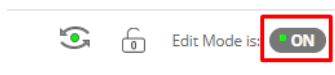


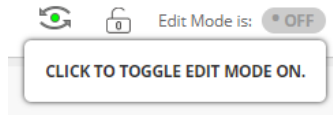
## How to Export and Import Tests

You can export your tests to a blackboard file that you can later import to move tests from one course to another. This can also be done with Course Copy and ensuring Tests, Surveys, and Pools is checked to copy.

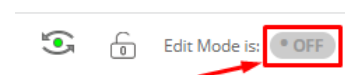
### Edit Mode is ON



Make sure edit mode is on  
(Top right of screen)  
Click to toggle.



### Edit Mode is Off



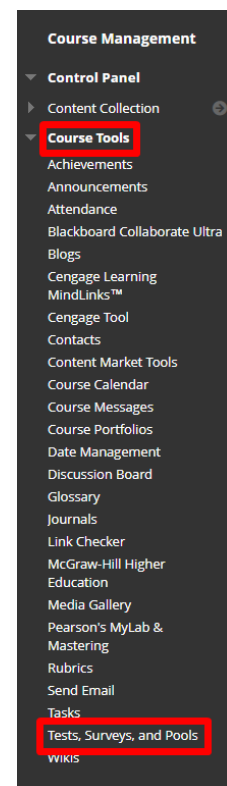
1. Go to Course Tools → Tests, Surveys and Pools
2. Click Tests

Tests, Surveys, and Pools

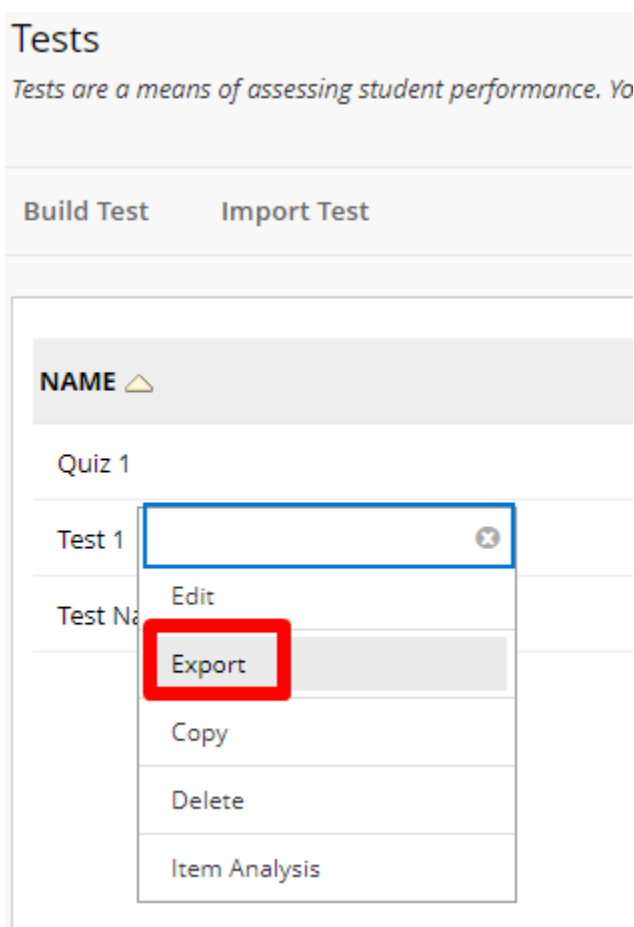
**Tests**  
*Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Some question types are not automatically graded.*

**Surveys**  
*Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. See the survey.*

**Pools**  
*Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.*

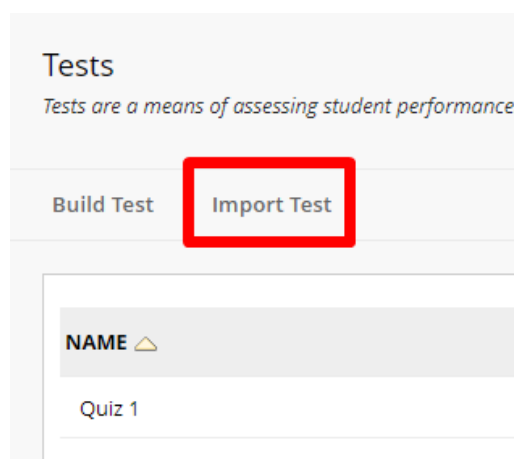


3. Choose the arrow next to the test you want to export and choose Export.



To import

1. Go to the shell you want to import the test into and go back to Course Tools → Tests, Surveys, and Pools → Tests and Click Import Tests



