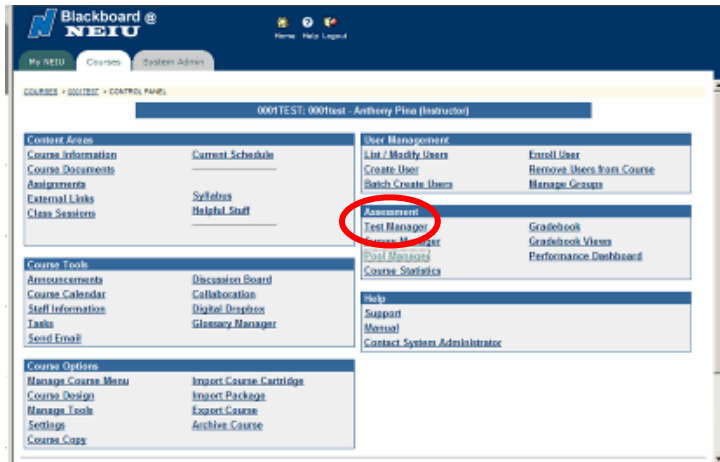


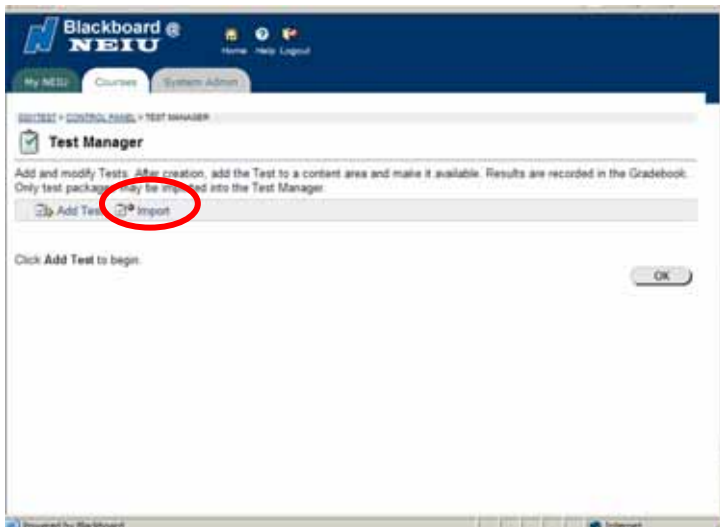
Importing a Test into a Blackboard Course

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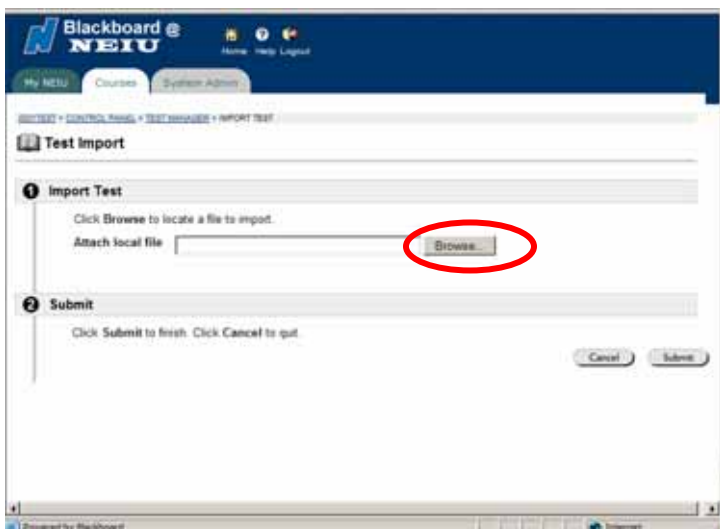
STEP 1: IMPORTING THE TEST (Make sure that the test file is on your computer)



1. Go to Bb Control Panel and select **Test Manager** in the Assessment section.



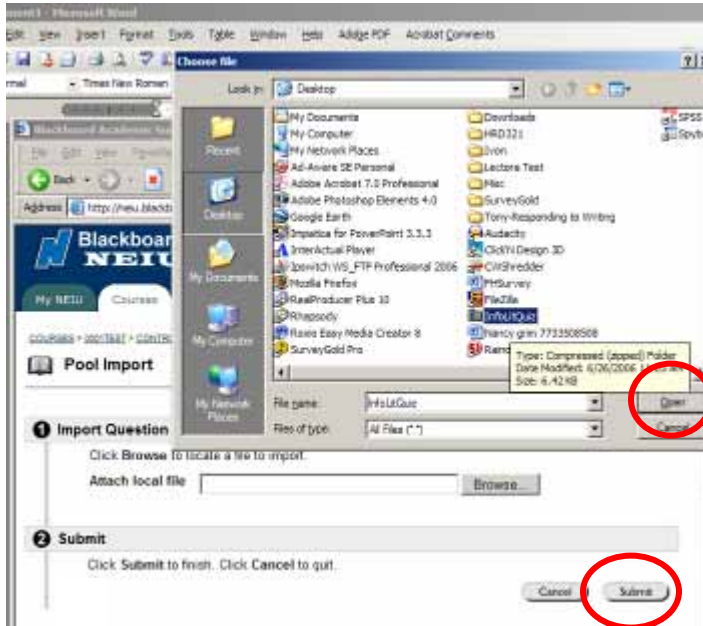
2. Select **Import**.



