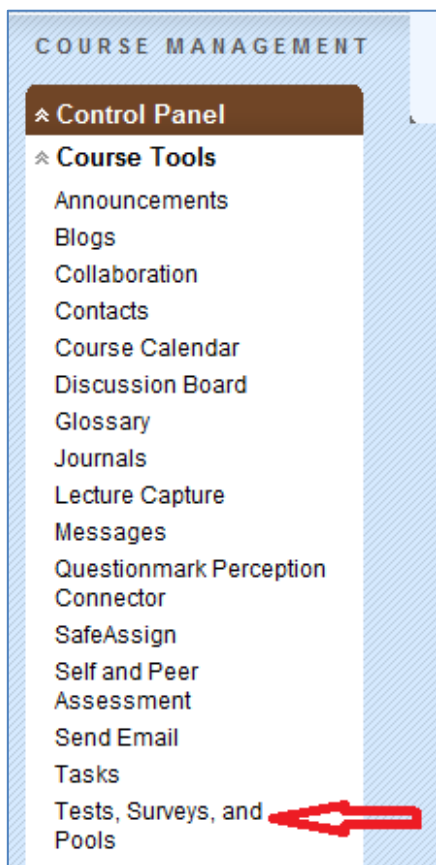
Export, Import and Deploy Tests in Blackboard

This tutorial will show you the steps to:

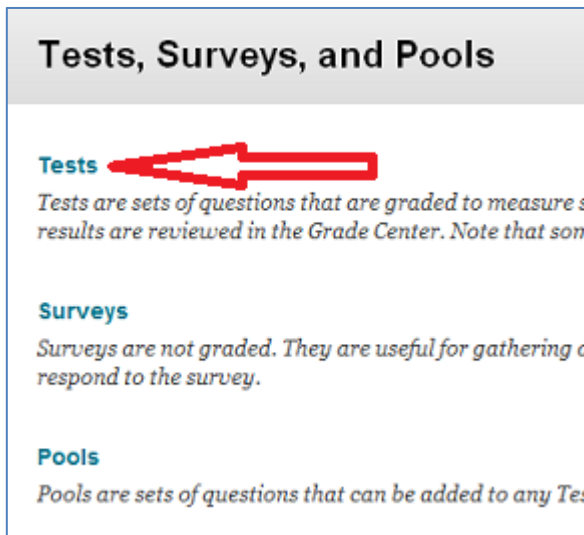
- A. Export a test/quiz from a Blackboard course (version 9.0 or 9.1)
- B. Import the test from your local computer to a Blackboard
- C. Deploy a test o a content area and make it available to students

- **Exporting a test from a Blackboard course to your local computer**

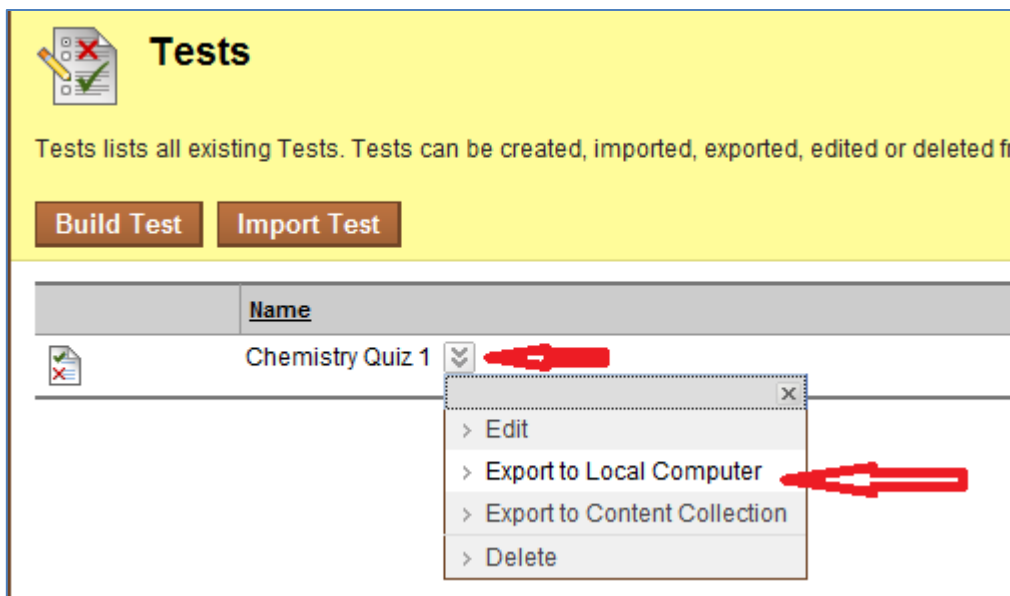
- 1- Open the course on Blackboard that has the quiz that you want to export
- 2- From **Course Management, Control Panel, Course Tools**, click on **“Tests, Surveys and Pools”**



