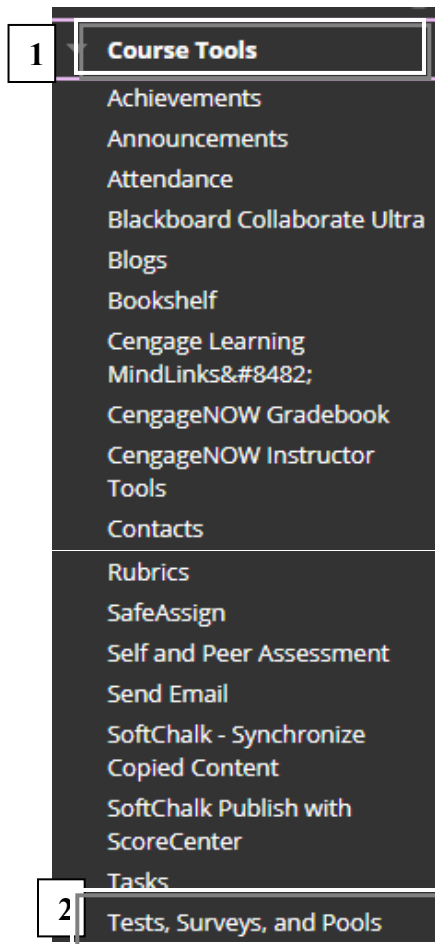


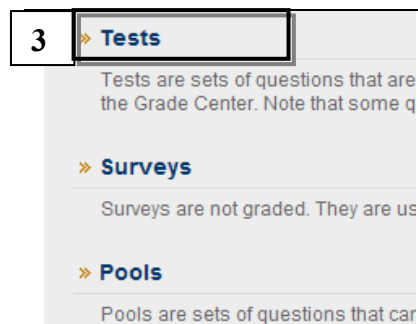
# Import Tests

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Instructors can create a text in an Excel spreadsheet and import the test into Blackboard. The Excel file must be saved as a *CSV text file* prior to being exported to Blackboard. Textbook publishers create complete tests formatted for the Blackboard interface. Save and import these tests in a *.Zip file format*.



1. In the **Control Panel**, click **Course Tools**
2. Choose **Tests Surveys, and Pools**



3. Click **Tests**



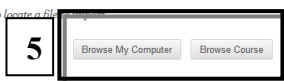
Name 

This is a test

TEST IMPORT

Click Browse to locate a file

Attach File



4. On the following page, choose **Import Test**

5. On the next page, click **Browse My Computer or Browse Course Files** to locate the file. Imported tests must be in either a *CSV or Zip* file format

6. Click **Submit**

7. Click **OK** at the bottom of the page to open the test options