## 2. Click Browse Local Files

## TEST IMPORT

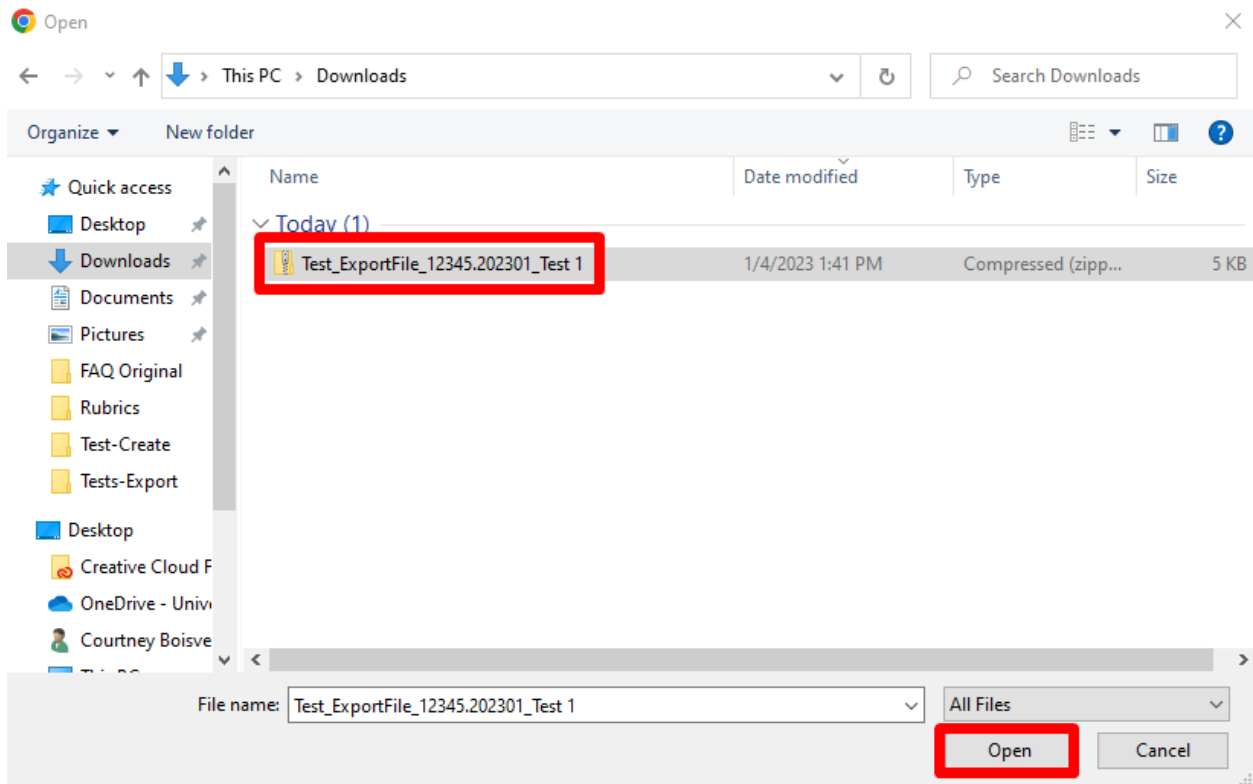
Click **Browse** to locate a file to import.

