Quizzes: Export Tests from Blackboard & Import to Brightspace

Introduction

There are numerous situations in which faculty need to migrate only their tests (or a specific test) from Blackboard to Brightspace:

- You want to build from scratch but not retype all of your test questions.
- You did a migration (either export/import or K-16 solutions), but there was an error, or something was left behind in Blackboard.
- You want to find out how your test questions will transfer before choosing a migration method.

This article will explain how to migrate only your tests, surveys, and pools from Blackboard to Brightspace.

Quick Summary

This article is divided into the following sections:

1. Exporting All Tests, Surveys, and Pools from Blackboard
2. Exporting Individual Test from Blackboard
3. Importing Tests to Brightspace
4. Editing Brightspace Quizzes
5. Deploying Brightspace Quizzes to Modules

Use the links above to quickly navigate the section(s) you need.

Video
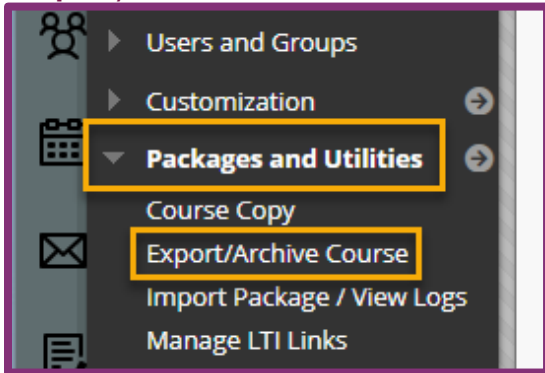
If you prefer a video tutorial, select the link below.

Export Blackboard Tests and Import to Brightspace

Part 1: Exporting All Tests, Surveys, and Pools from Blackboard

Follow the instructions in this section if you want to move all of your tests, surveys, and pools to Brightspace. If you only want to move specific items, see Part 2, below.

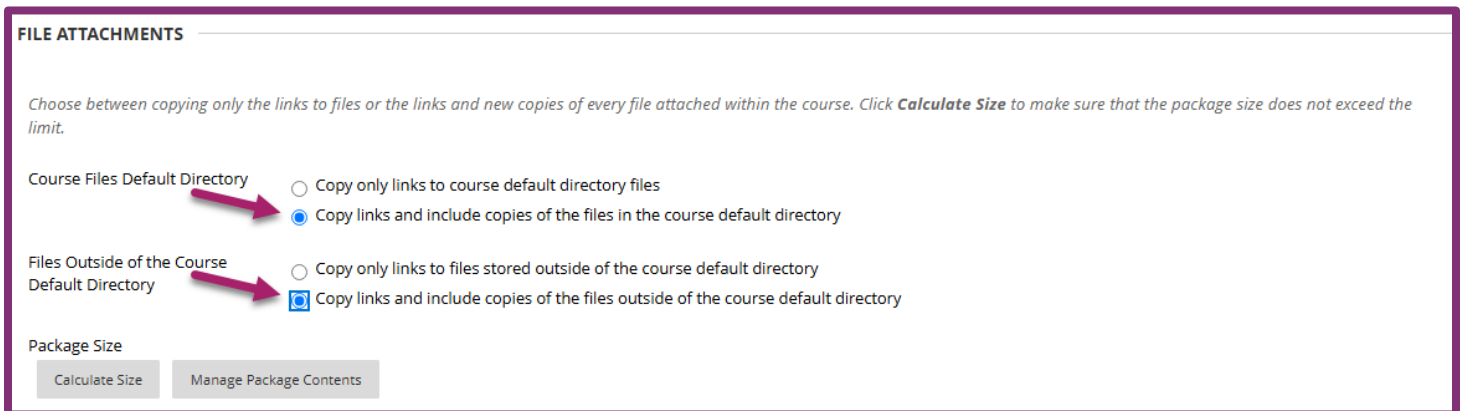## Step 1: In your Blackboard course, select "Packages and Utilities" and then "Export/Archive Course."

Users and Groups
Customization
Packages and Utilities
Course Copy
Export/Archive Course
Import Package / View Logs
Manage LTI Links

Step 2: Select "Export Package."

