



How to Export and Import Exam/Quiz of same course for multiple sections (Blackboard)



Step to export Exam/Quiz: (Course Coordinator/Instructor who prepare exam)

1. Select course from course list where you prepare exam.

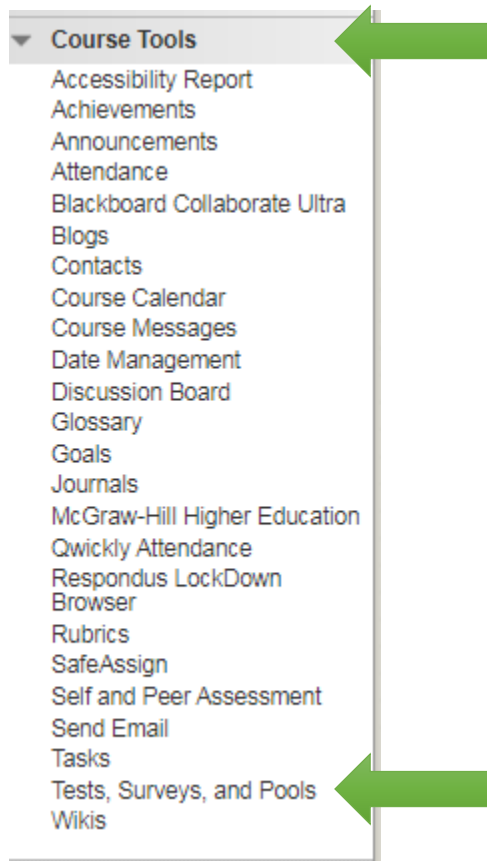


Course List

Courses where you are: Instructor

- [ELET104_2_LB05_2661_2201: Computer Programming_Laboratory_LB05](#)
Instructor: Qaiser Naveed Awan;
- [ELET104_2_LB17_3225_2201: Computer Programming_Laboratory_LB17](#)
Instructor: Qaiser Naveed Awan;
- [ELET104_1_LC05_1963_2201: Computer Programming_Lecture_LC05](#) ←
- [ELET104_1_LC17_3229_2201: Computer Programming_Lecture_LC17](#)
Instructor: Qaiser Naveed Awan;

2. From left menu click **Course Tools**, then **Tests, Surveys, and Pools**.



- ▼ **Course Tools** ←
- Accessibility Report
- Achievements
- Announcements
- Attendance
- Blackboard Collaborate Ultra
- Blogs
- Contacts
- Course Calendar
- Course Messages
- Date Management
- Discussion Board
- Glossary
- Goals
- Journals
- McGraw-Hill Higher Education
- Quickly Attendance
- Respondus LockDown Browser
- Rubrics
- SafeAssign
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools ←
- Wikis

3. Click **Tests**.

Tests, Surveys, and Pools

Tests


Tests are sets of questions that are graded to measure student performance reviewed in the Grade Center. Note that some question types are not

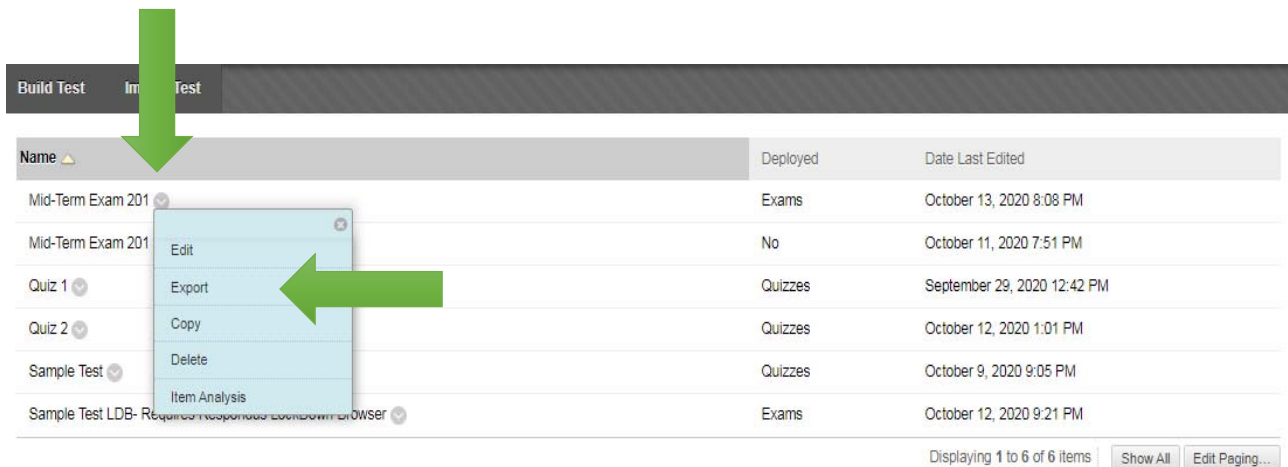
Surveys

Surveys are not graded, and student responses are anonymous. They are used as a folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey.

