

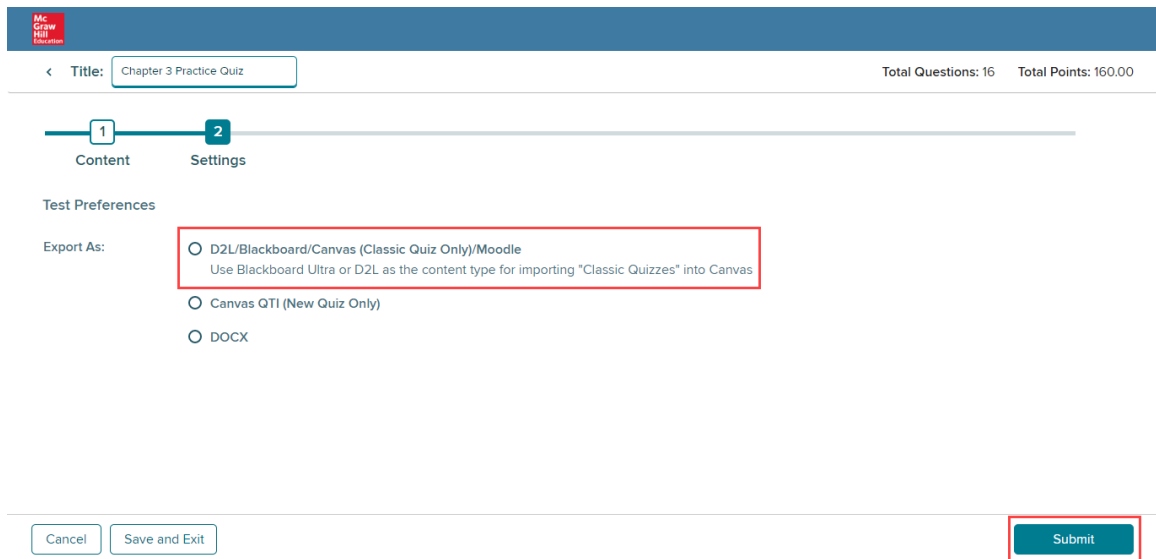
Import Test Builder Files to Blackboard Ultra

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Export Test from Test Builder

1. After the questions has been selected for a test in Test Builder, choose the export option on the Settings page: **D2L/Blackboard/Canvas (Classic Quiz Only)/Moodle**.
2. Click the “Submit” button



The screenshot shows the 'Settings' page for a test titled 'Chapter 3 Practice Quiz'. The page has a blue header with the McGraw Hill logo and the title. Below the header, there is a progress bar with two steps: '1 Content' and '2 Settings'. The 'Settings' step is currently active. Under the 'Test Preferences' section, there is a 'Export As:' label followed by three radio button options. The first option, 'D2L/Blackboard/Canvas (Classic Quiz Only)/Moodle', is selected and highlighted with a red box. Below this option is a note: 'Use Blackboard Ultra or D2L as the content type for importing "Classic Quizzes" into Canvas'. The other two options are 'Canvas QTI (New Quiz Only)' and 'DOCX'. At the bottom of the page, there are three buttons: 'Cancel', 'Save and Exit', and 'Submit'. The 'Submit' button is highlighted with a red box.

- Acknowledge the “Confirmation” modal by clicking “Ok”. **Note:** You can select to get an email notification once the files is available.

Confirmation

Your request has been submitted.

Be sure to click on the refresh icon on the upper right corner of the page to update the availability of your file(s).