Export/Archive Course

Export Course creates a package of course content that can later be imported into the same course available at the time the Archive is created. Export Common Cartridge creates a package that can be exports are available for thirty days before they are automatically deleted. More Help

Export Package   Archive Course
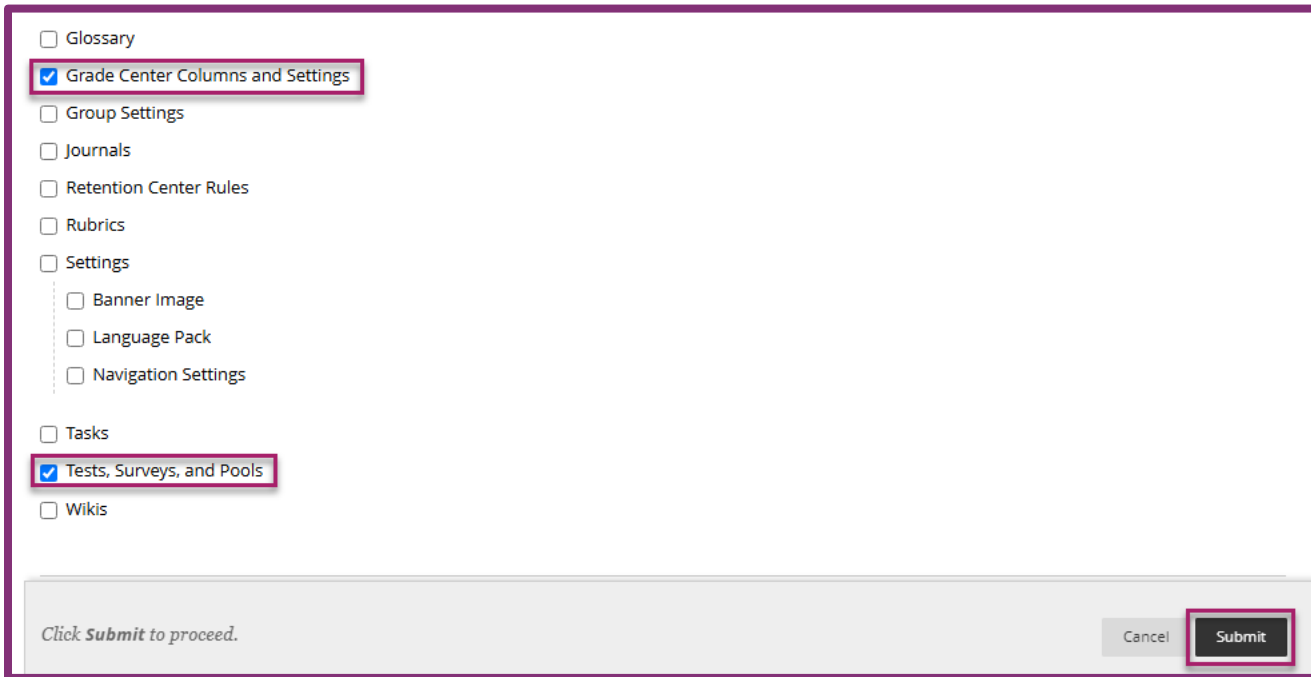
Step 3: Under "File Attachments," make sure the *second* bubble for each option is selected.

FILE ATTACHMENTS

Choose between copying only the links to files or the links and new copies of every file attached within the course. Click **Calculate Size** to make sure that the package size does not exceed the limit.

Course Files Default Directory
○ Copy only links to course default directory files
● Copy links and include copies of the files in the course default directory

Files Outside of the Course Default Directory
○ Copy only links to files stored outside of the course default directory
● Copy links and include copies of the files outside of the course default directory

Package Size
Calculate Size   Manage Package Contents

Step 4: Under "Select Course Materials," choose "Grade Center Columns and Settings" and "Tests, Surveys, and Pools."

Then select "Submit."

You will receive an email when your course package is ready for export. If you leave Blackboard open while you wait, you will need to select "Refresh" to see the package.

Step 5: Select the zip file and save it to your computer.

Make sure to remember where you saved it!

Important: Do not open the zip file or extract anything after you download it.

Part 2: Exporting Individual Tests from Blackboard

The steps below outline how to export an individual test. You can use the same process to migrate an individual survey or question pool.

