

Exporting Tests, Surveys and Pools

Overview

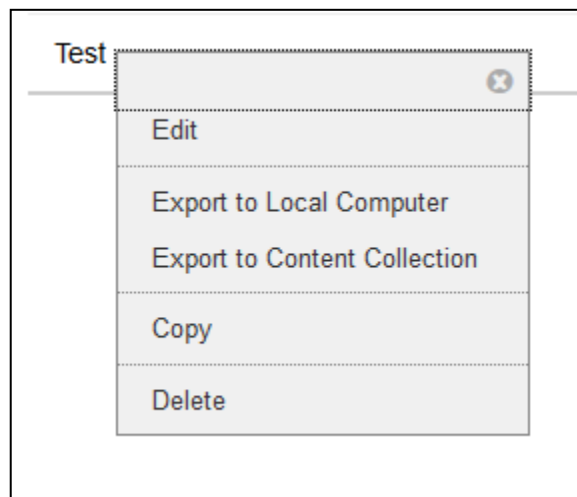
You can export tests, surveys, and pools as ZIP files that you or other instructors can import to other courses. This is an effective way to share them with others and to save them for later use.

Tests, surveys, and pools are exported by Blackboard Learn as ZIP files, and then you or another instructor can import them for use in other courses.

Go to the [Control Panel](#) and select [Tests, Surveys, and Pools](#) under [Course Tools](#).
On the [Tests, Surveys, and Pools](#) page, click on [Tests](#).

On the Tests page, access the contextual menu for a test, survey or pool.

Select [Export](#)



To save the file to your computer, choose [Export to Local Computer](#). To save the file in the Content Collection, choose [Export to Content Collection](#).

Click OK in the pop-up window to save the file.