

Importing Tests & Quizzes from Blackboard

Durham Tech's Sakai system contains a tool for converting tests, quizzes, and pools exported from Blackboard.

IMPORTANT:

- The conversion tool handles basic question types that are common to Blackboard and Sakai: multiple choice, multiple answer, fill in the blank, matching, short answer, and essay questions.
- The conversion tool works pretty well, but it does not always do a 100% perfect job.
- Instructors are **STRONGLY ADVISED** to check each test/quiz question after importing and before releasing to students, as some questions may need to be edited or re-done.

STEP 1 – EXPORT FROM BLACKBOARD

1. Log in to Blackboard and go into a course site that has tests, quizzes, and/or pools you want to transfer to Sakai.
2. Go to *Control Panel > Export Course* (in the lower left area).
3. Click *Export* (in the gray bar).
4. At the bottom of section 2, click to place a check mark beside *Tests, Surveys, and Pools*.
5. Click *Submit*, then click *OK*.
6. Return to the main Control Panel for the course and wait a minute or two while the export file is generated.
7. From the Control Panel, click *Export Course* again, and you should see an export file listed. The file name begins with `ExportFile...` and ends with `.zip`
8. Right-click on the export file and choose *Save Link As* (or *Save Target As*) to save it to your computer. Pay close attention to the file name and where you are saving it.

STEP 2 – IMPORT TO SAKAI

1. Log in to Sakai and go into the course site where you would like to import the tests, quizzes, and/or pools from Blackboard.
2. Make sure the Tests & Quizzes tool has been added to the course and is showing in the course menu. If it is not, add this tool by going to *Site Info > Edit Tools*.
3. To begin the import process, go to *Site Info > Import from Archive File*
4. Click *Browse* to locate and select the file you exported from Blackboard earlier. Then click *Import*.
5. After a moment or two, a box will appear that contains the word *Assessments*. Click *Assessments*, then click the *>* arrow to move it to the box on the right. Then click *Copy Materials*.
6. Click *FINISH*, and wait while the files are converted. In some cases, this may take a few minutes. When you see the "Import Complete" message, click *OK*.
7. Click on *Tests & Quizzes* in the main course menu. Under the "Working Copies" tab, you'll see your tests and quizzes listed. Be sure to check each test thoroughly before releasing to students.
8. **Preview** the test by clicking on Preview in the dropdown menu to the left of the test name, this is the student view of the assessment. Click Begin Assessment to check the questions. Click Done to exit the test Preview.
9. **Edit** the test by clicking on Edit in the dropdown menu to the left of your test name.