

# My.Wartburg... *Tips to make your teaching life easier!*

## Import a Quiz or Test from a Test Bank

### Step 1: Create test from Test Bank

1. Open your publisher's test bank generator and create a test. Once you have the test created, follow the steps below. These steps should work for most test banks.
2. Click on File. Scroll down to Export and then choose the most current version of Blackboard (i.e. Blackboard 7.1-9.0...).
3. Type in a name for your test and then click Save.
4. Most test banks will have a screen that comes up asking you to input information about the test.
5. Choose the location you want to save the file to.
6. Type any information that is requested and click OK.
7. Your file will be saved as a zip file to the location you indicated.

### Step 2: Import Test into Course

8. If you do not have a Course Content Import link in the tan box on the left, click on the Add a Page link and then the Course Content Import link.
9. You now have a Course Content Import link
10. Click on the Choose File button and a window will open that will allow you to navigate to your Blackboard zip file that has your test questions in it. Choose the zip file and you will see that the No file chosen will be changed to the name of the zip file. Then click the Upload button.
11. The file will be uploaded with the name 1 Unmapped Item #1. Click on the Manage Content link.
12. Put a check mark in the box in front of Unmapped Item #1.
13. Go to the bottom of the page and click the down arrow to select a Page in the Integrate Content Into: section. Choose the name of the course that ends in Coursework.
14. Click the down arrow in the Portlet box, choose Coursework, click the Process button.
15. In the next box that appears, Click on the drop-down arrow and choose the correct Type/Category the quiz would go under.
16. You will not need to change the unit since we have used the course name for its title and have no other units. Click OK. Click Yes or No (it does not matter).
17. Go back to your Coursework link and you will see the Unmapped Item #1 listed as an assignment.
18. Click on the edit icon (pencil icon) on the far right.
19. Under Step One: General Assignment Information, change the name from Unmapped Item #1 to whatever you want to name the test or quiz. Be sure to choose the correct Type/Category the test or quiz falls under. Enter the due date/time. Click the On radio button under Open and choose a date and time you wish to open the test on
20. Enter preferences in Step Two (green bar).
21. Click the "Save your assignment" button when finished.
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