Step 1: Under Course Tools, select "Tests, Surveys, and Pools."
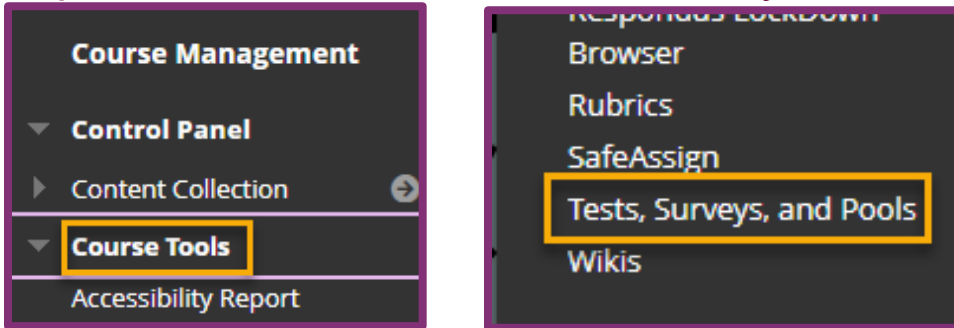
Step 2: Select "Tests."
Or select "Surveys" or "Pools" if you need to move one of those items instead.
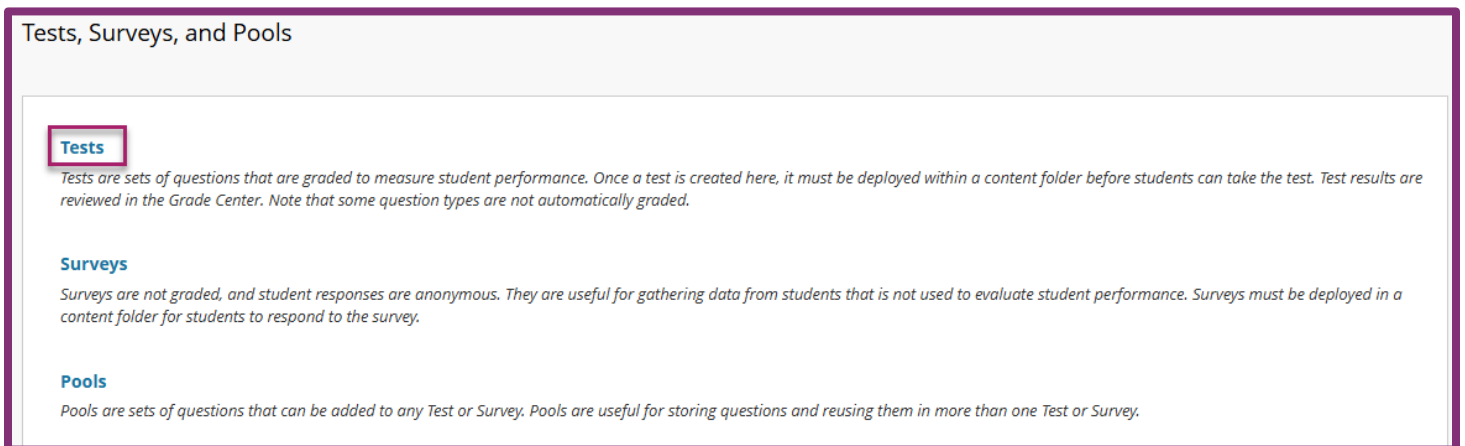
Step 3: Select the dropdown arrow next to the test you want to migrate and select "Export to Local Computer."

Make sure to save the file where you will be able to find it later!
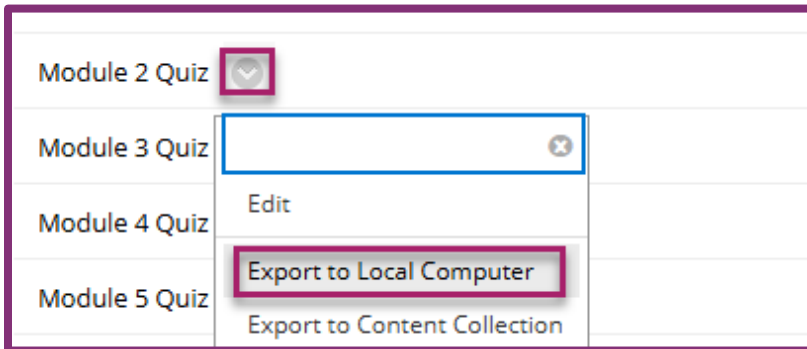
Repeat this process for any additional tests, surveys, or pools that you need to export.