Attach File

Browse Local Files

Browse Course Files

## 3. Find the Exported Test and click Open



## 4. Press Submit

## TEST IMPORT

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

Attach File

Browse Local Files

Browse Course Files

Selected File

File Name

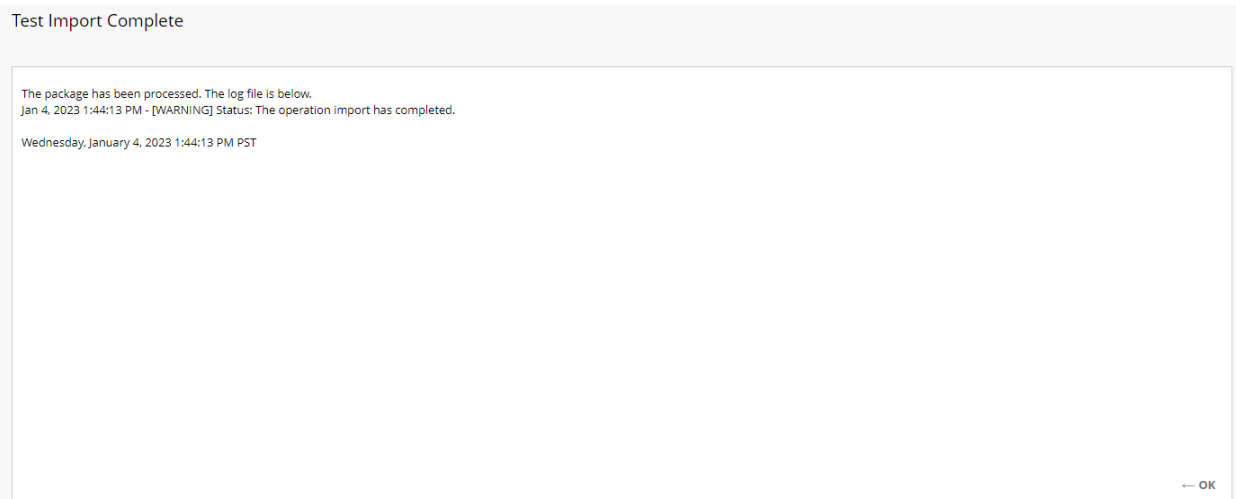
Test\_ExportFile\_12345.202301\_Test 1.zip

Do not attach

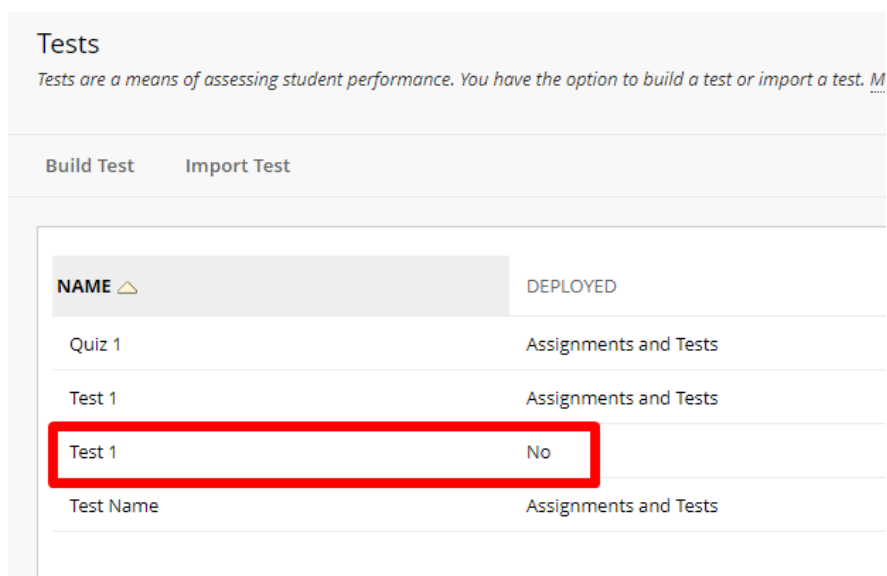
Click **Submit** to proceed.

Cancel Submit

5. The Test Import Complete window will appear press OK.



6. View that the test is entered and Deployed currently says No.



Interested in more educational tools? Check out our How-To Guides at:  
[www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at [asktlc@ufv.ca](mailto:asktlc@ufv.ca)

