

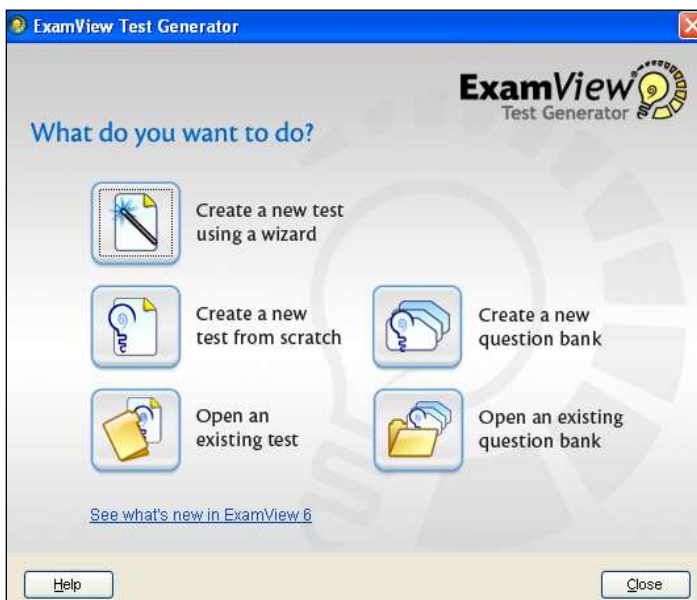
# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

## EXPORTING AN EXAMVIEW TEST FOR BLACKBOARD

1. Launch *Examview Test Generator*:



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



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3. Choose the test you want to export:

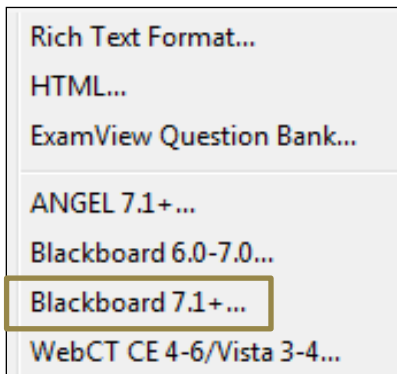


4. Click **File** then **Export**:

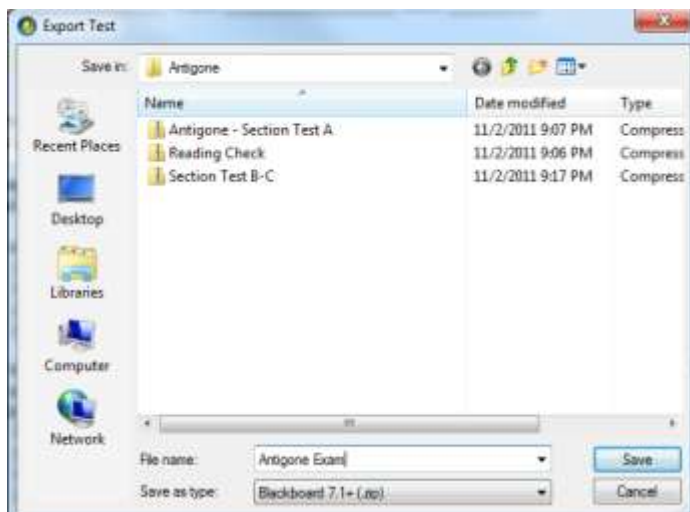


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5. Select Blackboard 7.1+



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

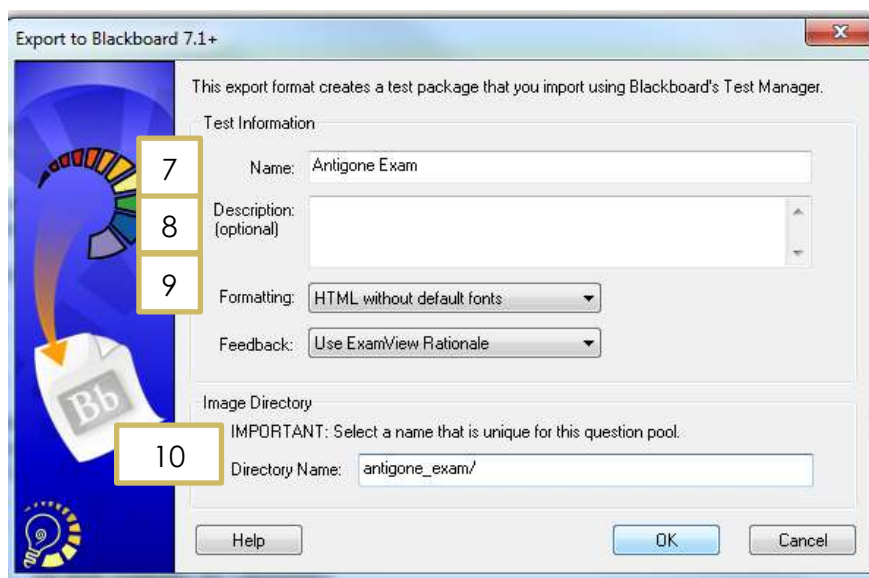


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**Please Note:** Make sure the correct version of Blackboard is listed next to *Save as type*.

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 Dictionary 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**:

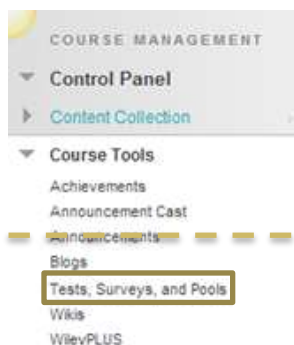


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## IMPORTING AN EXAMVIEW TEST INTO BLACKBOARD

**PLEASE NOTE: THE .ZIP FILE EXPORTED FROM EXAMVIEW MUST BE IN BB 7.1+ FORMAT IN ORDER FOR THE FILE TO IMPORT SUCCESSFULLY.**

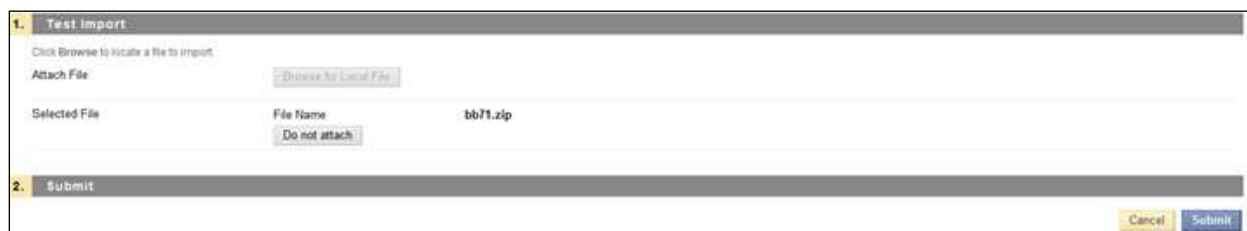
1. Sign into your Bb account and select the course that you would like to import to.
2. Choose **Course Tools** then **Tests, Surveys, and Pools** from the submenu:



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**.



**NOTE: Same procedure applies to importing pools.**