

# Exporting and Importing Tests

Exporting a test to place into another  
Course

# In your "Source" course (the course with the test to be copied)

Apps FCC

Doug Test course

Course Information

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Collaborate

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Control Panel

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Customization

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## Announcements

Create Announcement

New announcements appear below this line

### Getting Started

Posted on: Monday, June 17, 2019 8:44:42 PM EDT

Welcome to the course!! Please take a few minutes to become familiar with our "classroom". Of course this being an online course, our classroom is this Blackboard interface. Take a few minutes to move around it an become familiar with where various part of the course and course information can be found. You will want to begin by following that arrow to the right directing you to the navigation area. These buttons are your doorways to the course. Take a look inside them and pay special attention to what is behind them. You will need to **become familiar with the course syllabus**. You will also need to take a **look at some of the policies for the course and the school and complete any forms you are directed to**.

Posted by: Doug Valentine  
Posted to: Doug Test course

### Discover what the course is about.

Posted on: Thursday, July 19, 2018 10:00:40 AM EDT



Take a look to see what you will experience in the course.

[CLICK HERE](#)

Posted by: Doug Valentine  
Posted to: Doug Test course

### Welcome!

Posted on: Monday, November 7, 2016 10:25:00 AM EST

  W. W. Norton & Company, Inc.  
independent publishers since 1923

**Essentials of Sociology**  
**Sixth Edition**  
Giddens • Duneier • Appelbaum • Carr

Posted by: Blackboard Administrator  
Posted to: Doug Test course

**In the Control Panel,  
Click on "Course Tools"**

# Going to the test to copy

Apps FCC

COURSE MANAGEMENT

- Control Panel
- Content Collection →
- Course Tools
  - Achievements
  - Announcements
  - Attendance
  - Bbogle Teams Control Panel
  - Blackboard Collaborate Ultra
  - Blogs
  - Cengage Learning
  - MindLinks&#482;
  - Contacts
  - Content Market Tools
  - Course Calendar
  - Course Gallery
  - Course Messages
  - Date Management
  - Discussion Board
  - EvaluationKIT User Access
  - Glossary
  - Goals
  - Google Apps Bookmarking Tool
  - Journals
  - Lecture Capture
  - Link Checker
  - McGraw-Hill Higher Education
  - Mobile Compatible Test List
  - Pearson's MyLab & Mastering
  - Quickly Attendance
  - Rubrics
  - SafeAssign
  - Self and Peer Assessment
  - Send Email
  - Tasks
  - Tests, Surveys, and Pools**
  - Wikis
  - WileyPLUS
- Evaluation →
- Grade Center →
- Users and Groups
- Customization →

welcome!

Posted on: Monday, November 7, 2016 10:25:00 AM EST

Administrator  
Posted to: Doug Test course

Essentials of Sociology  
W. W. Norton & Company, Inc.  
independent publishers since 1923  
Essentials of Sociology  
Sixth Edition  
Giddens • Duneier • Appelbaum • Carr

In Course Tools,  
click on "Tests, Surveys and Pools"

# Going to the test to copy

The screenshot displays the Blackboard LMS interface for a course titled "Doug Test course". The top navigation bar includes "FCC Online", "My Courses", "Community Resources", and "System Admin". The user is logged in as "Doug Valentine". The main content area is titled "Tests, Surveys, and Pools" and contains three links: "Tests", "Surveys", and "Pools". A red arrow points to the "Tests" link, and the text "Click on 'Tests'" is positioned to the right of the arrow. The left sidebar contains a navigation menu with sections for "Course Information", "Campus Information", and "Course Management".

