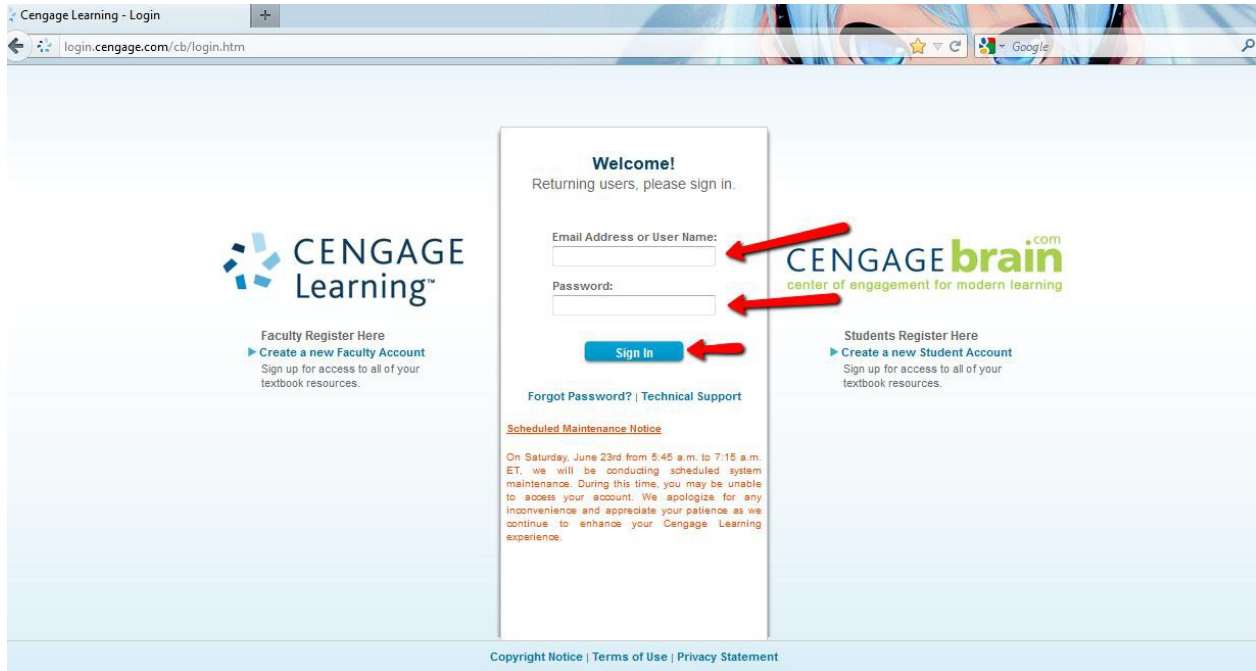
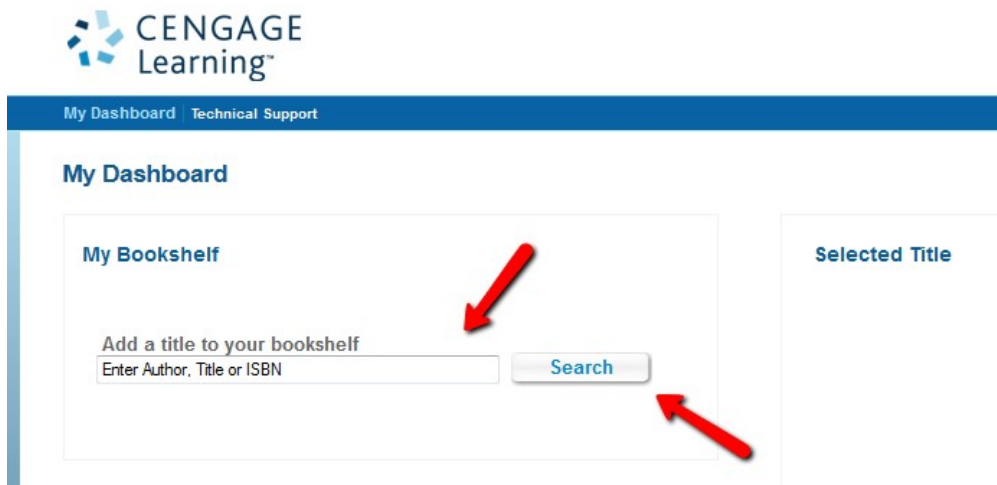


# Downloading and importing publisher Test Banks into Blackboard

1. Go to the publisher's web site and log in. (we are going to use Cengage as an example)



2. Enter the Author, Title, or ISBN in the form box and select "Search."



3. Select the learning materials that you are using and then select "Continue".

Your search for Accounting, 24th Edition returned 1 results. Select a title and click **Continue**.

Selected	Title
<input type="radio"/>	<b>Accounting 24th Edition</b> Author: Carl S. Warren   James M. Reeve   Jonathan Duchac copy; 2012 10 DIGIT ISBN: 0538475005 13 DIGIT ISBN: 9780538475006

**Continue** Cancel

Slide down to the bottom of the page and select the check box next to “Add only the complimentary student resources and all instructor companion site resources,” then “Add to my Bookshelf.”