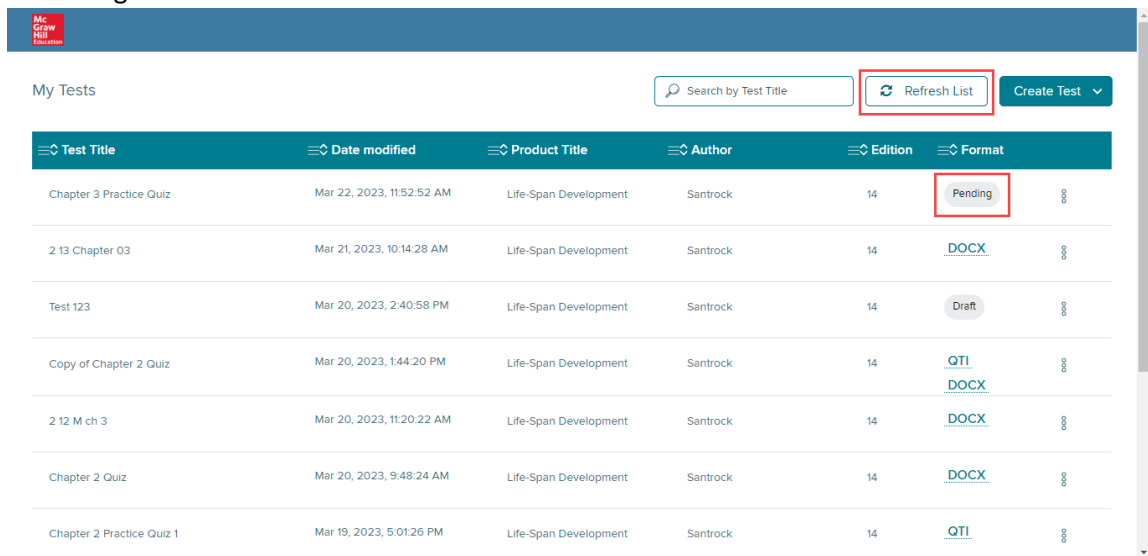
Review

Send an email when test becomes available.

Email:

OK

- You will be returned to the “My Tests page” with a “Pending” status in the Format column. You can click on the “Refresh List” button on the upper right corner to refresh the page to see if the file is available. It may take a few minutes for the file to finish processing. **Note:** If you click refresh on your browser and receive an error, you can close the browser tab and re-access Test Builder again from Connect.



Test Title	Date modified	Product Title	Author	Edition	Format
Chapter 3 Practice Quiz	Mar 22, 2023, 11:52:52 AM	Life-Span Development	Sanrock	14	Pending
2 13 Chapter 03	Mar 21, 2023, 10:14:28 AM	Life-Span Development	Sanrock	14	DOCX
Test 123	Mar 20, 2023, 2:40:58 PM	Life-Span Development	Sanrock	14	Draft
Copy of Chapter 2 Quiz	Mar 20, 2023, 1:44:20 PM	Life-Span Development	Sanrock	14	QTI DOCX
2 12 M ch 3	Mar 20, 2023, 11:20:22 AM	Life-Span Development	Sanrock	14	DOCX
Chapter 2 Quiz	Mar 20, 2023, 9:48:24 AM	Life-Span Development	Sanrock	14	DOCX
Chapter 2 Practice Quiz 1	Mar 19, 2023, 5:01:26 PM	Life-Span Development	Sanrock	14	QTI

- When the file is available to be downloaded, the “pending” indicator will change to a link labeled QTI. Click the QTI link to download the ZIP file to your local machine.









Import Test Builder QTI file into Blackboard

Once you have downloaded the QTI zip file, do the following to import your test into Blackboard:

- Log into your Blackboard account.

2. Select the course you want this test added.
3. Select the “Manage banks” link under the “Question Banks” in the “Details & Actions” area.