Apps FCC

Frederick Community College

Doug Valentine

FCC Online My Courses Community Resources System Admin

Tests, Surveys, and Pools

Tests, Surveys, and Pools

Doug Test course

Course Information

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Collaborate

COURSE MANAGEMENT

Control Panel

Content Collection

Course Tools

Achievements

Announcements

Tests

Surveys

Pools

Click on "Tests"



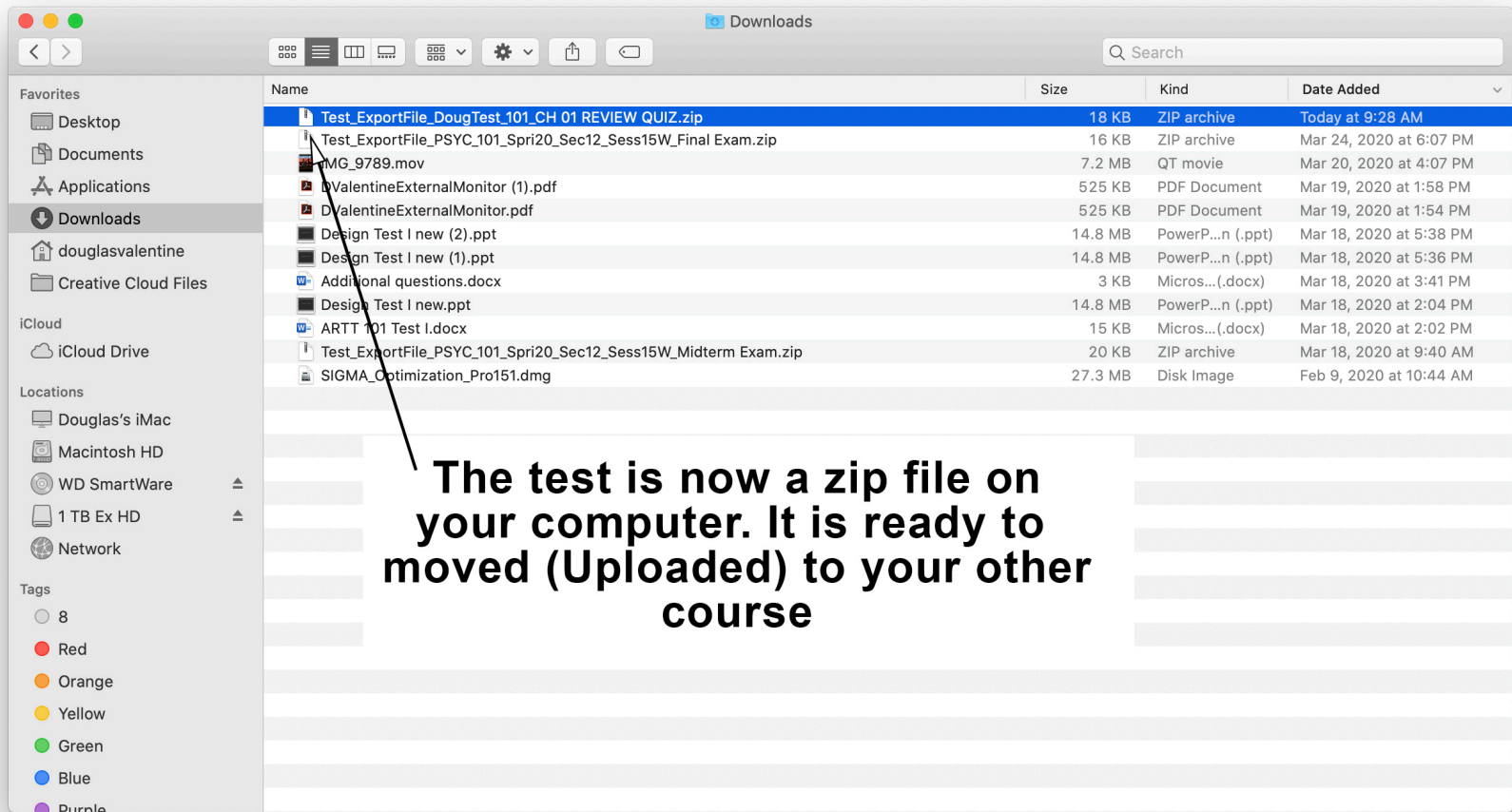
# Exporting the test you wish to copy to a different course

The screenshot shows the 'Tests' page in the LMS. The table below lists various tests with their names, deployment status, and last edited dates. A dropdown menu is open for the 'CH 01 REVIEW QUIZ' test, showing options: Edit, Export to Local Computer, Export to Content Collection, Copy, Delete, and Item Analysis. Red arrows point from the text overlay to the gray circle next to the test name and the 'Export to Local Computer' option.