3- Click on “**Tests**”



4- Click on the double arrows next to the test that you want to export and select “**Export to Local Computer**”

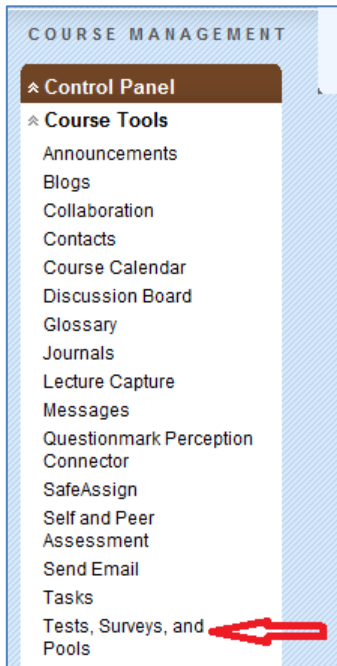


5- After few seconds, you will be prompted to save a ZIP file on your computer. Click SAVE and remember in which folder you save it.

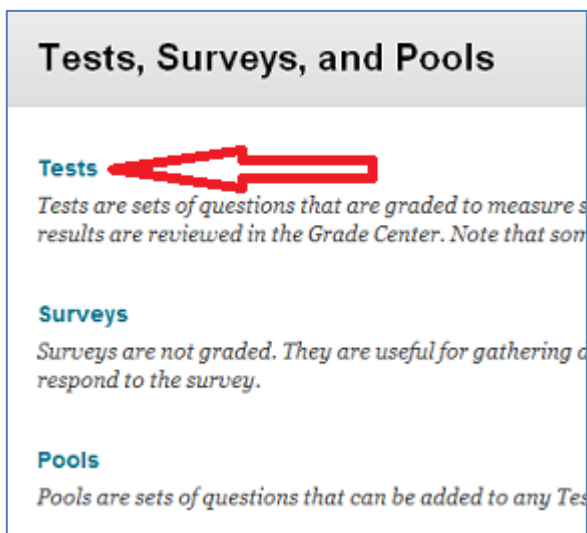
- **Importing a test from your local computer to a Blackboard course**

1- Open the Blackboard course to which you need to import the test

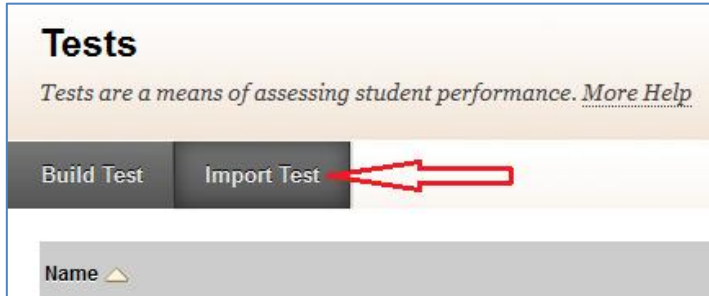
2- From **Course Management, Control Panel, Course Tools**, Click on **“Tests, Surveys and Pools”**