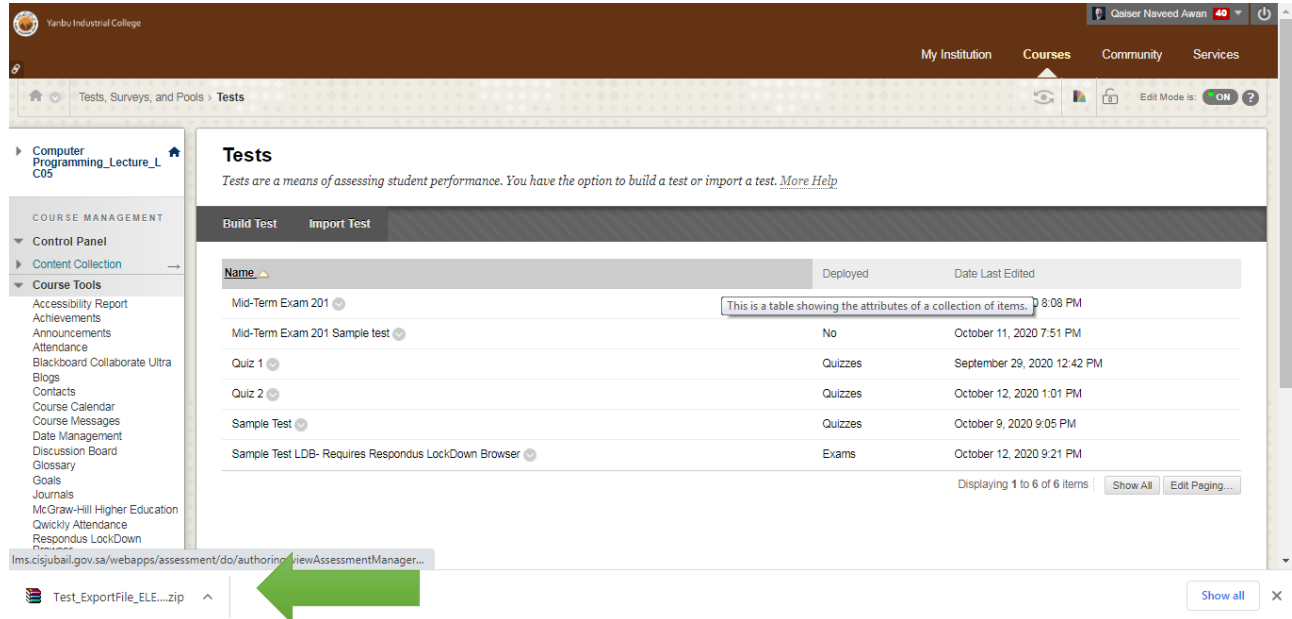
4. Select the quiz/Exam which you want to export and click down **Arrow**  click on **Export**.



Name	Deployed	Date Last Edited
Mid-Term Exam 201	Exams	October 13, 2020 8:08 PM
Mid-Term Exam 201	No	October 11, 2020 7:51 PM
Quiz 1	Quizzes	September 29, 2020 12:42 PM
Quiz 2	Quizzes	October 12, 2020 1:01 PM
Sample Test	Quizzes	October 9, 2020 9:05 PM
Sample Test LDB- R	Exams	October 12, 2020 9:21 PM

Displaying 1 to 6 of 6 items | Show All | Edit Paging...

5. A zip file will be download in your computer download folder.



The screenshot displays the Blackboard LMS interface for the 'Tests' section. The main content area shows a table with the following data:

Name	Deployed	Date Last Edited
Mid-Term Exam 201	No	October 11, 2020 7:51 PM
Mid-Term Exam 201 Sample test	Quizzes	September 29, 2020 12:42 PM
Quiz 1	Quizzes	October 12, 2020 1:01 PM
Quiz 2	Quizzes	October 9, 2020 9:05 PM
Sample Test	Exams	October 12, 2020 9:21 PM

At the bottom of the browser window, the download bar is visible, showing a file named 'Test_ExportFile_ELE...zip' with a green arrow pointing to the download icon.

