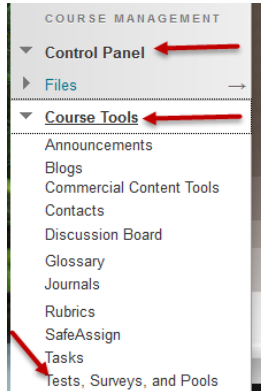


Images Not Showing On Test/Quiz

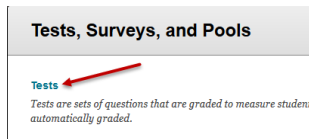
If your images are not showing up in your quizzes, please do the following **before Students attempt the test:**

Export Test/Quiz File:

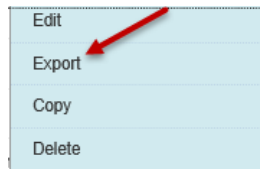
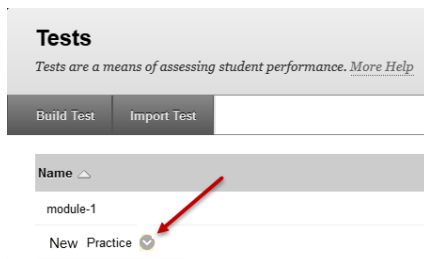
1. Open your **Course Template**, and click on **Control Panel** under **Course Management**.
Note: Make sure that you are in your **Template** and **not** your live Course.
2. Click on **Tests, Surveys, and Pools** located under **Course Tools**.



3. Click on **Tests**.



4. Click on the down arrow next to the test/quiz in question, and click on **Export** to export the test/quiz.



5. **Save** the exported zip file to a location on your computer.

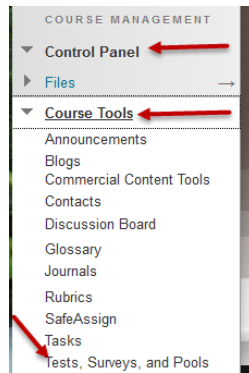
Delete Test/Quiz that you want to replace:

1. Open your **Live Course**, and click on **Control Panel** under **Course Management**.
Note: Make sure that you are in your **Live Course** and **not** your Template.

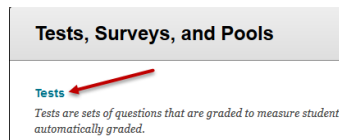


Images Not Showing On Test/Quiz

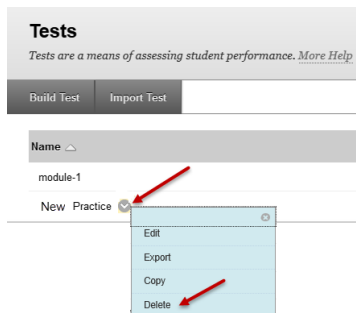
2. Click on **Tests, Surveys, and Pools** located under **Course Tools**.



3. Click on **Tests**.

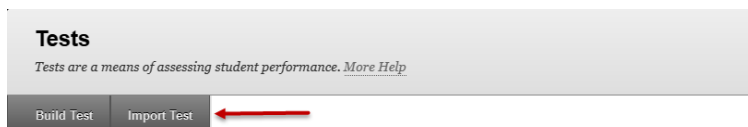


4. Click the down arrow next to your test/quiz in question, and click **Delete**.
Note: this step will allow you to remove the old test, so your test/quiz will not duplicate.



Import Text File:

1. Once you can see all your tests/quizzes again, click on **Import Test**.

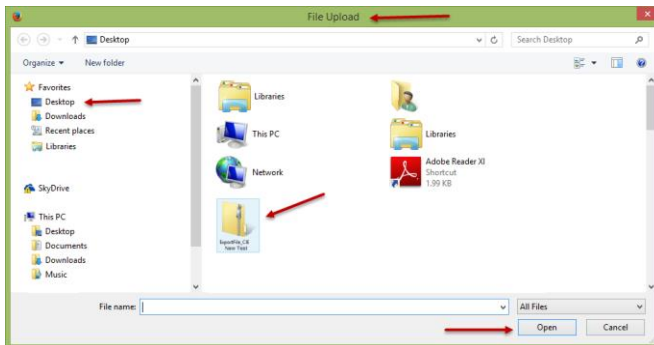


2. Once you see Test Import options, click on **Browse My Computer**.
3. **Once the File Upload dialog box appears**, click the location that your zip file was exported.

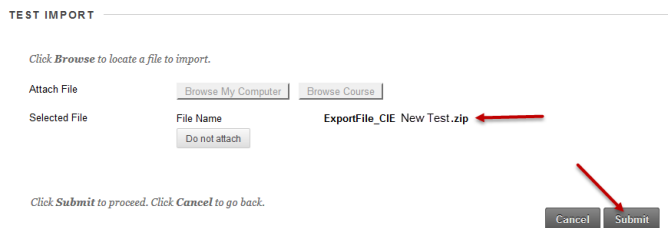


Images Not Showing On Test/Quiz

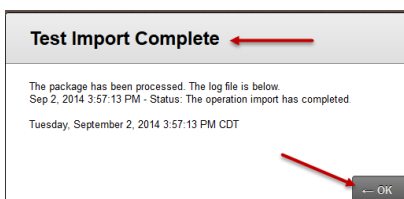
- Click on your test/quiz zip file. For example, you would click on **ExportFile CIE New Test** that you had exported earlier.
- Click on **Open**.



- Verify that **Selected File** is correct, and click on **Submit**.



- After submitting, you should see **Test Import Complete**. Click on **OK** to return to your tests/quizzes.



- Once you are at your **Tests** section, you can verify that your images are in your test/quiz.
- [Add Test/Quiz back into Content Folder.](#)

Note: Once you have Submitted your test/quiz, you can view your test/quiz by clicking on the down arrow next to your test folder, and clicking on **Edit the Test**. Verify any grade calculations in your **Grade Center**.

For other Help Documents go to: [Blackboard Instructor Help Documents](#)

