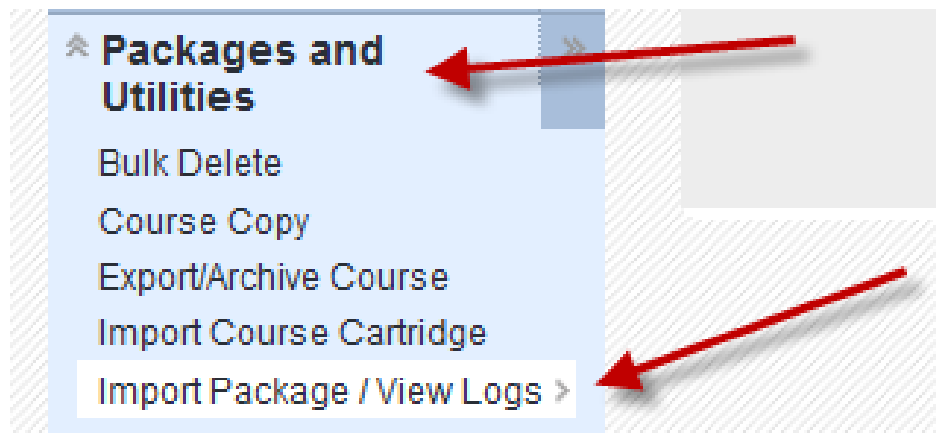


## Import a Test from a Zip File to a Blackboard Course

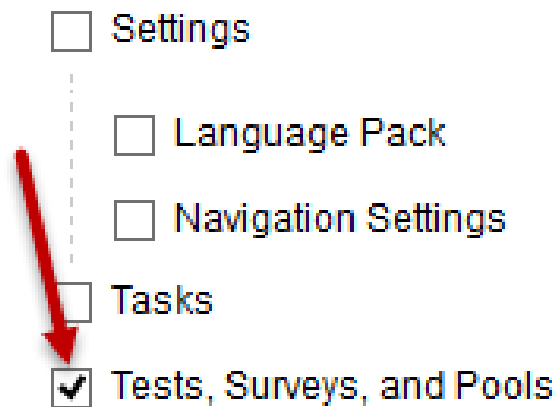
---

This will be used when Importing a Test that was previously exported from Blackboard or a third party testing software (Exam View, TestGen, etc.)

1. Go into the Blackboard course or template you want the Test Zip File Imported to.
2. Go to **Control Panel, Packages and Utilities**, and **Import Package/View Logs**.



3. Choose **Import Package**. Browse your computer and find the Export File/Zip File.
4. Click on the **Tests, Surveys, and Pools** options.



5. Click **Submit**.
6. Once the Test has been Imported, you should be able to view the Test.



## Import a Test from a Zip File to a Blackboard Course

- To view the Test, click on **Files** under **Course Management**
- Click on the **Course Name**, and click on the Imported Test folder to view the contents. For example, **ENG091\_ImportedContent\_20121129** would be the name of the imported Test.

The screenshot displays the Blackboard Course Management interface. On the left, the 'COURSE MANAGEMENT' menu is expanded to show 'Control Panel', 'Files', and 'Course Tools'. Red arrows point to 'Files' and 'ENG091' under 'Files'. Below the menu is a search bar with a 'Go' button and options for 'Basic Search' and 'Advanced Search'. On the right, a file list is shown with columns for checkboxes, icons, and file names. Red arrows point to the folder icon and the file name 'ENG091\_ImportedContent\_20121129' in the first row. The file list includes:

Checkbox	Icon	File Name
<input type="checkbox"/>	Folder	ENG091_ImportedContent_20121129
<input type="checkbox"/>	Folder	ENG091_ImportedContent_20121129
<input type="checkbox"/>	Folder	ENG091_ImportedContent_20121129
<input type="checkbox"/>	Folder	Test
<input type="checkbox"/>	Video	01_Navigating_BB.wmv
<input type="checkbox"/>	Document	Assignment Test.docx
<input type="checkbox"/>	Document	Assignment Test-My Name.docx

