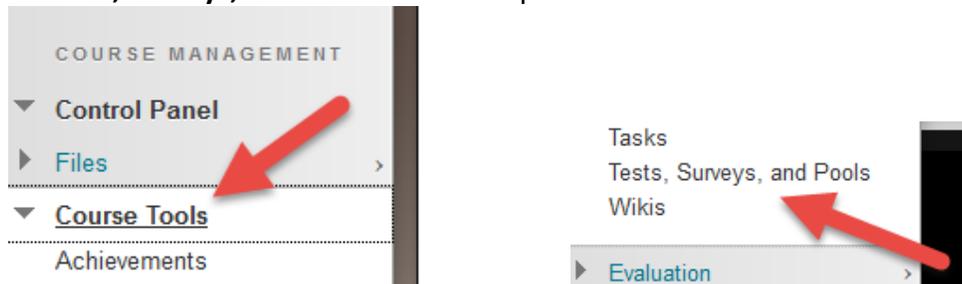


Import a Test from a Zip File to a Blackboard Course Science SLO Quizzes

This help document details how Science Faculty can upload their SLO Quizzes to Blackboard from the Zipped file provided.

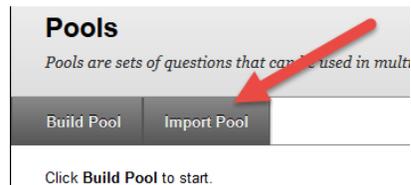
1. Go into the Blackboard course or template that you want the SLO Quiz to be available in.
2. Click on **Course Tools** from the **Control Panel** option on the left side of the screen. Choose **Tests, Surveys, and Pools** from the options listed.



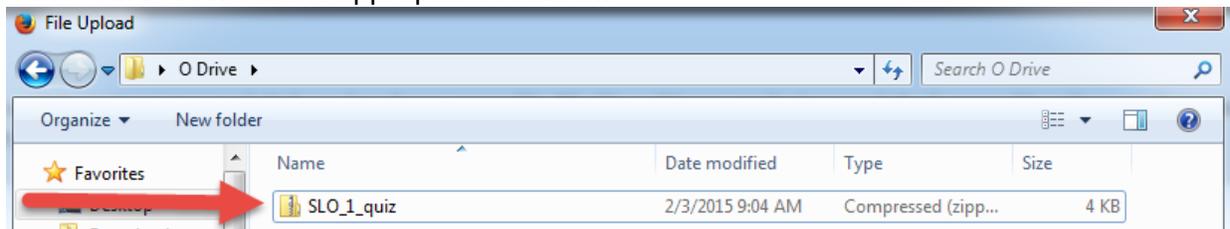
3. Choose **Pools** from the options that appear.

Pools
Pools are sets of questions that can be added

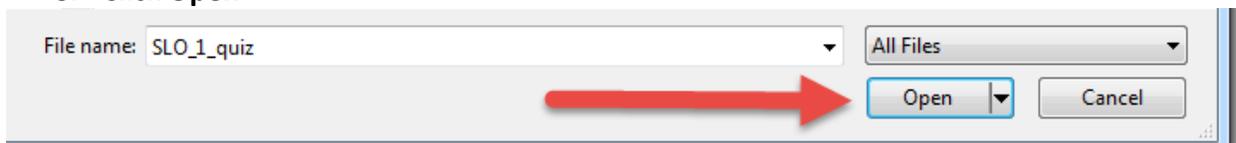
4. Choose **Import Pool**.



5. Choose **Browse My Computer**.
6. Find the file in the appropriate location.



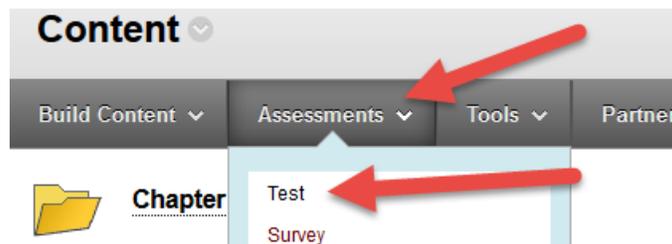
7. Choose the file (should be a folder with zipped files inside).
8. Click **Open**



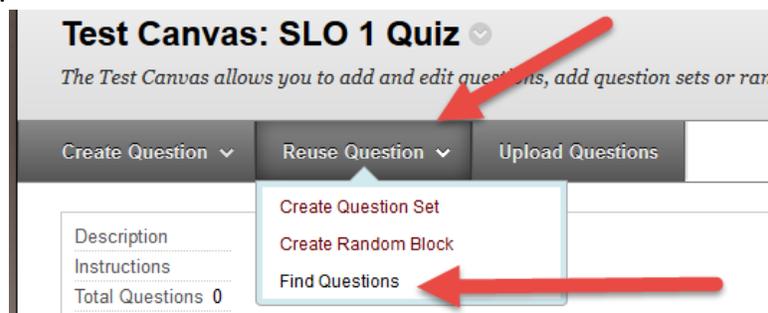
9. On the Pool Import page click **Submit**.
10. You should receive a message stating **Pool Import Complete**.
11. Navigate to the Content Area of the course where you want the quiz.
12. Choose **Assessments** and then **Test**.



Import a Test from a Zip File to a Blackboard Course Science SLO Quizzes



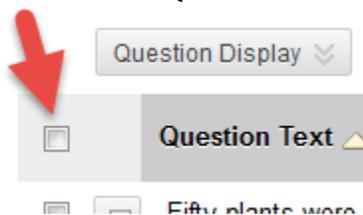
13. Choose **Create a New Test**.
 - a. Click **Create**.
14. Provide a **Name** and other information requested for the new test.
 - a. Of course you can name it the same as your uploaded file!
15. Click **Submit**.
16. To add questions from the uploaded file choose **Reuse Question** and then **Find Questions**.



17. Check the box next to the appropriate pool of questions.



18. You will see a preview of the questions that you can check for accuracy. Select individual questions of check the top box next to **Question Text** to select all questions.



19. Click **Submit**.
20. Review the test/quiz for settings and point values and click **OK** to create the test.
21. Check the Content Page for the test/quiz. If it is not there simply choose **Assessments** and then **Test**. You should now see the test/quiz ready to add to the page.