Important: Do not open the zip file or extract anything after you download it.
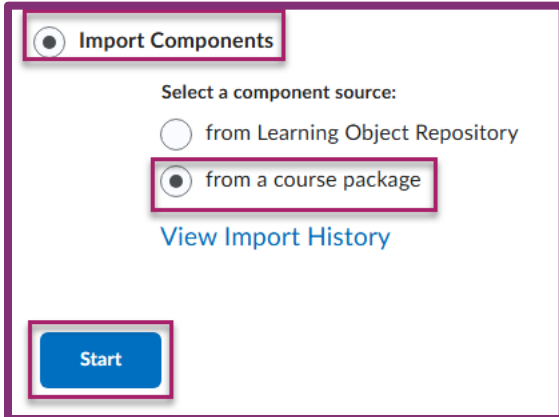
Part 3: Importing Tests to Brightspace

Whether you followed Part 1 (exporting all tests) or Part 2 (exporting individual tests), the process of importing is the same. It is recommended to build your Brightspace course in a sandbox and then copy content to your CRN site just before the start of term.

Step 1: In your Brightspace Sandbox, select "Course Admin" and then "Import/Export/Copy Components."
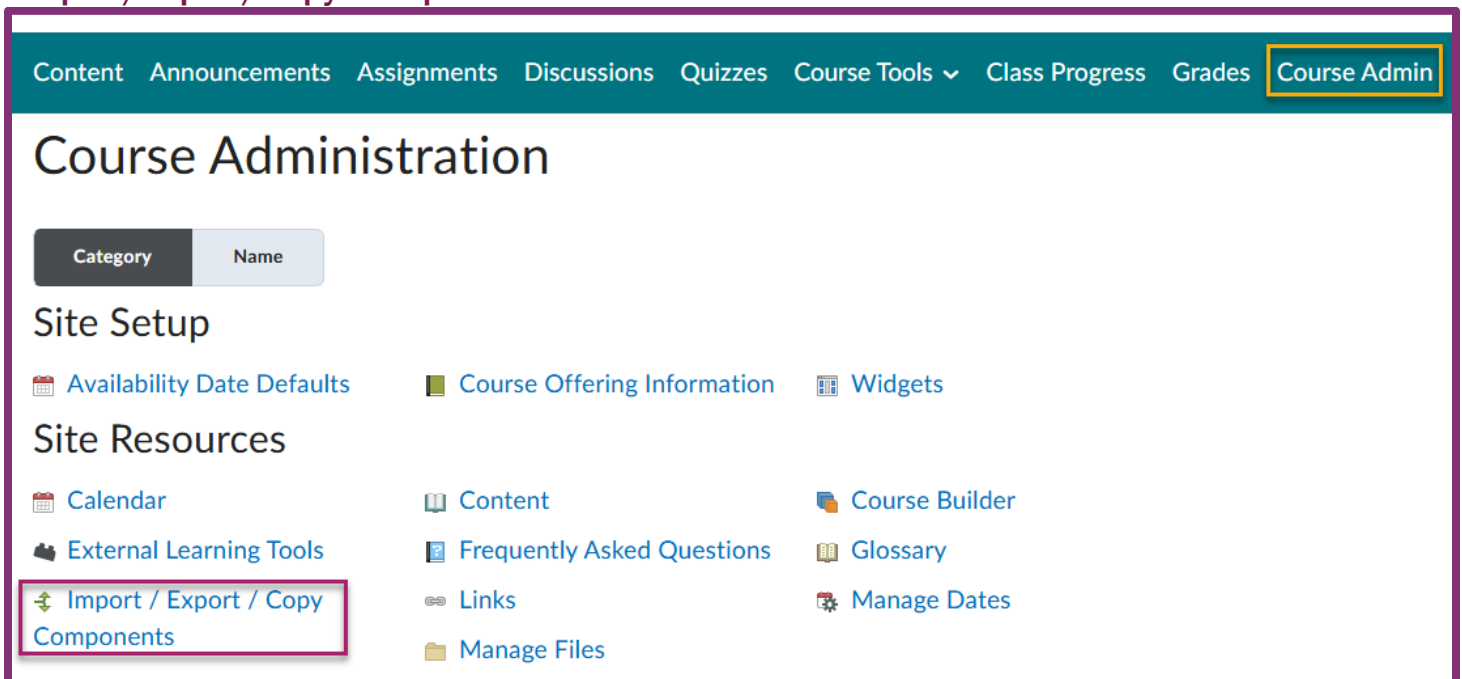
Step 2: Scroll down and select the radio buttons next to "Import Components" and "from a course package;" then select Start.

