

Moving a Test from One Blackboard Shell to Another

This instruction sheet is intended for individuals who are familiar with Blackboard and already (a) know how to utilize the Pool Manager, (b) know how to utilize the Test Manager, and (c) know how to deploy a test in a content area.. Consequently, only the major steps for this procedure are given. If you need further assistance please call the Harper College BB tech support team at (847) 925-6090, or email us at bbtechsupport@harpercollege.edu .

There is no one-step procedure for completing this task. Rather, this task has to be performed in three distinct phases.

Phase One: Exporting a question pool from the blackboard shell to your computer.

1. If your test is only available in the Test Manager, then you must first place copies of all of your questions in the Pool Manager prior to exporting (Steps 1 through 6).
2. Export your question pool to your computer (Steps 7 and 8)

Phase Two: Importing your questions (from your computer) into the Pool Manager of the new BB shell (Steps 9 through 11).

Phase Three: Adding a new test to the Test Manager in the new BB shell (Steps 12 through 17).

1. Open the Pool Manager.
2. Create a new pool.
3. Choose "from a pool or assessment" at the bottom of the drop-down menu.
4. Select the test (or pool) to be copied.
5. Select all of the questions.
6. Click "Submit"
7. Export the new pool to your computer. It will be a zip-folder.
8. Close the old BB shell.
9. Open the target BB shell.
10. Open the Pool Manager.
11. Import the exam (zip-folder) from your computer. (Reverse of exporting procedure)
12. Open the Test manager.
13. Add a new test .
14. Select "From a question pool or assessment" in the drop-down menu
15. Select your desired test from the Pool Manager.
16. Select all questions.
17. Click "Submit".
18. Deploy the test in a content area.