6. Send this downloaded Zip file to the Instructor of same course with other section.

Step to Import Exam/Quiz: (Instructor of same course with multiple sections)

1. Select course from course list where you prepare exam.

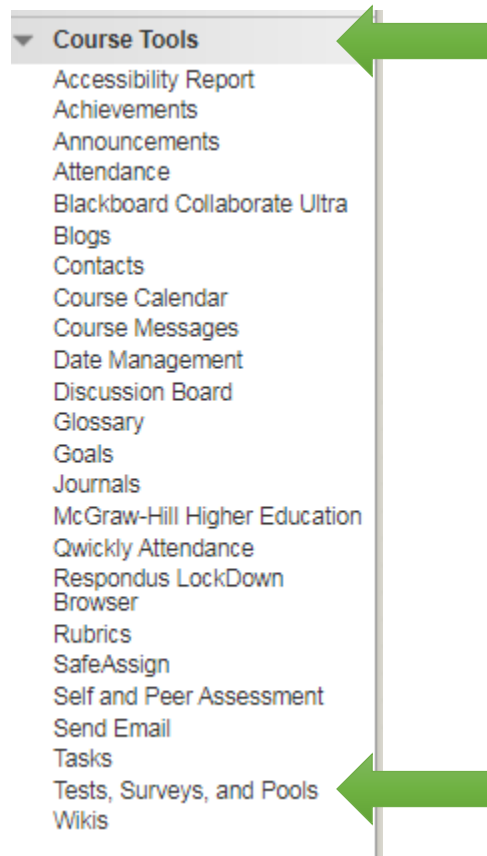


Course List

Courses where you are: Instructor

- [ELET104_2_LB05_2661_2201: Computer Programming_Laboratory_LB05](#)
Instructor: Qaiser Naveed Awan;
- [ELET104_2_LB17_3225_2201: Computer Programming_Laboratory_LB17](#)
Instructor: Qaiser Naveed Awan;
- [ELET104_1_LC05_1963_2201: Computer Programming_Lecture_LC05](#)
Instructor: Qaiser Naveed Awan;
- [ELET104_1_LC17_3229_2201: Computer Programming_Lecture_LC17](#)
Instructor: Qaiser Naveed Awan;

2. From left menu click **Course Tools**, then **Tests, Surveys, and Pools**.



- ▼ **Course Tools**
 - Accessibility Report
 - Achievements
 - Announcements
 - Attendance
 - Blackboard Collaborate Ultra
 - Blogs
 - Contacts
 - Course Calendar
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 - Wikis

3. Click **Tests**.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance reviewed in the Grade Center. Note that some question types are not

Surveys

Surveys are not graded, and student responses are anonymous. They are folders for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey.

4. Select **Import test**.

Name	Deployed	Date Last Edited
Quiz 1	Quizzes	September 29, 2020 12:41 PM
Quiz 2	Quizzes	October 12, 2020 8:26 PM
Sample Test	Quizzes	October 10, 2020 2:37 PM
Sample Test LDB- Requires Respondus LockDown Browser	Exams	October 12, 2020 9:19 PM