3. Click the **Browse** button

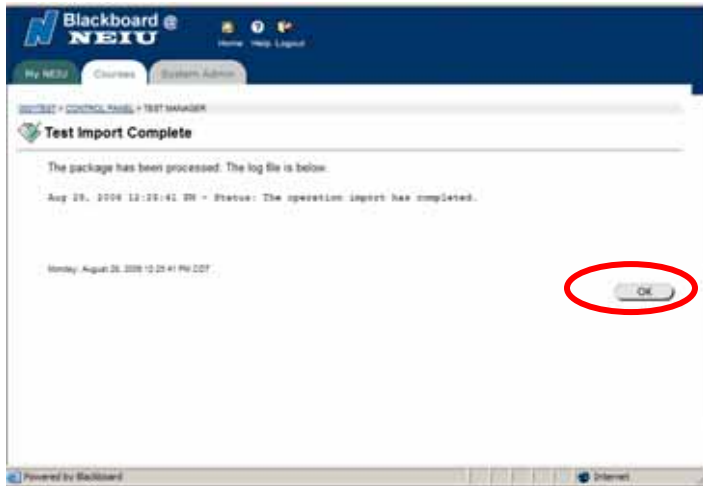
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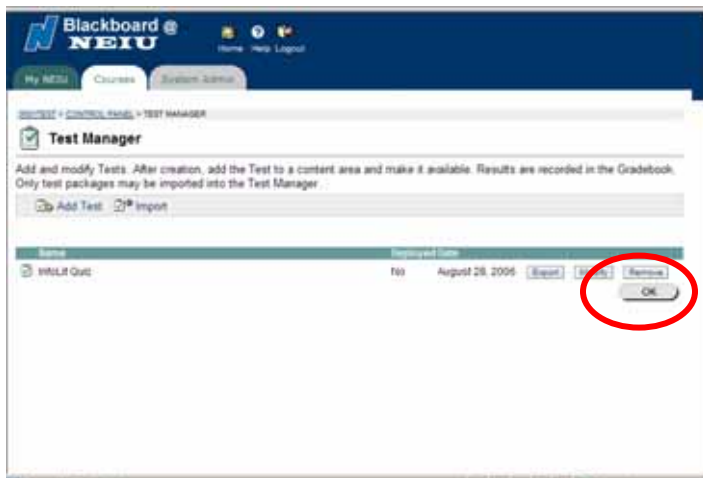