Name	Deployed	Date Last Edited
CH 01 REVIEW QUIZ	CHAPTER 1: SOCIOLOGY: THEORY AND METHOD	February 27, 2018 12:46 PM
CH 01 VOCABULARY	CHAPTER 1: SOCIOLOGY: THEORY AND METHOD	February 27, 2018 12:47 PM
CH 02 REVIEW QUIZ	CHAPTER 2: CULTURE AND SOCIETY	February 27, 2018 12:46 PM
CH 02 VOCABULARY		
CH 03 REVIEW QUIZ		
CH 03 VOCABULARY		
CH 04 REVIEW QUIZ		
CH 04 VOCABULARY MATCHING QUIZ		
CH 05 REVIEW QUIZ		
CH 05 VOCABULARY MATCHING QUIZ		
CH 06 EXPLORING CENSUS AND COMMUNITY SURVEY DATA EXERCISE: Crime and Deviance	No	February 27, 2018 12:46 PM
CH 06 REVIEW QUIZ	CHAPTER 6: CONFORMITY, DEVIANCE, AND CRIME	February 27, 2018 12:46 PM
CH 06 SOCIOLOGY IN PRACTICE DVD QUIZ: A Hard Straight	No	February 27, 2018 12:47 PM
CH 06 THINKING SOCIOLOGICALLY EXERCISE	No	February 27, 2018 12:47 PM
CH 06 VOCABULARY MATCHING QUIZ	CHAPTER 6: CONFORMITY, DEVIANCE, AND CRIME	February 27, 2018 12:47 PM

**Click on the gray circle next to the test you wish to export to the other course, then in the drop down menu, select "Export to Local Computer". This will place the test as a zip file on your computer.**

# Test now resides on your computer



# Importing a test to a different course

The Import process for placing a test into a different course

# Importing the test

Apps FCC

**Control Panel**

- Content Collection
- Course Tools**
  - Achievements
  - Announcements
  - Attendance
  - Bboogle Teams Control Panel
  - Blackboard Collaborate Ultra
  - Blogs
  - Cengage Learning MindLinks&#8482;
  - Contacts
  - Content Market Tools
  - Course Calendar
  - Course Gallery
  - Course Messages
  - Date Management
  - Discussion Board
  - EvaluationKIT User Access
  - Glossary
  - Goals
  - Google Apps Bookmarking Tool
  - Journals
  - Lecture Capture
  - Link Checker
  - McGraw-Hill Higher Education
  - Mobile Compatible Test List
  - Pearson's MyLab & Mastering
  - Quickly Attendance
  - Rubrics
  - SafeAssign
  - Self and Peer Assessment
  - Send Email
  - Tasks
  - Tests, Surveys, and Pools
  - Wikis
  - WileyPLUS
- Evaluation
- Grade Center
- Users and Groups
- Customization

CH 06 REVIEW QUIZ	CHAPTER 6: CONFORMITY, DEVIANCE, AND CRIME	February 27, 2018 12:46 PM
CH 06 SOCIOLOGY IN PRACTICE DVD QUIZ: A Hard Straight	No	February 27, 2018 12:47 PM
CH 06 THINKING SOCIOLOGICALLY EXERCISE	No	February 27, 2018 12:47 PM
CH 06 VOCABULARY MATCHING QUIZ	CHAPTER 6: CONFORMITY, DEVIANCE, AND CRIME	February 27, 2018 12:47 PM
CH 07 EXPLORING CENSUS AND COMMUNITY SURVEY DATA EXERCISE: Poverty	No	February 27, 2018 12:46 PM
CH 07 GLOBALIZATION BY THE NUMBERS: Income Inequality	No	February 27, 2018 12:46 PM
CH 07 REVIEW QUIZ	CHAPTER 7: STRATIFICATION, CLASS, AND INEQUALITY	February 27, 2018 12:46 PM
CH 07 SOCIOLOGY IN PRACTICE DVD QUIZ: The American Ruling Class, part 2	No	February 27, 2018 12:47 PM
		February 27, 2018 12:47 PM
		February 27, 2018 12:47 PM
		February 27, 2018 12:46 PM
		February 27, 2018 12:46 PM
		February 27, 2018 12:47 PM
		February 27, 2018 12:47 PM

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Displaying 1 to 25 of 80 items

Show All Edit Paging...