5. Click **Browse My Computer**.

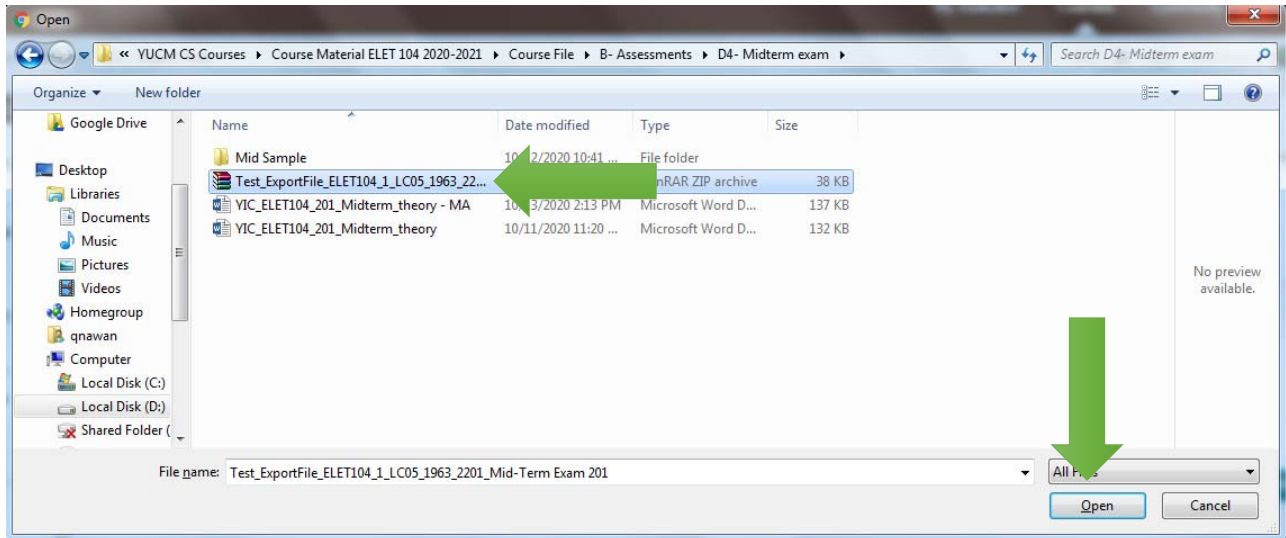
TEST IMPORT

Click **Browse** to locate a file to import.

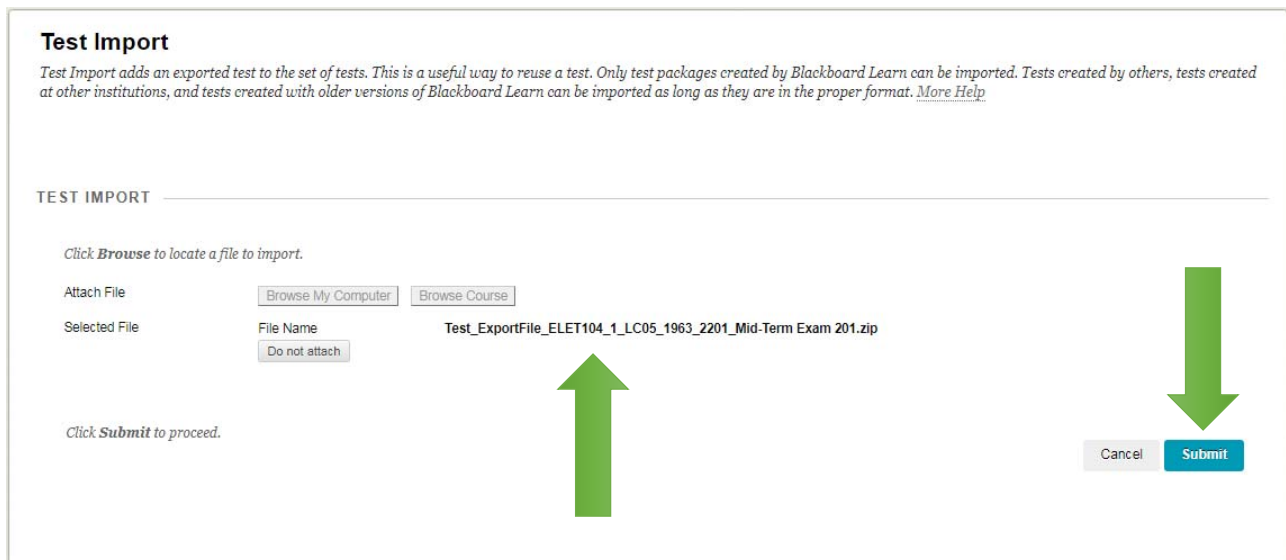
Attach File

Click **Submit** to proceed.

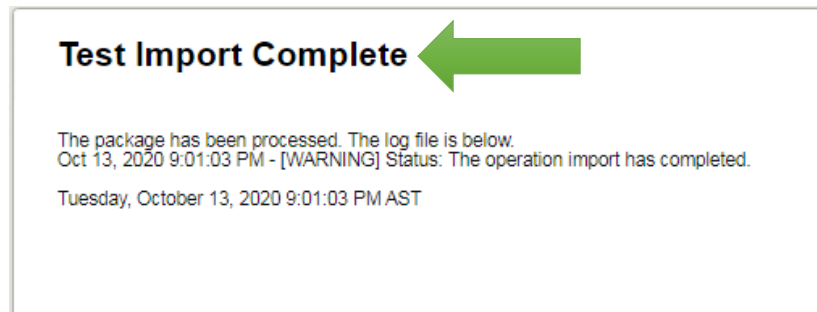
6. Select the same **zip file** which you received from the course coordinator or Instructor who prepare Exam/Quiz and click **Open**.