4. In the Choose File window, select the test item pool that you wish to import and click the **Open** button.

5. When the Choose file window disappears, click the **Submit** button.



6. You will see a message stating that the pool has been imported successfully. Click the **OK** button.

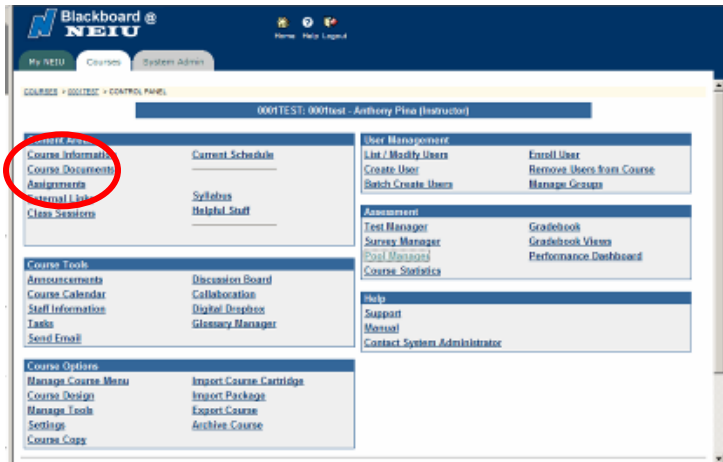


7. You will see the test item pool in your Pool Manager window. Click the **OK** button.

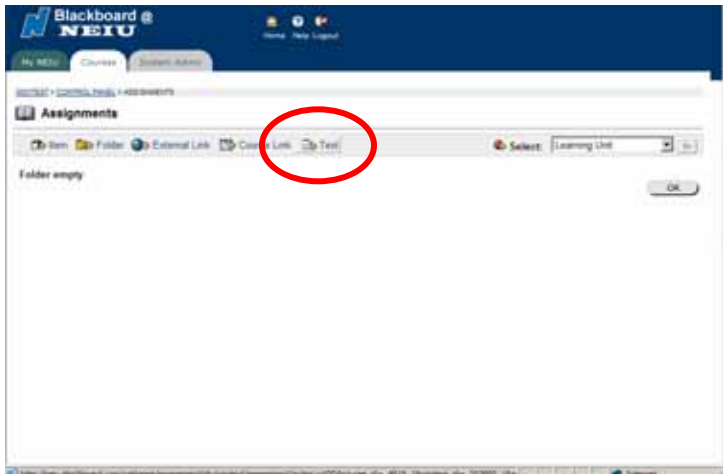
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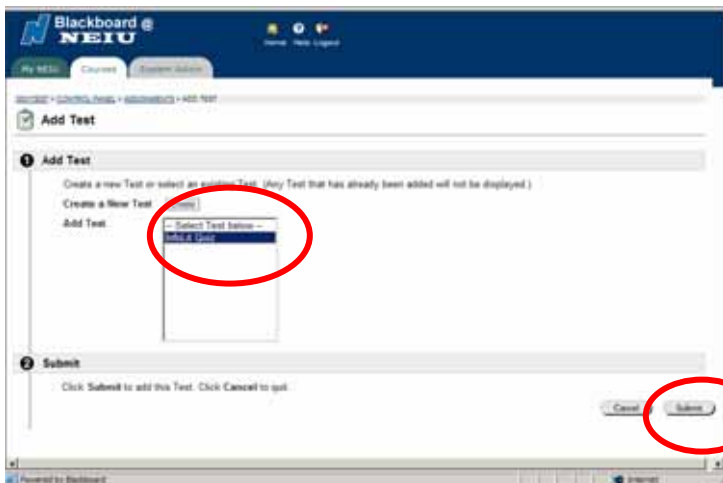
STEP 2: USING THE TEST IN YOU Bb COURSE



1. Go to Bb Control Panel and select the page where you wish to display the test from the Content Areas section, such as Assignments.



2. Select **Test**.



3. Select the test that you imported and click the **Submit** button.

Importing a Test into a Blackboard Course

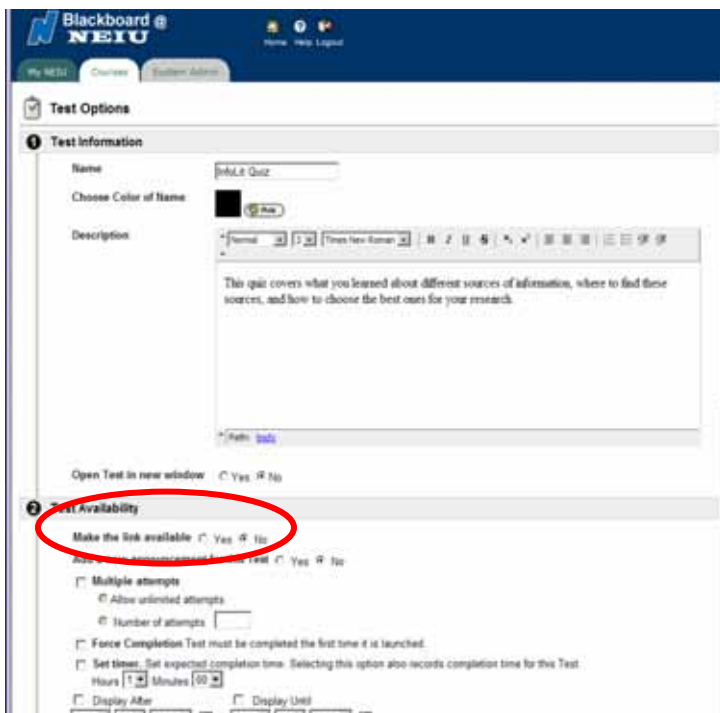
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4. You will see a message stating that the pool has been imported successfully. Click the **OK** button.



5. To make the test available to your students and to set other options, select **Modify the Test Options**.



6. You can select several options for your test, including

- **Make the link available** (select **Yes** to make the test available to students. If set to **No**, you will see the test but your students will not)
- Open test in a new window
- Allow multiple attempts to take the test
- Force completion (student must complete the test in one sitting)
- Include or hide test score from gradebook
- Type of feedback that students receive
- Show test one question at a time or all questions on one page

When you are done, click the Submit Button



7. You will return to the Modify Test screen. Click the **OK** button.