**In the course that you wish to place the test into:  
Under Course Tools,  
go to "Tests, Surveys and Pools"**

# Importing the test

The screenshot displays the Blackboard LMS interface for a course titled "Doug Test course". The top navigation bar includes "FCC Online", "My Courses", "Community Resources", and "System Admin". The user is identified as "Doug Valentine". The main content area is titled "Tests, Surveys, and Pools" and contains three links: "Tests", "Surveys", and "Pools". An arrow points to the "Tests" link with the text "Click on Tests".

**Tests, Surveys, and Pools**

- [Tests](#)
- [Surveys](#)
- [Pools](#)

**Click on Tests**

**Course Information**

- Announcements
- Start Here
- Assignments
- Course Materials
- My Grades
- Email
- Discussion Board
- Course Evaluation

**Campus Information**

- Student Support
- Library Resources
- Help
- Instructor Notes
- BB Student Tutorial
- Collaborate

**COURSE MANAGEMENT**

- Control Panel
- Content Collection
- Course Tools
  - Achievements
  - Announcements

# Importing the test

The screenshot shows the LMS interface for Frederick Community College. The top navigation bar includes 'FCC Online', 'My Courses', 'Community Resources', and 'System Admin'. The user is logged in as 'Doug Valentine'. The main content area is titled 'Tests' and has two tabs: 'Build Test' and 'Import Test'. An arrow points to the 'Import Test' tab with the text 'Click on "Import Test"'. Below the tabs is a table of tests with columns for Name, Deployed, and Date Last Edited. The table lists various quizzes and exercises, including 'CH 01 REVIEW QUIZ', 'CH 01 VOCABULARY MATCHING QUIZ', 'CH 02 REVIEW QUIZ', 'CH 02 VOCABULARY MATCHING QUIZ', 'CH 03 REVIEW QUIZ', 'CH 03 VOCABULARY MATCHING QUIZ', 'CH 04 REVIEW QUIZ', 'CH 04 VOCABULARY MATCHING QUIZ', 'CH 05 REVIEW QUIZ', 'CH 05 VOCABULARY MATCHING QUIZ', 'CH 06 EXPLORING CENSUS AND COMMUNITY SURVEY DATA EXERCISE: Crime and Deviance', 'CH 06 REVIEW QUIZ', 'CH 06 SOCIOLOGY IN PRACTICE DVD QUIZ: A Hard Straight', and 'CH 06 THINKING SOCIOLOGICALLY EXERCISE'. The 'Deployed' column shows 'No' for the last three items. The 'Date Last Edited' column shows dates from February 27, 2018, 12:46 PM to 12:47 PM.

Frederick Community College

Tests, Surveys, and Pools Tests

Build Test Import Test

Click on "Import Test"