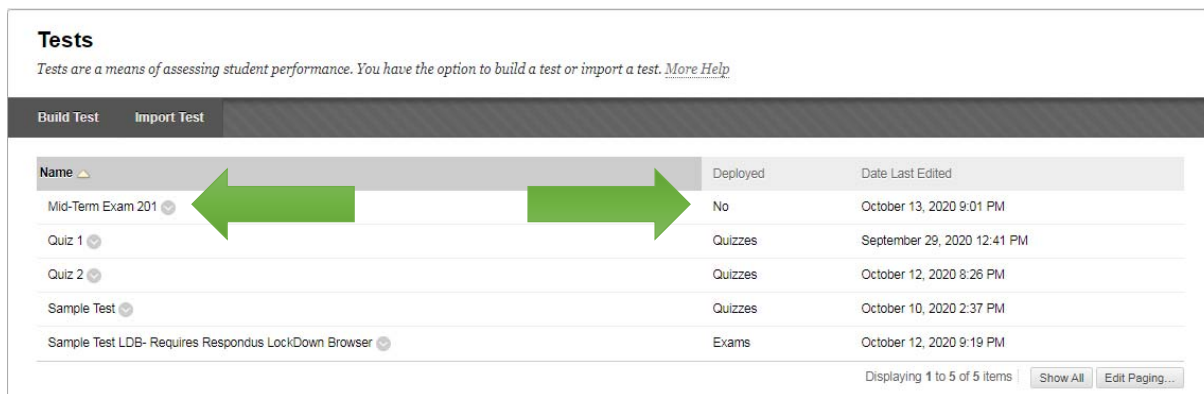
7. File name will appear under **File Name** section then press **Submit**.



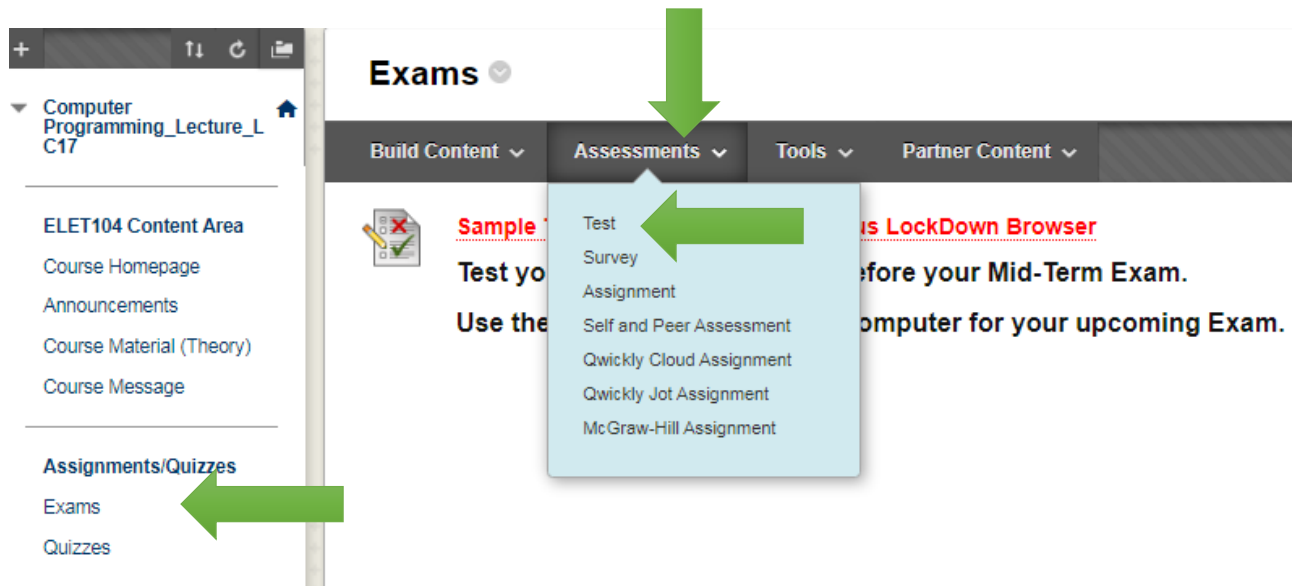
8. A **Test Import Complete** message has been appeared on screen.