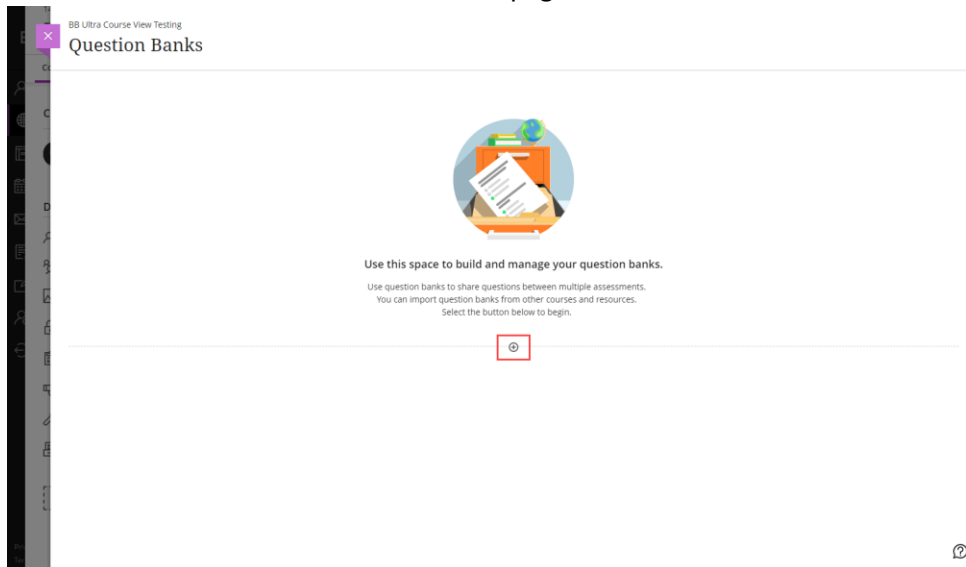
Details & Actions

-  Roster
[View everyone in your course](#)
-  Course Groups
[View sets & groups](#)
-  Course Image
[Edit display settings](#)
-  Course is open
[Students can access this course](#)
-  Attendance
[Mark attendance](#)
-  Announcements
[Create announcement](#)
-  Books & Tools
[View course & institution tools](#)
-  **Question Banks**
[Manage banks](#)

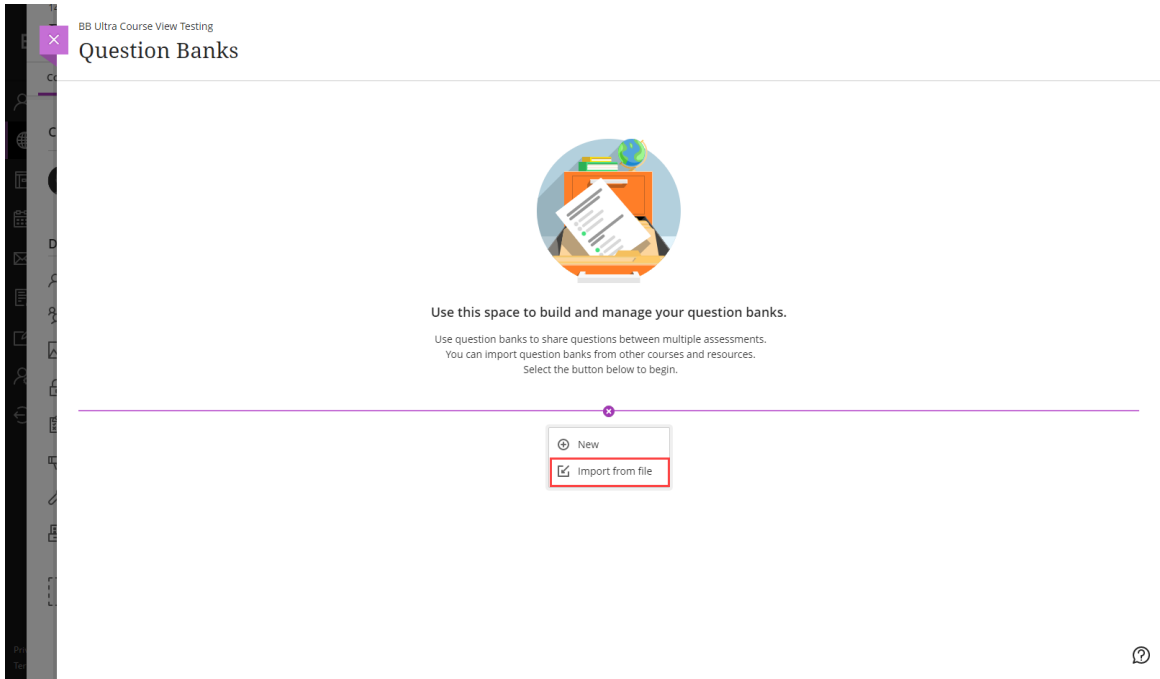
Add course schedule

[Skip](#)