OR

Add only the complimentary student resources and all instructor companion site resources.

**Add to My Bookshelf** Cancel

4. Once the learning material has been added to your “Bookshelf” then select “Instructor Companion Site.”

### Selected Title



**Accounting, 24th Edition**  
Carl S. Warren; James M. Reeve; Jonathan Duchac  
Textbook ISBN-10: 0-538-47500-5  
Textbook ISBN-13: 978-0-538-47500-6  
[About this title](#) | [Sample Chapter](#) | [Request a Sample](#)




### Additional Resources

- **Instructor Companion Site**
- **Student Companion Site**

5. Then select “Blackboard 6/7/8/9 test bank”






**ACCOUNTING**  
24th Edition

Select a chapter ...


-  Exhibit PowerPoints
-  Lecture PowerPoints
-  Solutions Manual
- Crossword Puzzle
- Excel Templates
- Flashcards
- Glossary
- Interactive Quiz
- Student PowerPoints

---

Book Resources


-  Achievement Tests - Chapters 1-17
-  Achievement Tests - Chapters 18-26
-  Achievement Tests - Sections
-  Blackboard 6/7/8/9 test bank
-  Blackboard CE4-6-8/Vista test bank (formerly WebCT)

**Accounting, 24th Edition**



Carl S. Warren, James M. Reeve, Jonathan Duchac  
 ISBN- 10: 0538475005  
 ISBN- 13: 9780538475006  
 © 2012

[Learn more about this product](#)

 indicates Instructor Resource. Username and Password required.

**Faculty single sign-on**

Access most of your instructor and student textbook resources through one single sign-on experience. Almost everything you need to teach for a course is found on a single personalized website requiring just one login, password, and web address.

Register and sign in to begin accessing your resources today.

[CLICK HERE to register](#)

6. At this point, there is typically a “Terms of Agreement” or “License Agreement” statement that you have to review. **READ** and agree with the statement to download the testbank.

- I ACCEPT the license agreement
- I DO NOT ACCEPT the license agreement

7. You will then click on the zip file to download the test bank. The zip file will be downloaded to your computer.

Make sure to keep the following in mind:

1. That you know where the file saved to so that you can upload to Blackboard
  2. The zip file is what Blackboard needs to upload the test bank. You do not need to unzip the file.
- Additionally, do not select “Open” on the download prompt. Select “Save File or “Save as” depending on your browser.

**Downloadable Blackboard 6/7/8/9 test bank for this product:**

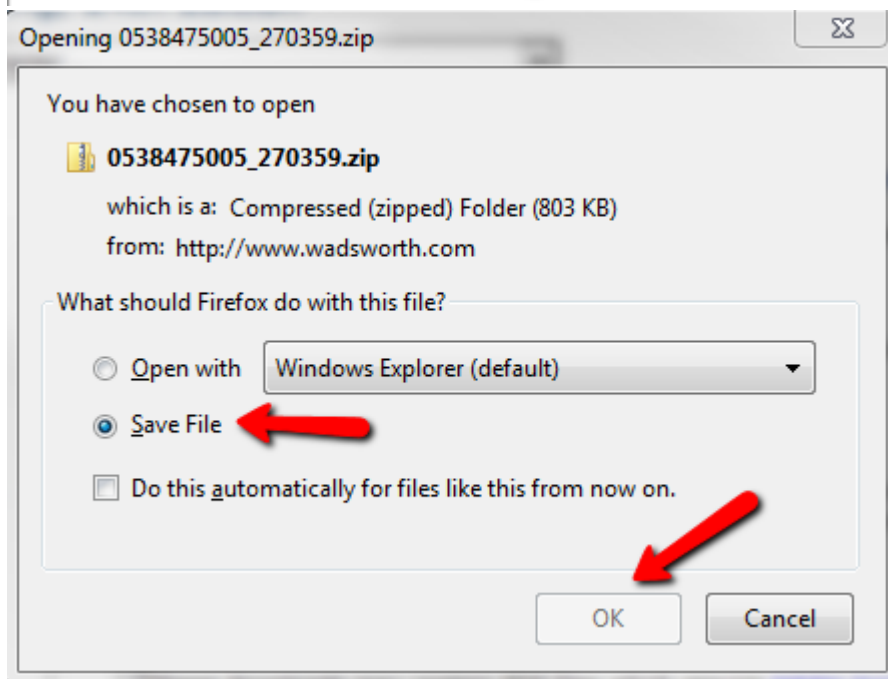
To acquire these files you will need to double-click on the archive file to download to your hard drive. •

