

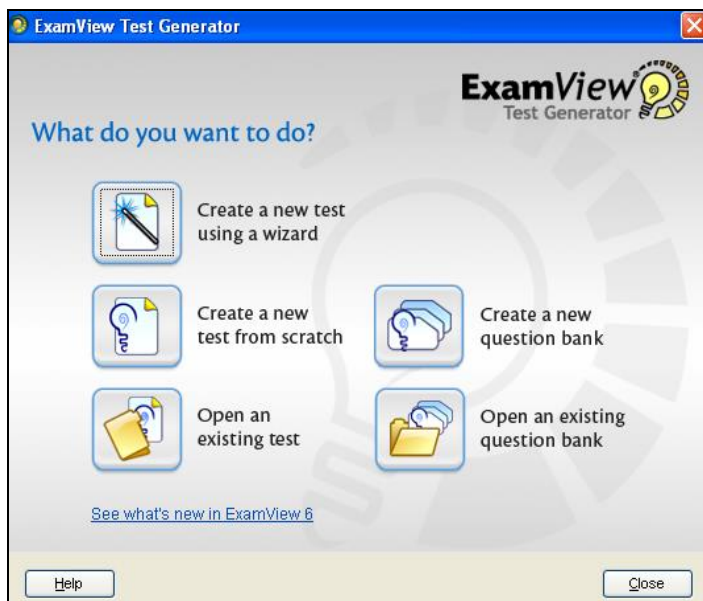
How to Create/Export a Test from Examview to Blackboard

Updated 11/30/10

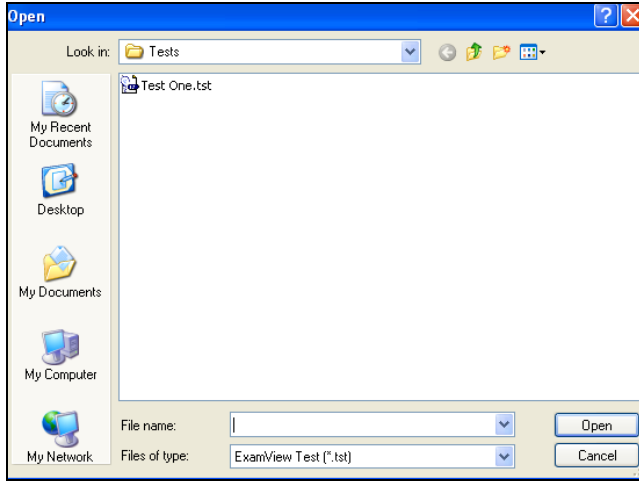
1. Launch *Examview Test Generator*:



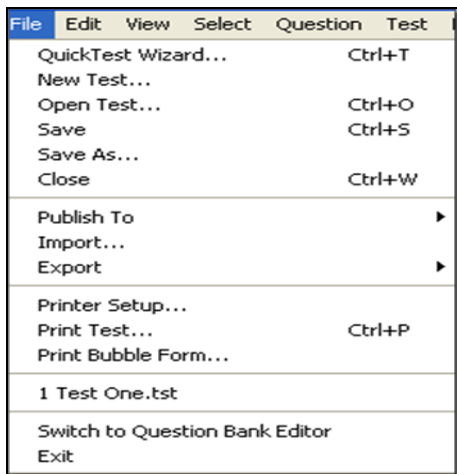
2. Click **Open an existing test**:



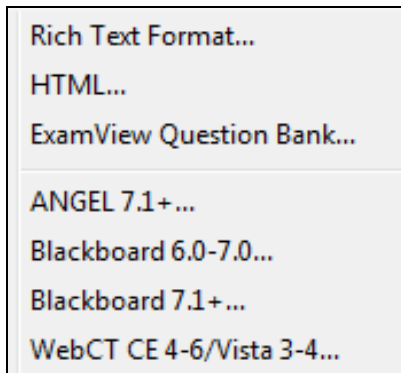
3. Choose the test you want to export:



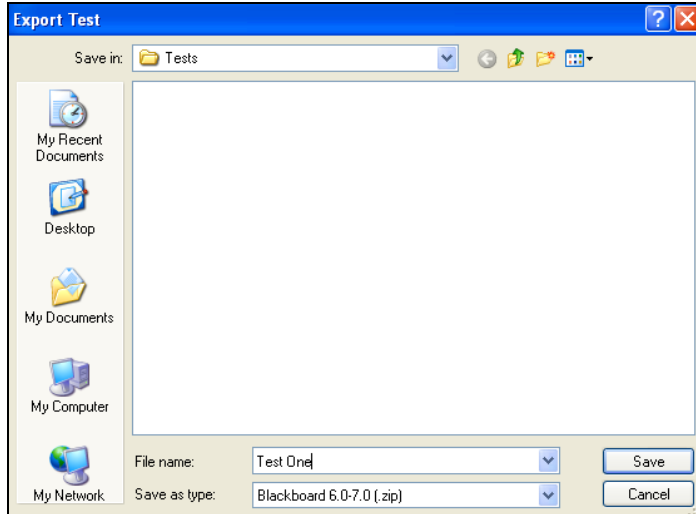
4. Click **File** then **Export**:



5. Choose the version of Blackboard you want to export to:



6. Enter a file name then click **Save**:



Please Note: Make sure the correct version of Blackboard is listed next to *Save as type*.

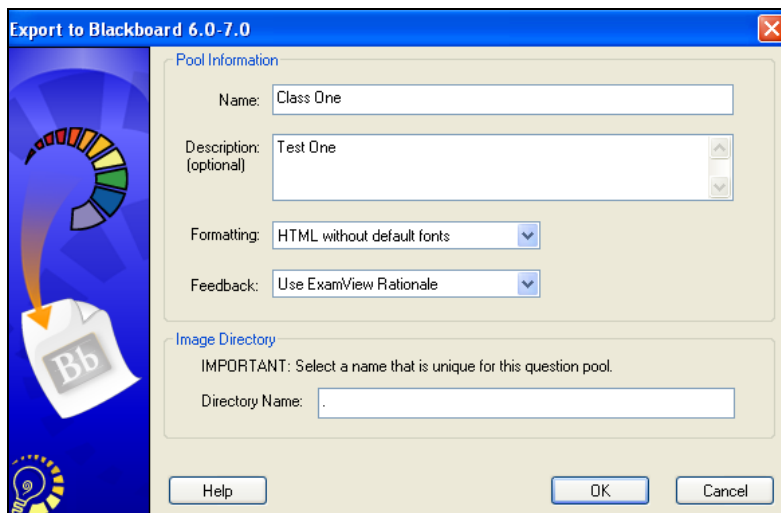
7. Enter a name for the question pool you want to link this file to. **Please Note:** This is how the file will display under Blackboard's Pool Manager.

8. Enter a description for the question pool.

9. Leave *Formatting* set to HTML.

10. Enter the Directory Name for where the graphics are embedded in the test areas to be saved on your Blackboard server. If there are no graphics, enter a period (.) in the field.

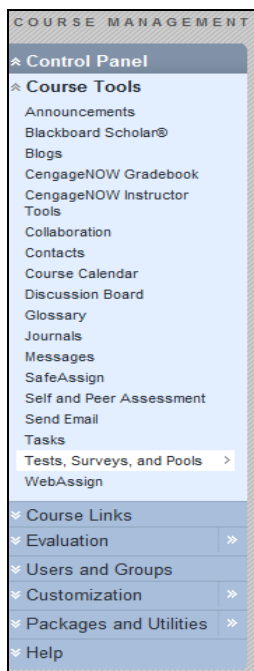
11. Click **OK**:



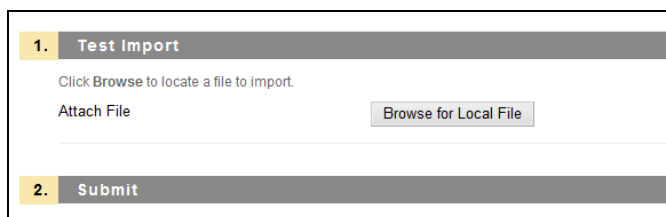
To use in Bb9 & 9.1:

PLEASE NOTE: THE .ZIP FILE EXPORTED FROM EXAMVIEW MUST BE IN BB 6.0 – 7.0 FORMAT IN ORDER FOR THE FILE TO IMPORT SUCCESSFULLY.

1. Sign into your BB account and select the course that you would like to import to.
2. Choose **Course Tools** then **Tests, Surveys, and Pools** from the submenu:



3. Select **Tests** and then **Import Test**.
4. Browse for your .zip file and click **Open**:



5. Once you show your .zip file under *Selected File*, click **Submit**
6. Click **Submit**.

1. Test Import

Click Browse to locate a file to import.

Attach File

Selected File **File Name** **bb71.zip**

2. Submit