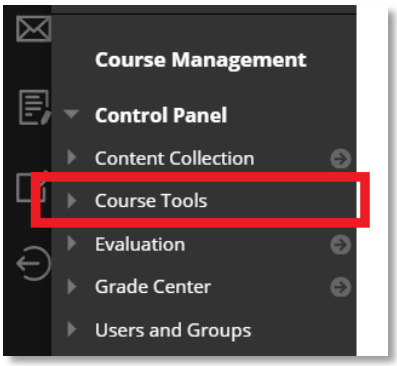
# Exporting and Importing Tests in Blackboard

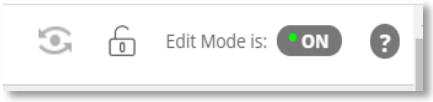
You can import tests, surveys, and pools to use in other courses or share with other instructors. You export tests, surveys, and pools as ZIP files that you or other instructors can import into other courses.

**To export a test, please follow these steps:**

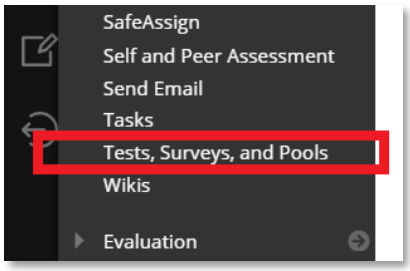
1. Navigate to the course that contains the test that you want to copy to another course.
2. Click **Course Tools** in the **Control Panel**.



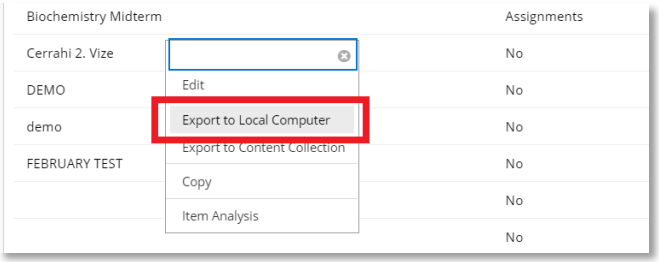

3. Make sure the **Edit Mode** is **ON**. You can find this option at the top right corner of your course window.




4. Click **Tests, Surveys, and Pools**.




5. Click **Tests**.
6. On the Tests page, find the test that you want to export and click the arrow next to the test name.
7. Select **Export to Local Computer**.

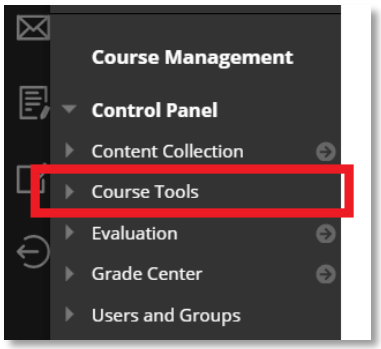


8. Save the file to your computer.

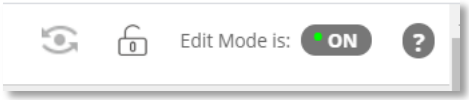
You have now exported the test to your computer. You can now import this test into another course or share the test with another instructor.

**To import the test into another course, please follow these steps:**

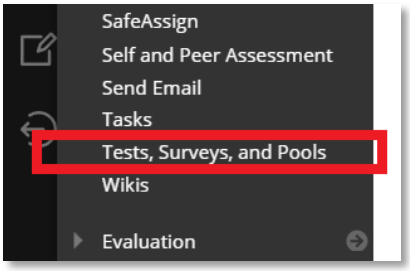
1. Navigate to the Blackboard course you will import the test into.
2. Click **Course Tools** in the **Control Panel**.



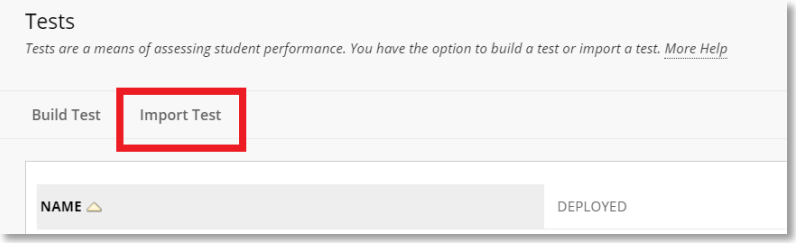

3. Make sure the **Edit Mode** is **ON**. You can find this option at the top right corner of your course window.



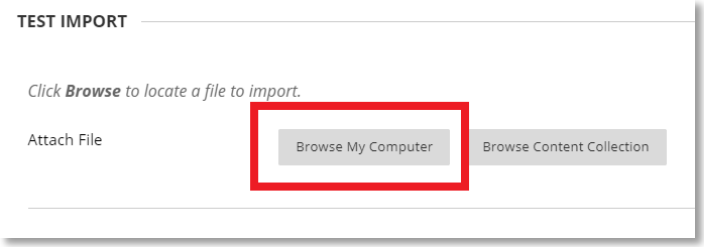

4. Click **Tests, Surveys, and Pools**.




5. Click **Tests**.
6. Click the **Import Test** button.

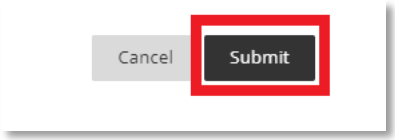


7. Click the **Browse My Computer** button.




8. Select the file of the exported quiz on your computer.

9. Click the **Submit** button.




10. Click **OK**.

**Note:** Please keep in mind that you still have to deploy the imported test in a content area where your students can access it.