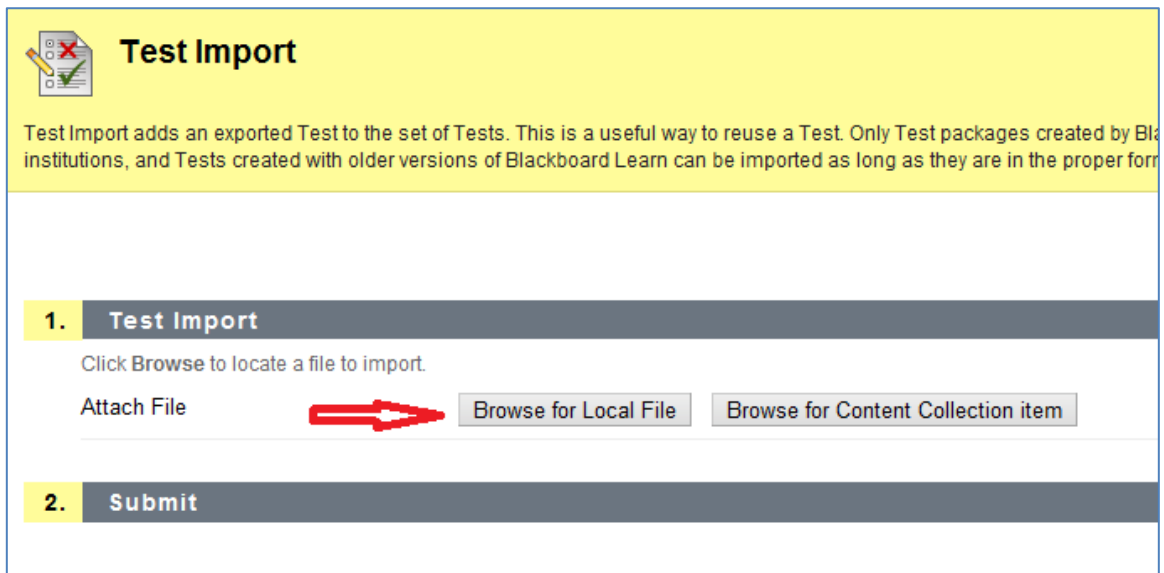
3- Click on **“Tests”**



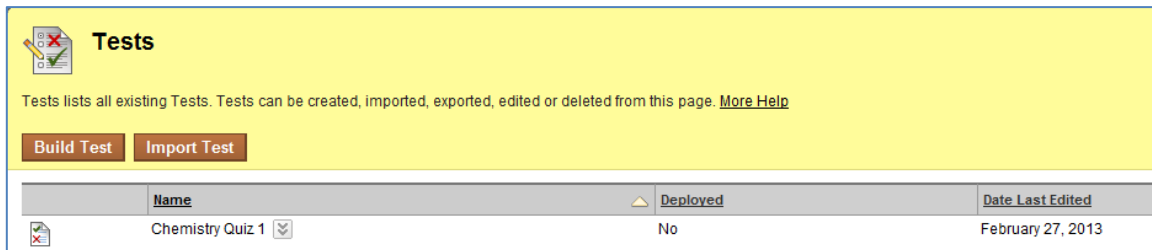
4- Click on **“Import Test”**



5- Then **“Browse for Local Computer”** and select the Zip file of the test you need to import from your local computer. Then click on **“Submit”**



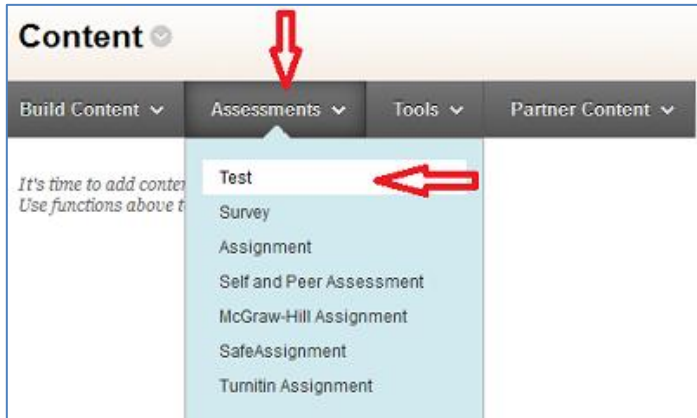
6- Importing the quiz may take a couple of minutes, based on the quiz size. You will then see the quiz listed as below, which shows that it has been imported successfully. It is not deployed yet, so cannot be accessed by students.



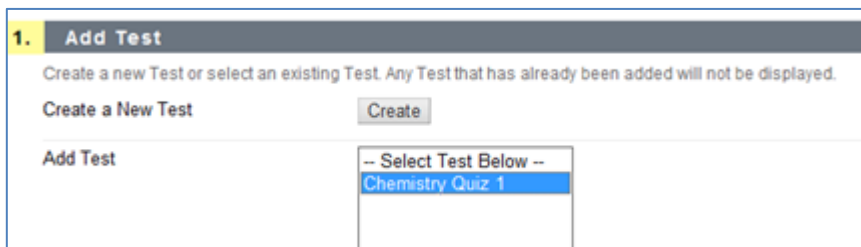
- **Deploying a test to a content area**

To make a test available to students, you need to deploy it to a content area and set the test options. To do so, follow the steps:

- 1- Open the content area in which you need to deploy the test and make it available to students and cselect “**Test**” from the “**Assessment**” menu.



- 2- Select the test that you want to deploy and click “**Submit**”



- 3- You will be prompted to enter “Test Options”, including instructions, availability, feedback, attempts, etc. Select the options that you need and click “**Submit**”. The test is ready.