Import Components

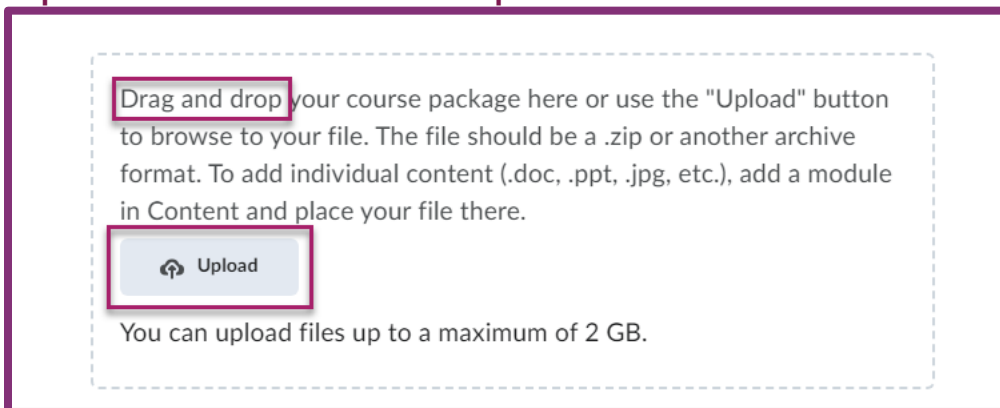Select a component source:
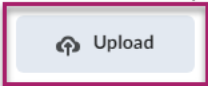- ⚪ from Learning Object Repository
- ⦿ from a course package

View Import History

Start

Step 3: Either drag the zip file that you saved from Blackboard to the box or select "Upload" and then select the zip file.
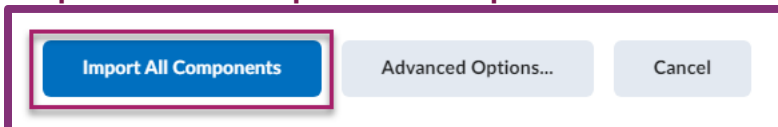
Drag and drop your course package here or use the "Upload" button to browse to your file. The file should be a .zip or another archive format. To add individual content (.doc, .ppt, .jpg, etc.), add a module in Content and place your file there.

⌾ Upload

You can upload files up to a maximum of 2 GB.

Step 4: Select "Import All Components."

Import All Components   Advanced Options...   Cancel

This process may take several minutes to complete.

When all three parts of the import process have a green checkmark, you are ready to move on.

Next Steps:
1. Select **"View Content"** to begin working in your course site.
2. Select **"Import Another Package"** if you have multiple packages to import (for example, you exported several individual tests from Blackboard).
3. Select **"Review and Manage Dates"** if your Blackboard tests have due dates assigned and you want to adjust them all by a certain amount of time. (You can also do this step later).
   Learn more about Brightspace's Manage Dates tool.

Part 4: Editing Brightspace Quizzes

Note: A "Test" in Blackboard is called a "Quiz" in Brightspace. Brightspace Glossary

While most components of a Blackboard test will transfer, it is important to check your settings and questions to ensure everything is working properly before your course starts.

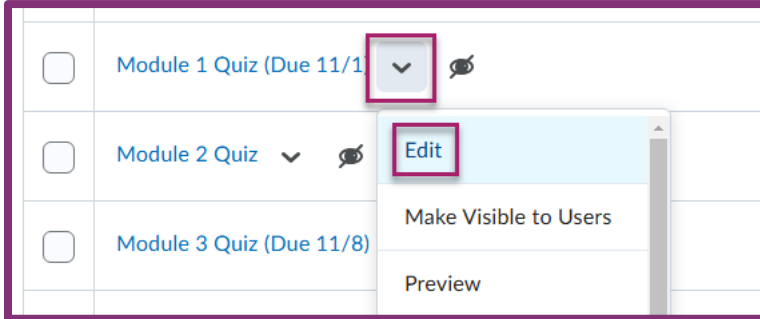## Step 1: Verify that all quizzes are present by selecting the Quizzes link in the teal navigation bar.
You should see all of your quizzes under "Manage Quizzes." If you migrated question pools, those will be under "Question Library."
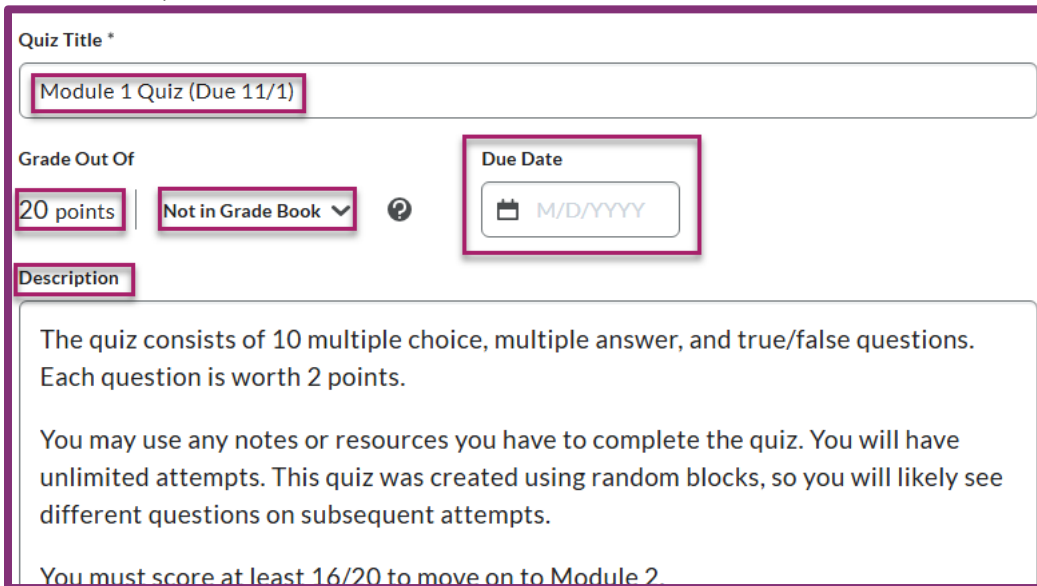
Step 2: Check your quiz settings.