Page 1 of 4

Name	Deployed	Date Last Edited
CH 01 REVIEW QUIZ	CHAPTER 1: SOCIOLOGY: THEORY AND METHOD	February 27, 2018 12:46 PM
CH 01 VOCABULARY MATCHING QUIZ	CHAPTER 1: SOCIOLOGY: THEORY AND METHOD	February 27, 2018 12:47 PM
CH 02 REVIEW QUIZ	CHAPTER 2: CULTURE AND SOCIETY	February 27, 2018 12:46 PM
CH 02 VOCABULARY MATCHING QUIZ	CHAPTER 2: CULTURE AND SOCIETY	February 27, 2018 12:47 PM
CH 03 REVIEW QUIZ	CHAPTER 3. SOCIALIZATION, THE LIFE COURSE, AND AGING	February 27, 2018 12:46 PM
CH 03 VOCABULARY MATCHING QUIZ	CHAPTER 3. SOCIALIZATION, THE LIFE COURSE, AND AGING	February 27, 2018 12:46 PM
CH 04 REVIEW QUIZ	CHAPTER 4: SOCIAL INTERACTION AND EVERYDAY LIFE IN THE AGE OF THE INTERNET	February 27, 2018 12:46 PM
CH 04 VOCABULARY MATCHING QUIZ	CHAPTER 4: SOCIAL INTERACTION AND EVERYDAY LIFE IN THE AGE OF THE INTERNET	February 27, 2018 12:47 PM
CH 05 REVIEW QUIZ	CHAPTER 5: GROUPS, NETWORKS, AND ORGANIZATIONS	February 27, 2018 12:46 PM
CH 05 VOCABULARY MATCHING QUIZ	CHAPTER 5: GROUPS, NETWORKS, AND ORGANIZATIONS	February 27, 2018 12:47 PM
CH 06 EXPLORING CENSUS AND COMMUNITY SURVEY DATA EXERCISE: Crime and Deviance	No	February 27, 2018 12:46 PM
CH 06 REVIEW QUIZ	CHAPTER 6: CONFORMITY, DEVIANCE, AND CRIME	February 27, 2018 12:46 PM
CH 06 SOCIOLOGY IN PRACTICE DVD QUIZ: A Hard Straight	No	February 27, 2018 12:47 PM
CH 06 THINKING SOCIOLOGICALLY EXERCISE	No	February 27, 2018 12:47 PM
javascript:assessmentManager.importAssessment() 06 VOCABULARY MATCHING QUIZ	CHAPTER 6: CONFORMITY, DEVIANCE, AND CRIME	February 27, 2018 12:47 PM

# Importing the test

The screenshot shows the Blackboard Test Import page for the 'Doug Test course'. The page title is 'Test Import'. Under the heading 'TEST IMPORT', there is an 'Attach File' section with two buttons: 'Browse My Computer' and 'Browse Content Collection'. An arrow points from the text 'Click on "Browse My Computer" to find the file you wish to upload' to the 'Browse My Computer' button. At the bottom right of the form area, there are 'Cancel' and 'Submit' buttons. The left sidebar contains navigation links for 'Doug Test course' (Course Information, Announcements, Start Here, Assignments, Course Materials, My Grades, Email, Discussion Board, Course Evaluation), 'Campus Information', and 'COURSE MANAGEMENT' (Control Panel, Content Collection, Course Tools).

**Click on "Browse My Computer" to find the file you wish to upload**



# Importing the test

The screenshot shows a web application interface for Frederick Community College. The main content area is titled "Test Import" and includes a "TEST IMPORT" section with an "Attach File" button. A file selection dialog box is open, showing a list of files in the "Downloads" folder. The dialog box has "Cancel" and "Open" buttons. A text box at the bottom of the screenshot contains instructions: "Select the test you want to import and click 'Open' Then click 'Submit'". Arrows point from the text to the "Open" button in the dialog box and the "Submit" button in the main interface.

**TEST IMPORT**

Attach File

Name	Date Modified	Size	Kind
Additional questions.docx	Mar 18, 2020 at 3:41 PM	3 KB	Micros...
ARTT 101 Test I.docx	Mar 18, 2020 at 2:02 PM	15 KB	Micros...
Design Test I new (1).ppt	Mar 18, 2020 at 5:36 PM	14.8 MB	PowerP...
Design Test I new (2).ppt	Mar 18, 2020 at 5:38 PM	14.8 MB	PowerP...
Design Test I new.ppt	Mar 18, 2020 at 2:04 PM	14.8 MB	PowerP...
DValentineExternalMonitor (1).pdf	Mar 19, 2020 at 1:58 PM	525 KB	PDF Docu...
DValentineExternalMonitor.pdf	Mar 19, 2020 at 1:54 PM	525 KB	PDF Docu...
IMG_9789.mov	Mar 20, 2020 at 4:07 PM	7.2 MB	QT movie
SIGMA_Optimization_Pro151.dmg	Feb 9, 2020 at 10:44 AM	27.3 MB	Disk Imag...
Test_ExportFile_Doug...01 REVIEW QUIZ.zip	Today at 9:28 AM	18 KB	ZIP archiv...
Test_ExportFile_PSY...ss15W_Final Exam.zip	Mar 24, 2020 at 6:07 PM	16 KB	ZIP archiv...
Test_ExportFile_PSY...W_Midterm Exam.zip	Mar 18, 2020 at 9:40 AM	20 KB	ZIP archiv...

