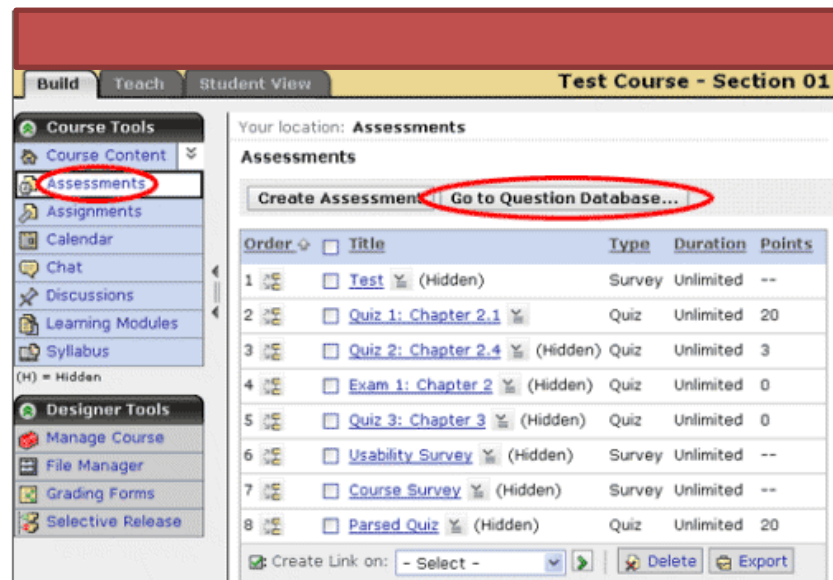


E Export Questions from a Blackboard Course

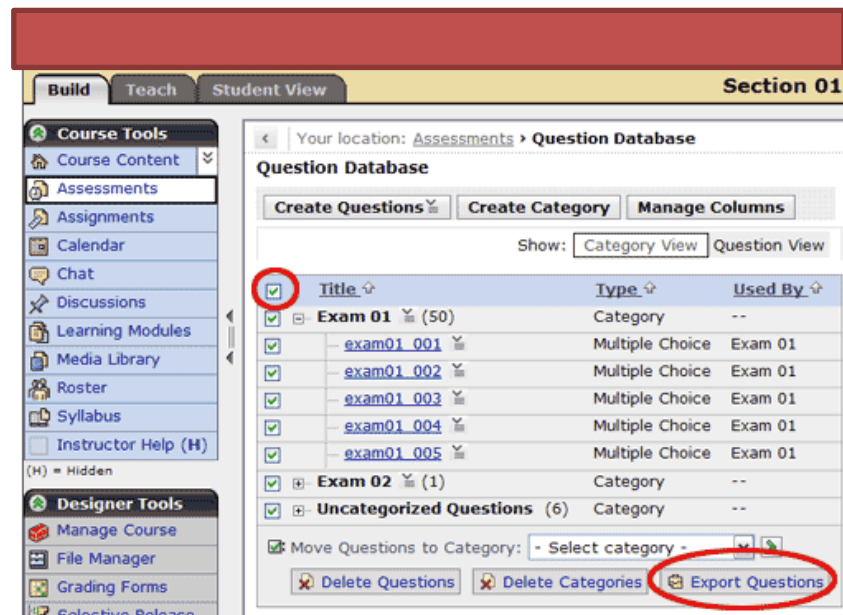
- Under the **Build** Tab, go to **Assessments**
- Click on **Go to Question Database**



The screenshot shows the Blackboard interface for a course section. The 'Build' tab is active, and the 'Assessments' tool is selected in the left-hand navigation menu. The main content area displays the 'Assessments' page, which includes a 'Create Assessment' button and a 'Go to Question Database...' button. Below these buttons is a table listing various assessments.

Order	Title	Type	Duration	Points
1	Test (Hidden)	Survey	Unlimited	--
2	Quiz 1: Chapter 2.1	Quiz	Unlimited	20
3	Quiz 2: Chapter 2.4 (Hidden)	Quiz	Unlimited	3
4	Exam 1: Chapter 2 (Hidden)	Quiz	Unlimited	0
5	Quiz 3: Chapter 3 (Hidden)	Quiz	Unlimited	0
6	Usability Survey (Hidden)	Survey	Unlimited	--
7	Course Survey (Hidden)	Survey	Unlimited	--
8	Parsed Quiz (Hidden)	Quiz	Unlimited	20

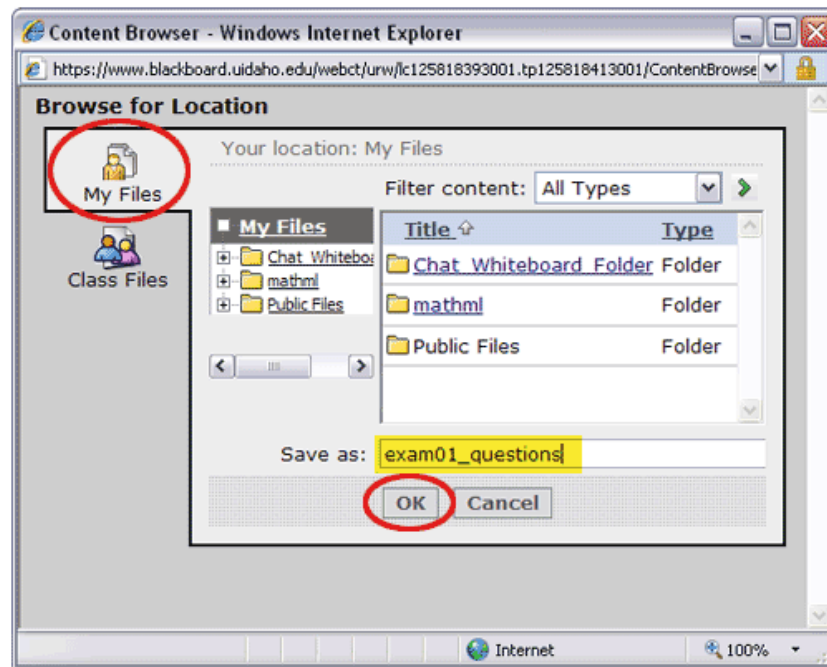
- Check the box next to the questions you want to export
NOTE: if you want to export all of the questions, click the box at the top of the list of questions.
- Press the **Export Questions** button