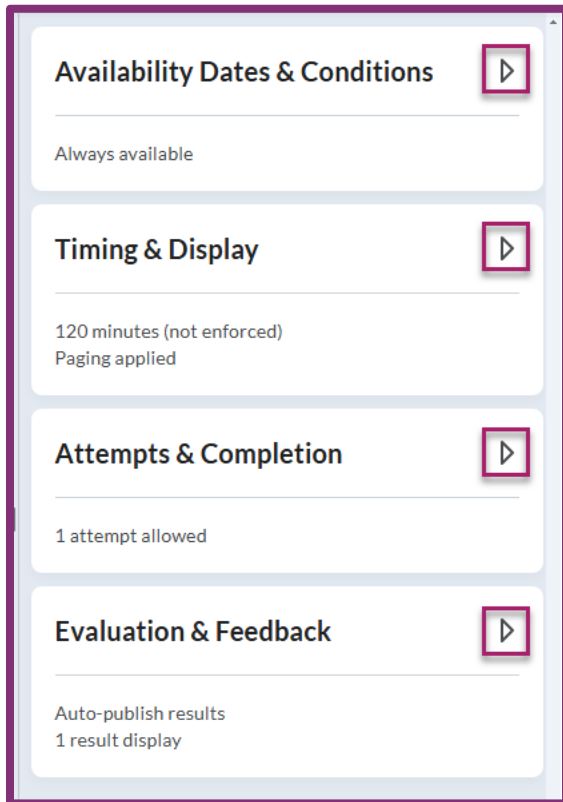- Select the dropdown arrow next to a quiz and select "Edit."

- Check the title, gradebook, due date, and description (the description should contain your instructions).

Note: By default, the quiz is NOT in the gradebook. Make sure to select the dropdown arrow next to "Not in Grade Book" to add it.

- Select the dropdown arrow next to each menu on the right and check the settings.

Availability Dates & Conditions

Always available

Timing & Display

120 minutes (not enforced)
Paging applied

Attempts & Completion

1 attempt allowed

Evaluation & Feedback

Auto-publish results
1 result display

Not every Blackboard setting has a corresponding setting in Brightspace. While many settings will transfer as expected, make sure to carefully read all options in this menu to ensure the test will behave as expected.

Step 3: Check your questions.