Cancel Open

Cancel Submit

Select the test you want to import and click "Open"  
Then click "Submit"



# Importing the test

The screenshot shows the Blackboard LMS interface for a course titled "Doug Test course". The main content area is titled "Test Import" and contains the following elements:

- TEST IMPORT** section header.
- Attach File** section with two buttons: "Browse My Computer" and "Browse Content Collection".
- Selected File** section with a "Do not attach" button and a file name: "Test\_ExportFile\_DougTest\_101\_CH 01 REVIEW QUIZ.zip".
- Buttons** at the bottom right: "Cancel" and "Submit".

Annotations on the screenshot include:

- A red arrow pointing to the file name "Test\_ExportFile\_DougTest\_101\_CH 01 REVIEW QUIZ.zip".
- A black arrow pointing to the "Submit" button.
- Text overlay: "You will see the file listed, Click 'Submit'" with arrows pointing to the file name and the "Submit" button.

The left sidebar contains navigation menus for "Doug Test course" (Course Information, Announcements, Start Here, Assignments, Course Materials, My Grades, Email, Discussion Board, Course Evaluation), "Campus Information" (Student Support, Library Resources, Help, Instructor Notes, BB Student Tutorial, Collaborate), and "COURSE MANAGEMENT" (Control Panel, Content Collection, Course Tools).

# Importing the test

Apps FCC

Frederick Community College

Doug Valentine 3

FCC Online My Courses Community Resources System Admin

Tests, Surveys, and Pools Tests

Tests

Test Import Complete

The package has been processed. The log file is below.  
Apr 3, 2020 9:31:34 AM - [WARNING] Status: The operation import has completed.  
Friday, April 3, 2020 9:31:35 AM EDT

**Import is now complete,  
Click on "OK"**

← OK

Doug Test course

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COURSE MANAGEMENT

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Announcements

# Process complete

The screenshot displays the Blackboard LMS interface for a course titled 'Doug Test course'. The main content area shows a table of tests. The first row, 'CH 01 REVIEW QUIZ', is highlighted in yellow. An arrow points from the text 'The Test is now in your course' to this row. The table has columns for Name, Deployed, and Date Last Edited. The left sidebar contains navigation menus for Course Information, Campus Information, and Course Management.

Name	Deployed	Date Last Edited
CH 01 REVIEW QUIZ	No	April 3, 2020 9:31 AM
Chapter_1	No	March 25, 2020 11:58 AM
Chapter_5	No	March 22, 2020 9:08 PM
Test 1	Course Materials	March 14, 2020 1:10 PM
Quiz Module 1	Module 1	March 6, 2020 9:23 AM
Final exam	Module 1	December 5, 2018 10:42 AM
Week 1	No	September 12, 2018 11:39 AM
Week i Quiz	No	July 31, 2018 10:18 AM
CH 13 VOCABULARY MATCHING QUIZ	CHAPTER 13: POLITICS AND ECONOMIC LIFE	February 27, 2018 12:47 PM
CH 14 VOCABULARY MATCHING QUIZ	CHAPTER 14: THE SOCIOLOGY OF THE BODY: HEALTH, ILLNESS, AND SEXUALITY	February 27, 2018 12:47 PM
CH 15 VOCABULARY MATCHING QUIZ	CHAPTER 15: URBANIZATION, POPULATIONS, AND THE ENVIRONMENT	February 27, 2018 12:47 PM
CH 16 VOCABULARY MATCHING QUIZ	CHAPTER 16: GLOBALIZATION IN A CHANGING WORLD	February 27, 2018 12:47 PM
CH 07 VOCABULARY MATCHING QUIZ	CHAPTER 7: STRATIFICATION, CLASS, AND INEQUALITY	February 27, 2018 12:47 PM
CH 09 VOCABULARY MATCHING QUIZ	CHAPTER 9: GENDER INEQUALITY	February 27, 2018 12:47 PM
CH 08 VOCABULARY MATCHING QUIZ	CHAPTER 8: GLOBAL INEQUALITY	February 27, 2018 12:47 PM