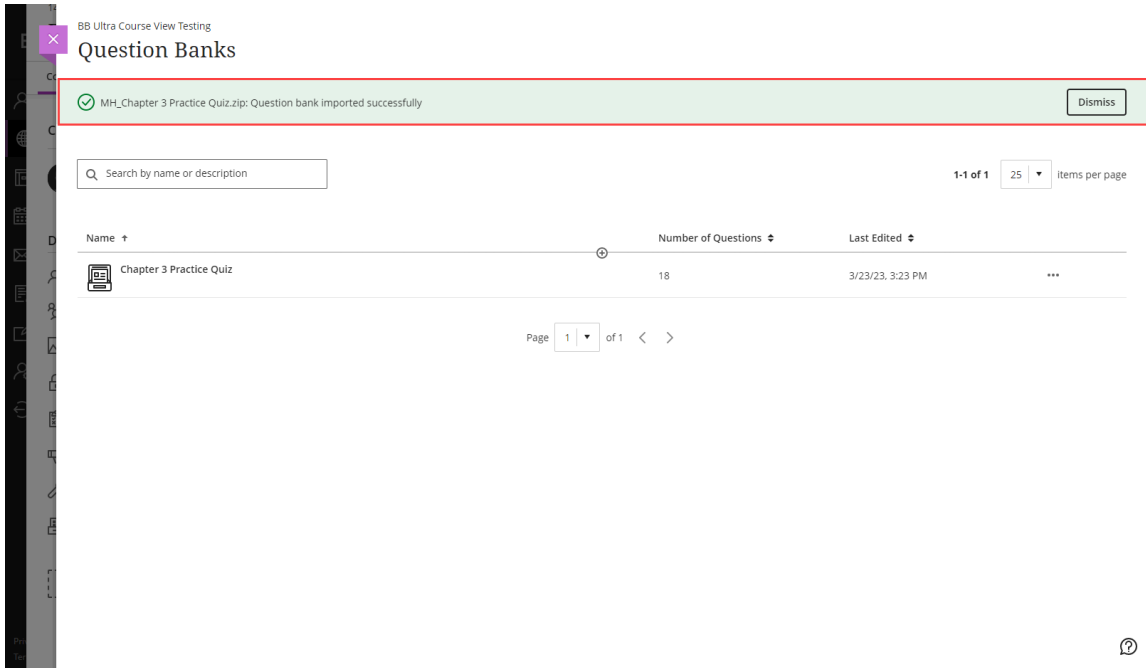
4. Select the “+” icon on the Question Banks page.



5. Select "Import from file" then locate the Test Builder zip file that contains your test on your local machine.



6. You will see a confirmation message that the import job is processing follow by rather or not the file was successfully imported.

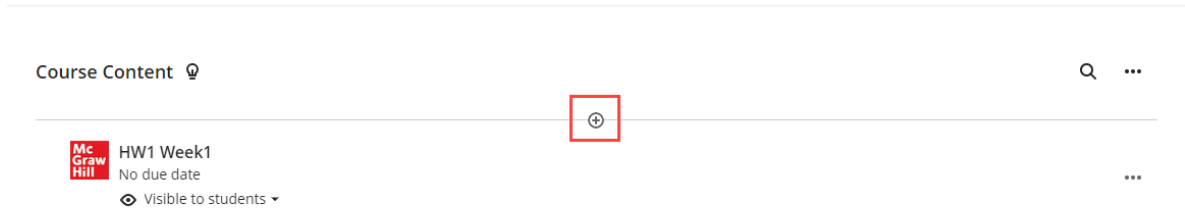


7. Repeat these steps 4-6 for each Test Builder zip file.

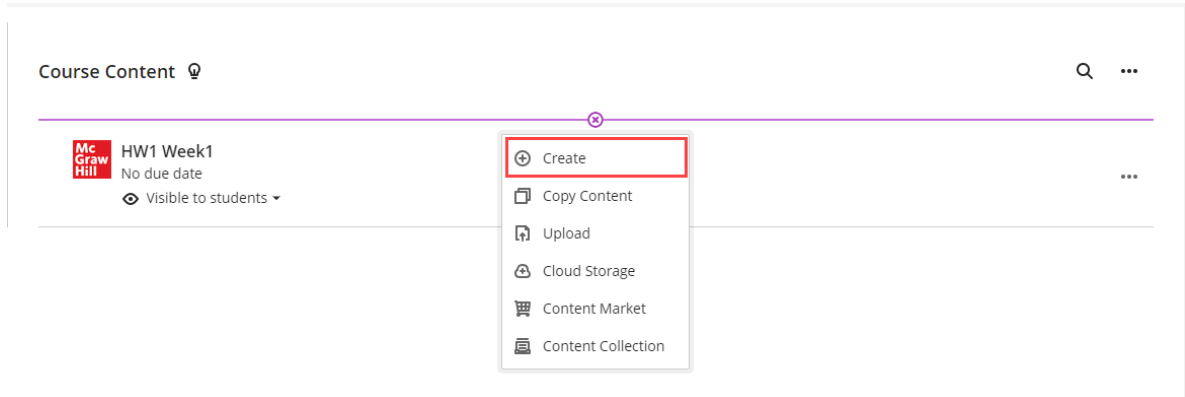
Test Creation in Blackboard

To create a Blackboard test with your imported file, do the following:

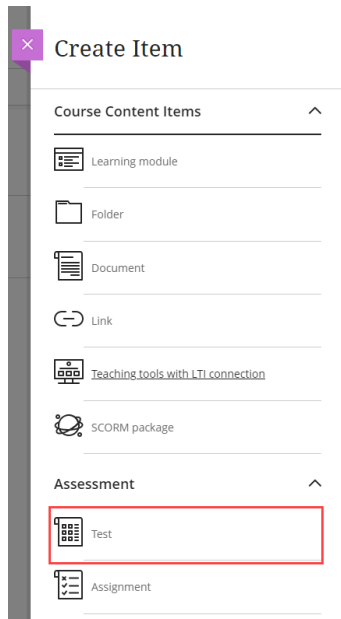
1. Select the “+” icon on your Course Content page.



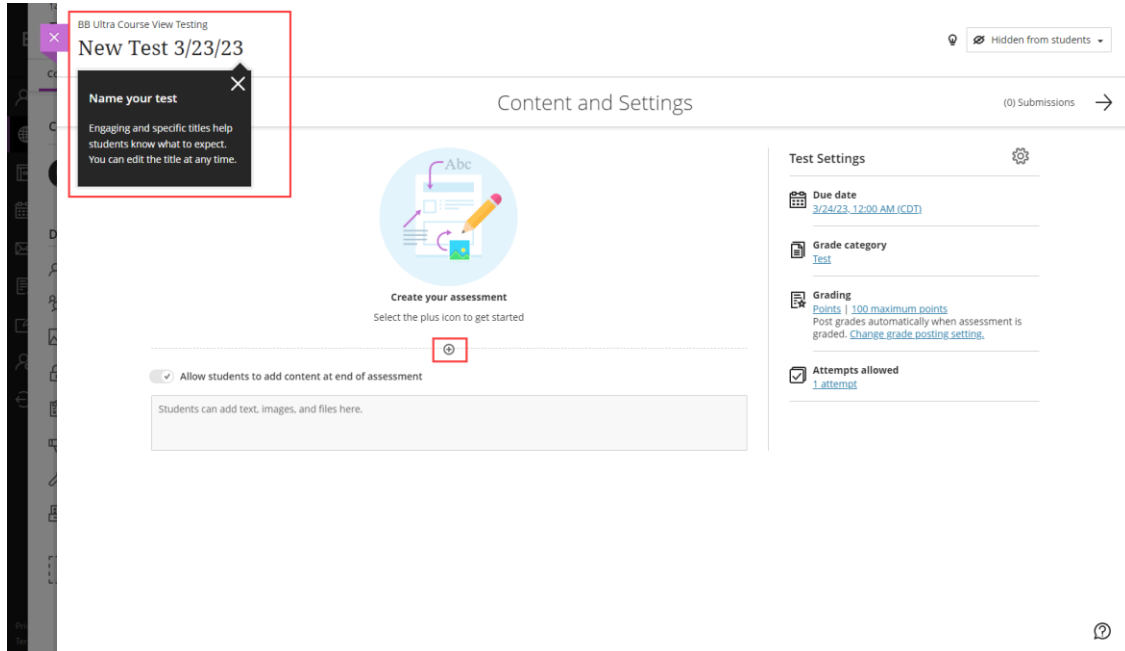
2. Select “Create” from the dropdown menu.