- Not all question types will transfer properly. To learn more, please use our [clean up guide](#) and select "Checking Quiz Questions" under the Quick Summary heading.
- If you used random blocks in Blackboard, the blocks and their settings will transfer as "Random Sections," but you will need to reassign the question pool to each.
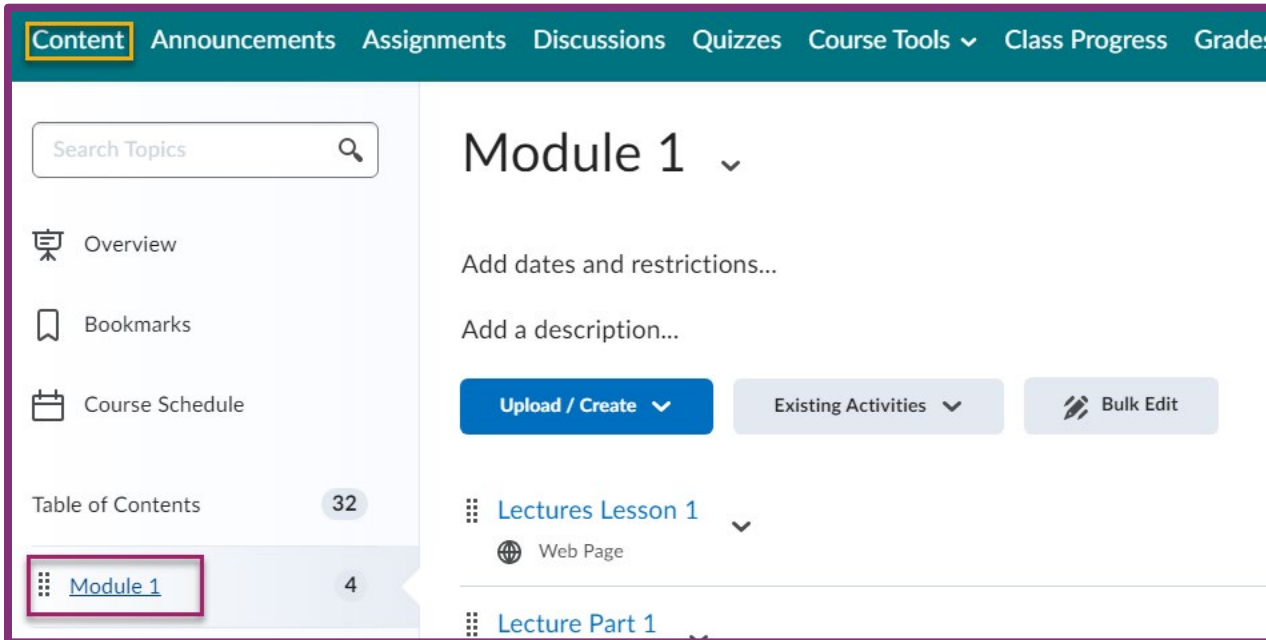
Step 4: Visibility and Saving
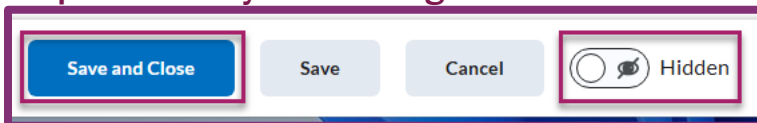
- Your quiz will transfer with a default setting of "hidden." If/when you want the test to be visible to students, make sure to toggle "Hidden" to "Visible."
  - The hidden/visible setting overrules any availability dates you may have set.
  - If you use availability settings on modules to control when students see content, you will need to set the same availability dates on individual quizzes.
- Select Save and Close when you are finished editing the quiz.
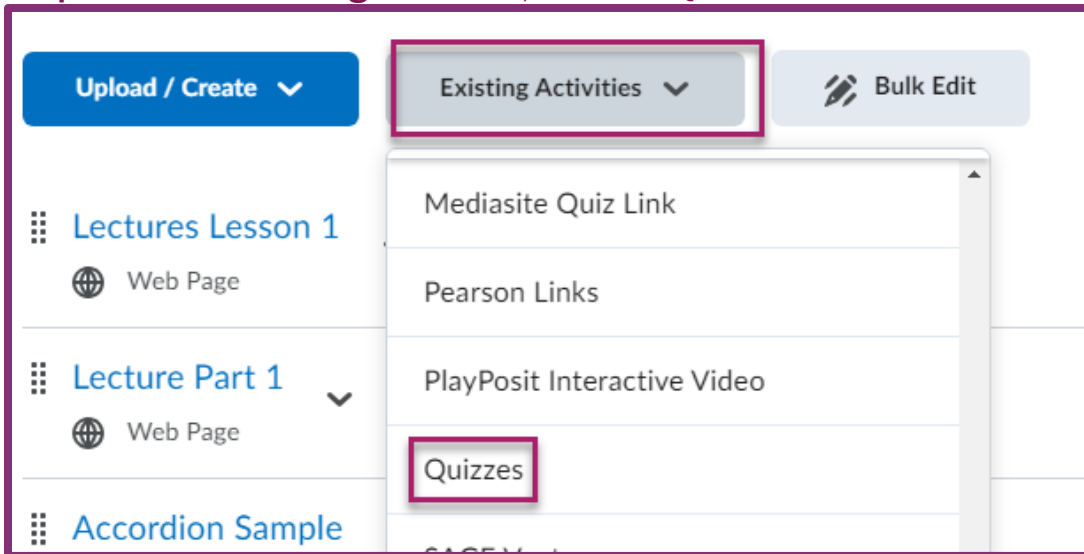
Part 5: Deploying Brightspace Quizzes to Modules

To integrate your quizzes into a learning experience for your students, you will need to deploy them into a module.