The screenshot shows the Blackboard 'Question Database' page. The 'Build' tab is active, and the 'Assessments' tool is selected. The main content area displays the 'Question Database' page, which includes a 'Create Questions' button, a 'Create Category' button, and a 'Manage Columns' button. Below these buttons is a table listing various questions.

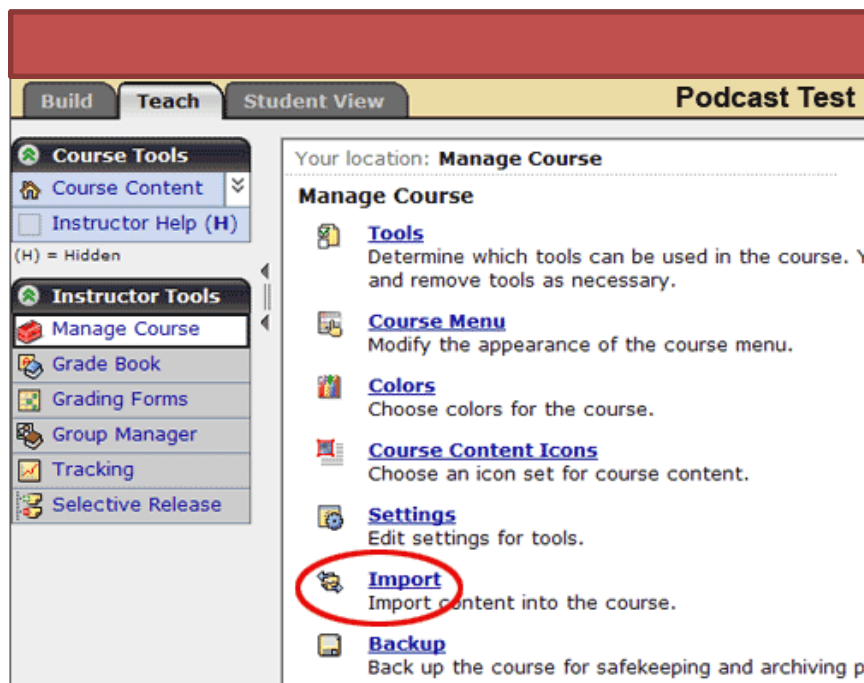
Title	Type	Used By
Exam 01 (50)	Category	--
- exam01_001	Multiple Choice	Exam 01
- exam01_002	Multiple Choice	Exam 01
- exam01_003	Multiple Choice	Exam 01
- exam01_004	Multiple Choice	Exam 01
- exam01_005	Multiple Choice	Exam 01
Exam 02 (1)	Category	--
Uncategorized Questions (6)	Category	--

- Select **My Files** from the *Browse for Location* dialog box
- Give the **export file a name** in the *Save As* field (ex: "exam1_questions")
- Press **Ok**

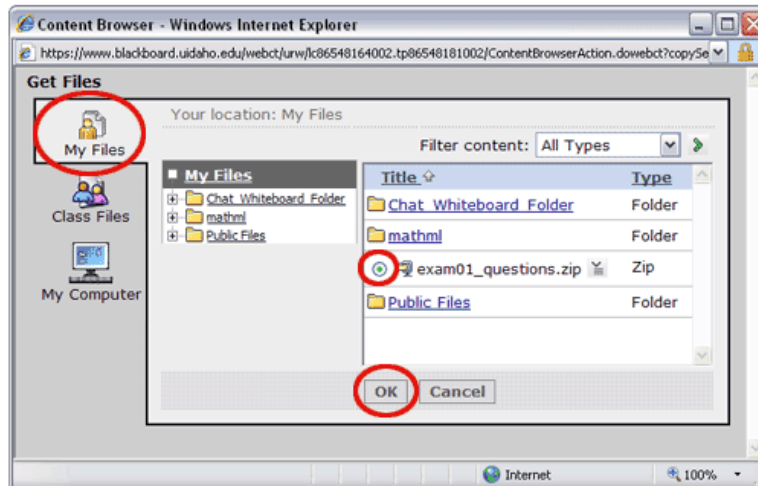


Import Questions into Another Blackboard Course

- Select **My Courses** at the top of the screen to access the list of your existing Blackboard courses.
- Go into the course you want to transfer the assessment to.
- Go to **Manage Course**
- Click on **Import**



- Select **My Files**
- Select the **.zip** file that was created in the previous step
- Press **OK**



- Go to the **Assessment** tool
- Click on **Question Database** to see the **imported questions**

