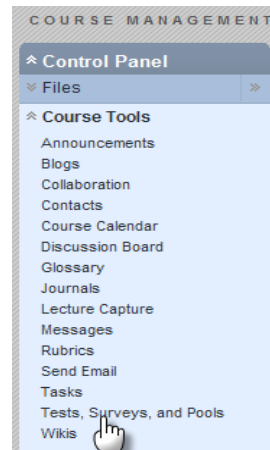


Import Blackboard 9 Chapter Test Banks into Blackboard Learn version 9

Blackboard Chapter Pool Import

Once you have **downloaded** and **extracted** the Blackboard 9 test bank ZIP file provided . . .

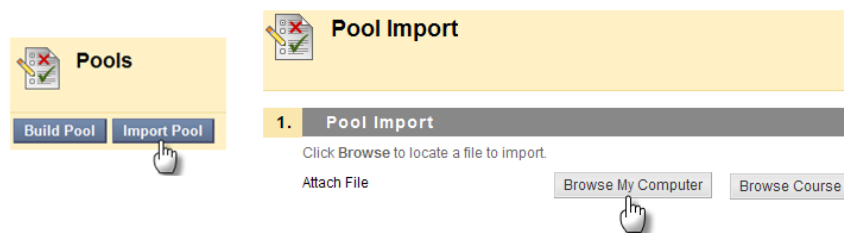
1. Log into your Blackboard account.
2. Click on the course you want to add the Blackboard 9 Chapter Test Bank ZIP files to.
3. Click **Tests, Surveys, and Pools** from Course Tools.



4. Click **Pools**.



5. Click **Import Pool** and click the **Browse My Computer** button to locate the Chapter 1 Blackboard ZIP file you extracted from the file you were provided.

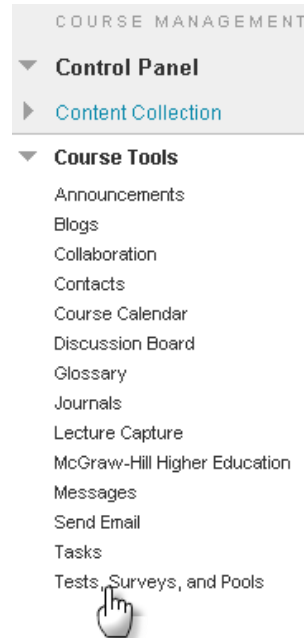


6. Click **Submit** to upload the file to Blackboard. You will see a confirmation screen indicating **The package has been processed**. Then click **OK**.

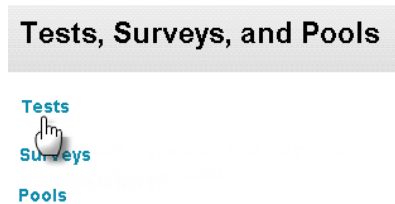
7. Repeat Steps 3-6 for each Blackboard 9 Chapter ZIP file.

Blackboard Test Creation

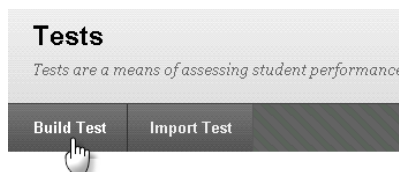
1. Click **Tests, Surveys, and Pools** from Course Tools.



2. Click **Tests**.



3. Click **Build Test**.



4. Enter a name, description, instructions and click **Submit**.


5. Click **Find Questions** from the Reuse Questions drop-down list.

Test Canvas: Test 1 ⌵

Create Question ⌵ Reuse Question ⌵ Upload Questions

Description	
Instructions	
Total Questions	0
Total Points	0

- Create Question Set
- Create Random Block
- Find Questions**



Select a question type from the Create Question drop-down list.

6. In the *Find Questions* window, make sure the only options Checked under **Browse Criteria** is the name of the Chapter Test Bank you have imported under **Pools** and the name of the test you have created under **Tests**.