Step 1: Select the "Content" link in the teal navigation bar, and in the Table of Contents, select the module where the first quiz will live.
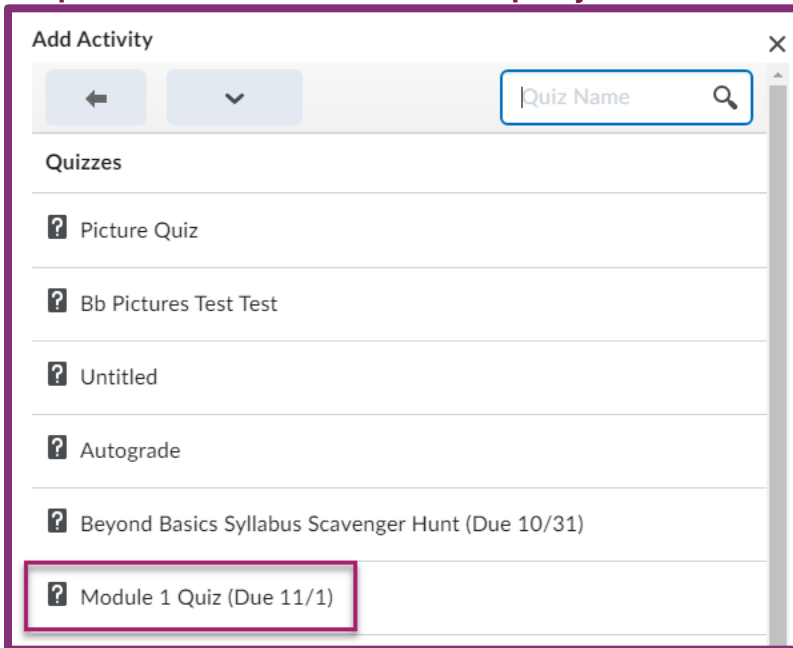

Step 2: Under "Existing Activities," select "Quizzes."

Step 3: Select the name of the quiz you want to deploy.

The quiz will automatically show up as the last topic in the module. To move it, select the chocolate bar to the left of the quiz title and drag it up to reposition it.
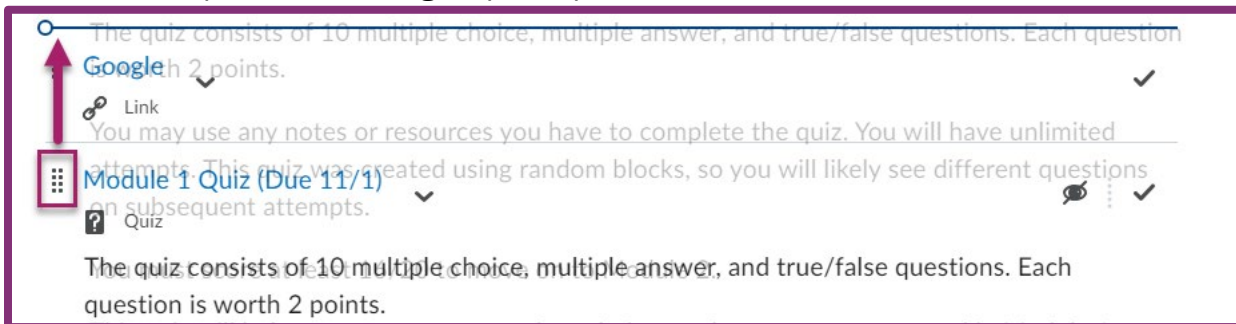
Need Help?

Get the help you need quickly by contacting the correct person/department based on your question.

- For help completing any steps of this process, or if something is not working as expected, please contact the Help Desk.
- If you need help redesigning question types or settings that did not transfer, please make an appointment with a technologist on the Instructional Design Team
  - Book a virtual appointment
  - Email for an in-person appointment
- For additional Brightspace questions, make sure to contact the correct person or department by reviewing the Faculty Support Flowchart