**Title:** Instructor Download

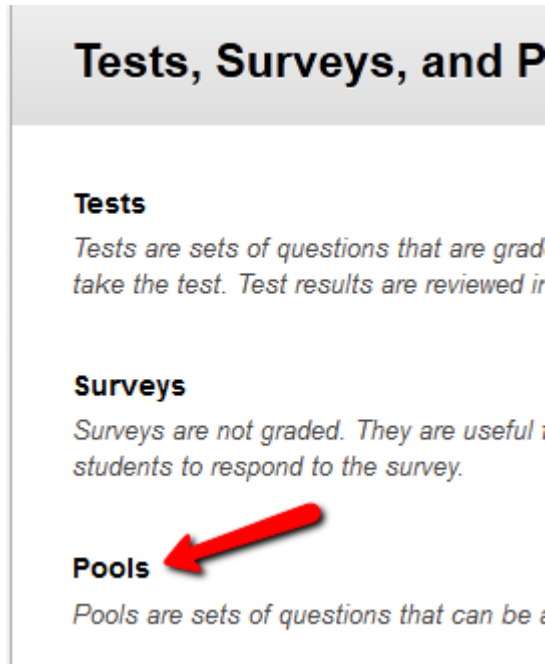
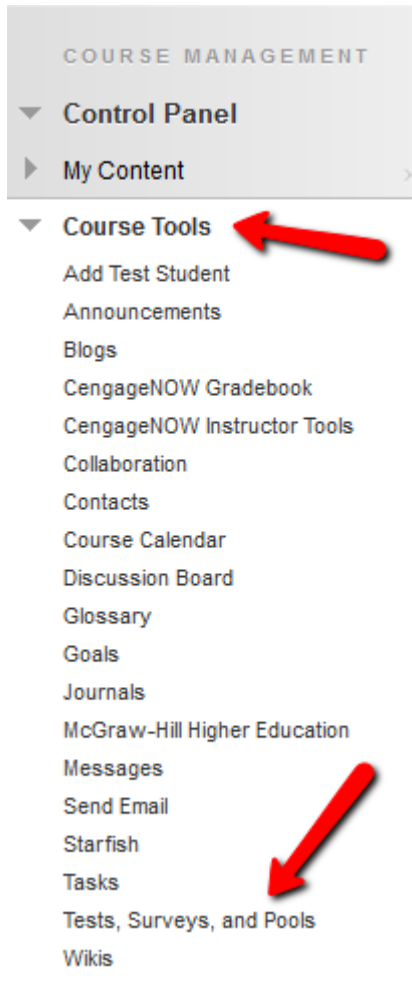
**Description:** Blackboard 6/7/8/9 test bank to import into school platform.

**Size:** 821K

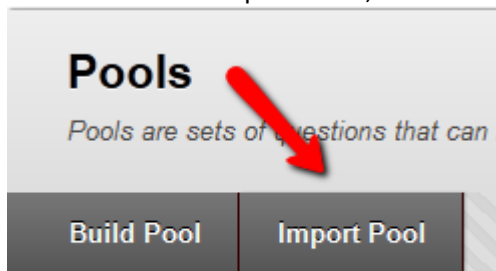
Download Now: [0538475005\\_270359.zip](#)



8. Log on to Blackboard and access the course in which you want to upload the test. Expand “Course Tools” under the “Course Management” section and select “Tests, Surveys, and Pools.” Select the “Pools” section.



9. Select "Import Pool",



Click **Build Pool** to start.

10. Click "Browse My Computer" then select the zip file that you downloaded in step 8 followed by clicking "Submit"

**1. Pool Import**

Click **Browse** to locate a file to import.

Attach File

---

**2. Submit**

Click **Submit** to proceed. Click **Cancel** to quit.

11. You should then see a message stating that the import is complete.

## Pool Import Complete

The package has been processed. The log file is below.  
 Jun 21, 2012 8:50:14 AM - Status: The operation import has completed.

Thursday, June 21, 2012 8:50:14 AM CDT

12. After clicking "Ok" you should then see the test pools that you have just imported.

<< < Page 1 of 2 > >>

Name ▲	Number of Questions	Date Last Edited
Chapter 10--Fixed Assets and Intangible Assets	185	June 21, 2012 8:49 AM
Chapter 11--Current Liabilities and Payroll	183	June 21, 2012 8:49 AM
Chapter 12--Accounting for Partnerships and Limited Liability Companies	194	June 21, 2012 8:49 AM
Chapter 13--Corporations: Organization, Stock Transactions, and Dividends	182	June 21, 2012 8:49 AM
Chapter 14--Long-Term Liabilities: Bonds and Notes	187	June 21, 2012 8:49 AM
Chapter 15--Investments and Fair Value Accounting	142	June 21, 2012 8:49 AM
Chapter 16--Statement of Cash Flows	167	June 21, 2012 8:49 AM
Chapter 17--Financial Statement Analysis	187	June 21, 2012 8:49 AM
Chapter 18--Managerial Accounting Concepts and Principles	177	June 21, 2012 8:49 AM
Chapter 19--Job Order Costing	178	June 21, 2012 8:49 AM
Chapter 1--Introduction to Accounting and Business	200	June 21, 2012 8:49 AM

If for some reason the import failed, repeat steps 6-13 to ensure that the file downloaded from the publisher and uploaded to Blackboard properly.