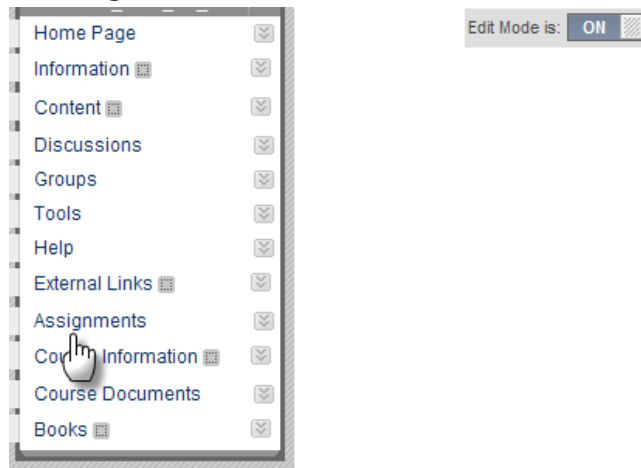
7. In the list of questions that appears, check the box next to each question you want to add to your Blackboard test or check **All** and click **Submit**.

8. Your selected questions will appear on the Test Canvas screen. Modify any point values if needed by changing the default point value for all the questions selected.

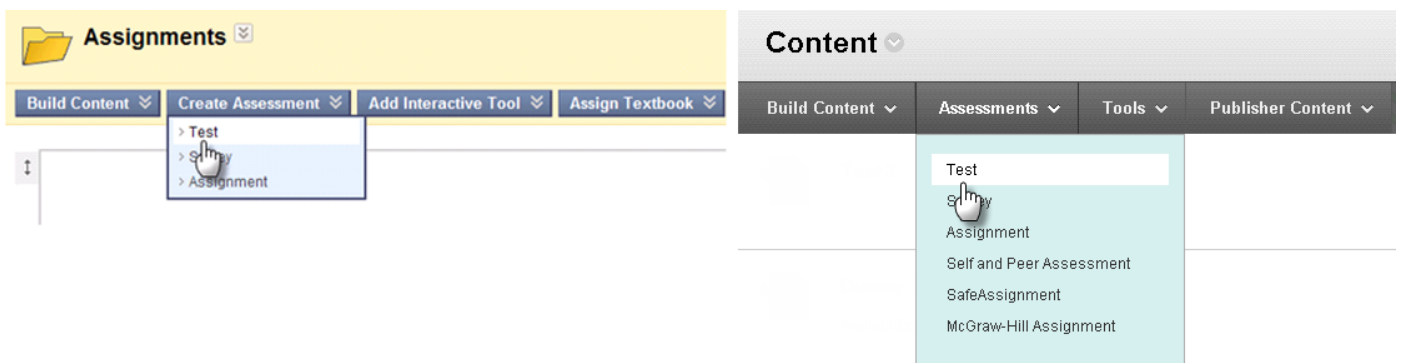
9. Click OK.

Add Test to Blackboard Content Area

1. Select a **Content Area**, such as **Assignments**, and make sure **Edit Mode** is **ON**.



2. In the **Create Assessment / Assessments** drop-down menu select **Test**.



3. Select your **Test** in the **Add Test** section and click **Submit**.

Create Test

1. Add Test

Create a new Test or select an existing Test to deploy.

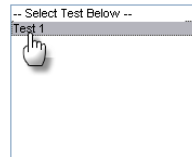
Create a New Test

Create

Add Test

-- Select Test Below --

Test 1

A screenshot of a web form showing a dropdown menu. The menu is open, displaying the text "-- Select Test Below --" at the top and "Test 1" as the selected option. A mouse cursor is positioned over the "Test 1" option.

2. Submit

Click **Submit** to add this Test. Click **Cancel** to quit.

Cancel

Submit



After a Test is added to a Content Area, the **Test Options** page appears. This page includes information about the Test, including instructions, availability, feedback, and presentation.