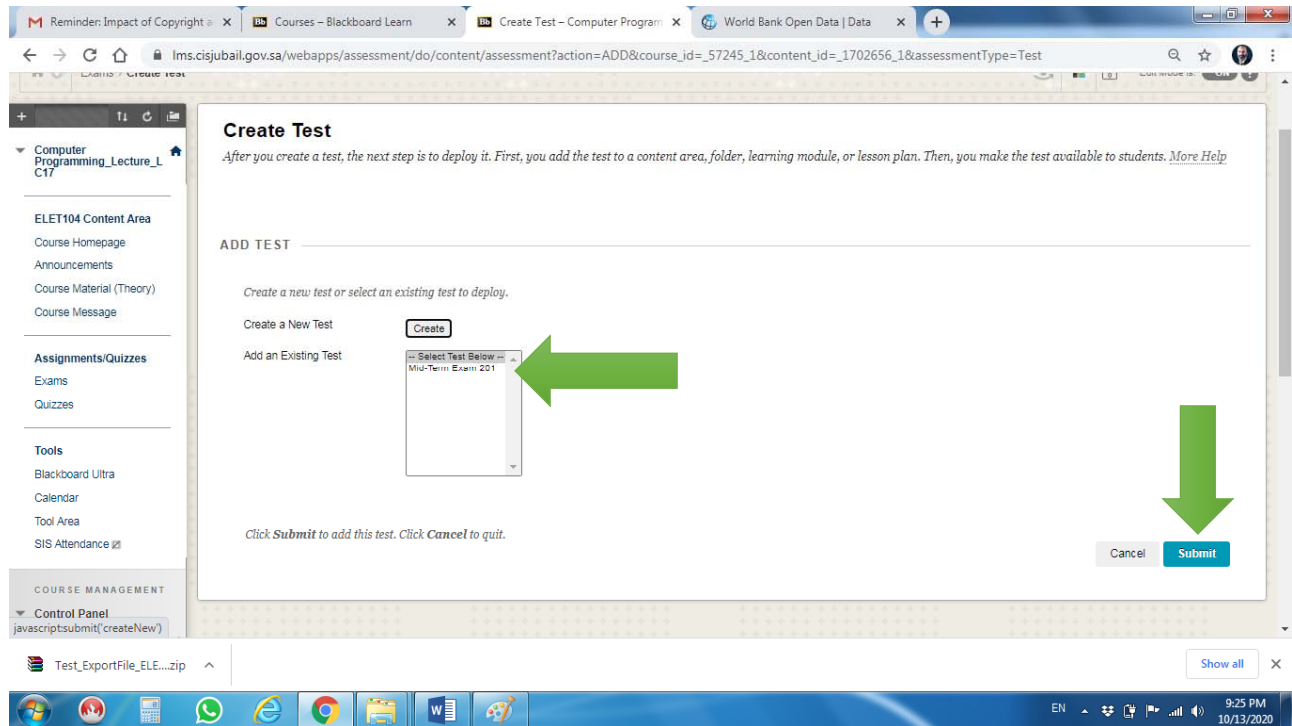
9. A new Exam has been added under test with **Deployed** status “No”.



9. Select **Exam/Quiz** where you want to deploy click on **Assignment** and then **Test**.



10. Select test from the list “Add an Existing” test and click **Submit**.



11. Set the **Test Options** and click **Submit**.

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field.

TEST INFORMATION

* Name

Choose Color of Name

Content Link Description

Rich text editor toolbar with options for Paragraph, Arial, 4 (14pt), and various text formatting tools. The content area contains the following text:

First Semester – Academic Year (1441-1442H) (2020-2021G)
Mid-Term Theory Exam
COMPUTER PROGRAMMING ELET 104

Click **Submit** to edit options for this test. Click **Cancel** to quit.


Cancel **Submit**


12. Your Exam is ready review all questions, answer options and marks distribution before final deploy for students.


Success: Mid-Term Exam 201 Options Edited.

Exams

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾ 11

 **Mid-Term Exam 201**
Availability: Item is hidden from students.
First Semester – Academic Year (1441-1442H) (2020-2021G)
Mid-Term Theory Exam
COMPUTER PROGRAMMING ELET 104

 **Sample Test LDB- Requires Respondus LockDown Browser**
Test your Lock down Browser before your Mid-Term Exam.
Use the same Laptop/Desktop Computer for your upcoming Exam.



Support:



Scan for
E-Learning Agency Website



Scan for
BB Support Form



Scan for
Email at BB_Support