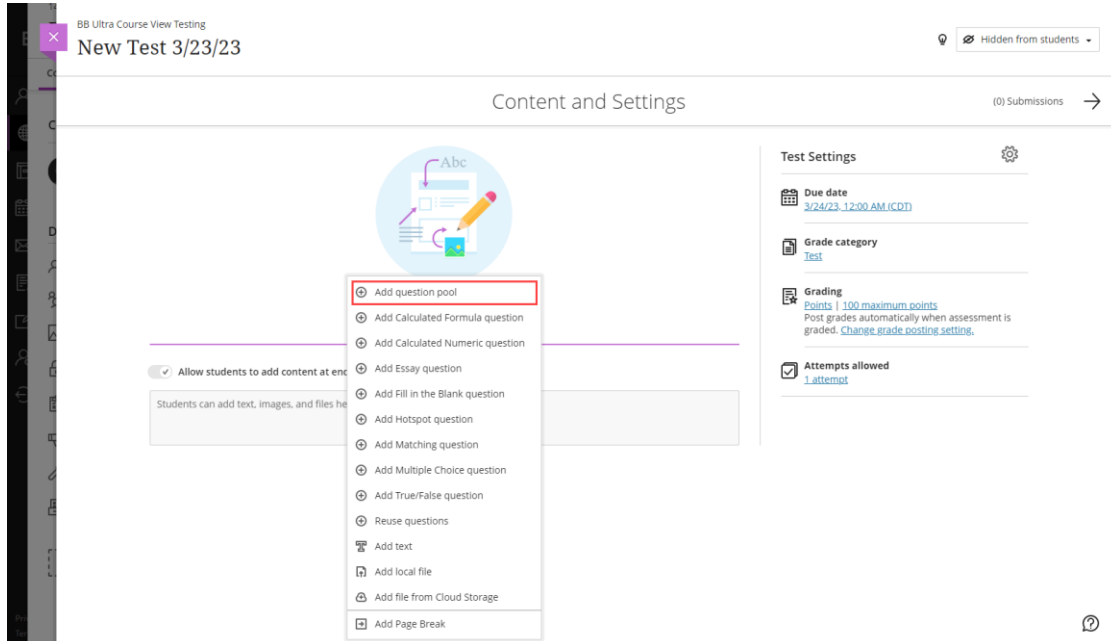
3. Select "Test" on the Create Item panel.



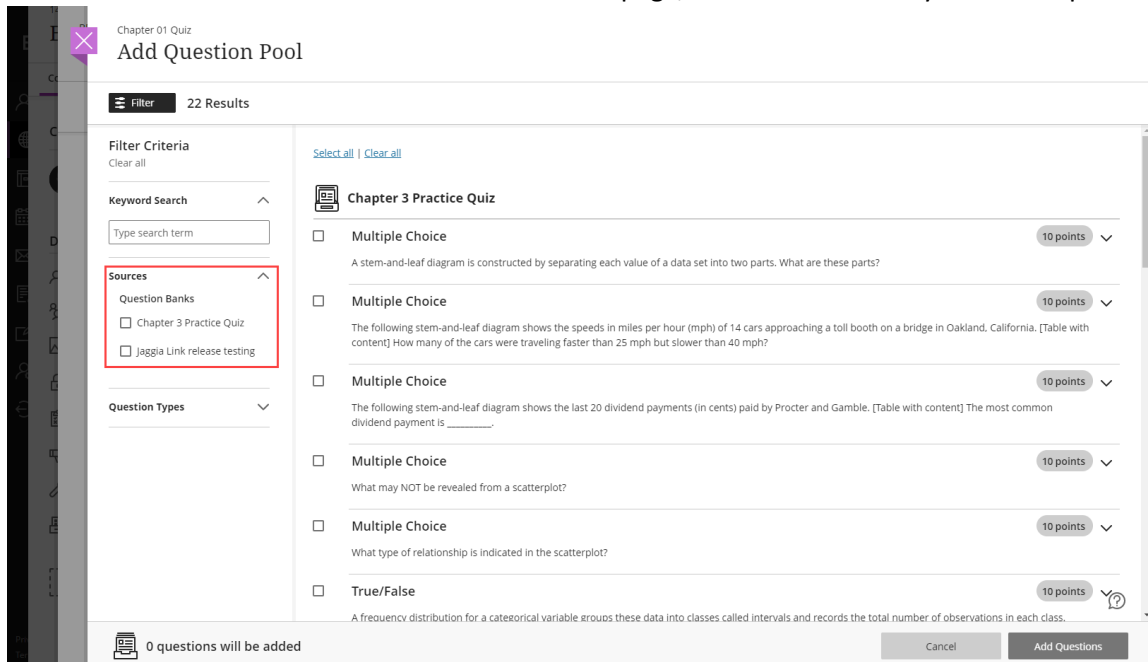
4. Enter a name for your test then click "+" icon on the Content and Settings page.



5. Select “Add question pool” from the dropdown menu.



6. Under the “Source” area on the Add Question Pool page, select the test that you have imported.



- Next, check each of the questions individually that you want added to your Blackboard test or click on the “Select all” link to select all the questions at once. Then click the “Add Questions” button.

- Update the point values as needed and/or number of questions to display to students on the Content and Settings page. If you are ready to make the test available to your students, select “Visible to student” from the dropdown menu on the upper right corner. You can always do this later in the Course Content page. Once you are done, click the “Save” button and the “X” in the purple box to return to the Course Content area.