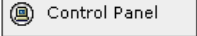


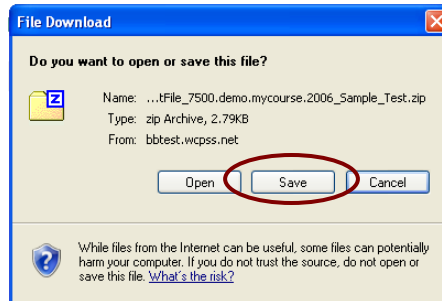



How do I Export a Test from My Course?

1. While in your Blackboard Course, click .
2. Click the Test manager link in the Assessment area of the control panel.



3. Click the  button to the right of the test that you'd like to export.
4. Click the  button in the dialog box that pops-up.



5. Select a place to save your file and click the  button.

WHY EXPORT?



Exporting allows you to share tests! Building good assessments can be time consuming. Exporting & Importing tests allows you to easily share and collaborate with your colleagues. It can also allow departments to share common tests among many people to ensure standardized test formats between classrooms.