

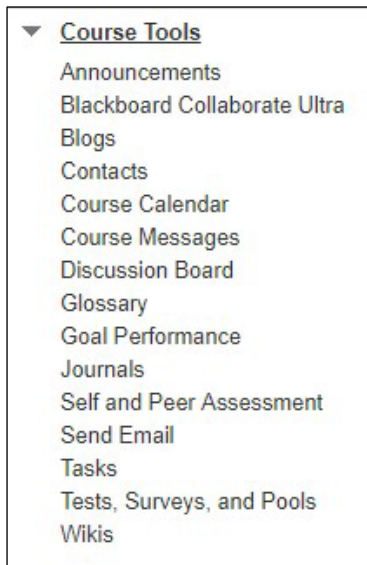


## Blackboard Learn/ExamSoft

### Moving Exams from Blackboard into ExamSoft

#### Downloading Blackboard Exam

1. In Blackboard, **Navigate** to the course in question.
2. **Open** the course tools menu on the left Navigation of the course and **select** the **Tests, Surveys, and Pools** option.



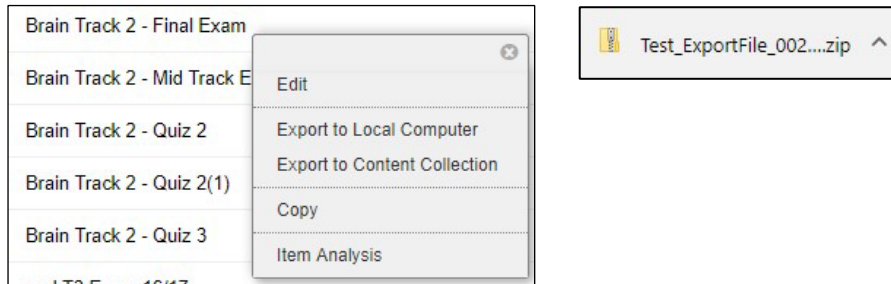
3. **Select** the Test Option and **Navigate** to the test in question.

### Tests, Surveys, and Pools

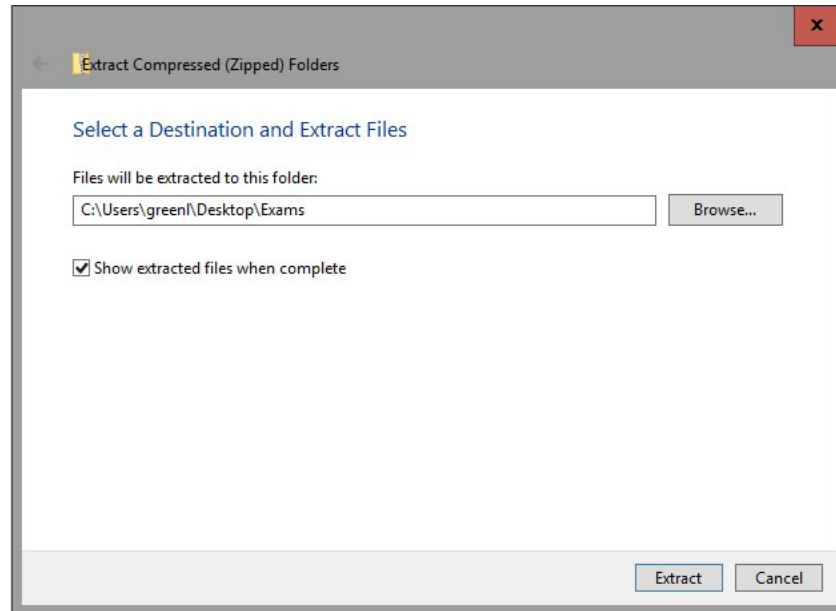
**Tests**

*Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.*

4. **Open** the menu for the Exam and Select Export to Local Computer. A Zip file will be downloaded to the download section of your computer.



5. **Extract** the zip file in a location of your choice on your pc.



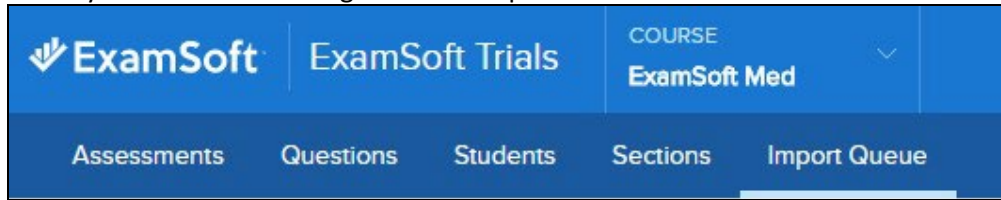
#### Notes:

The larger DAT file (**res00002.dat**) will be used to upload the exam questions. All exam downloads use the same naming format. We recommend changing the name of the DAT file you are uploading.

csfiles	1/26/2018 1:43 PM	File folder	
.bb-package-info	1/26/2018 1:43 PM	BB-PACKAGE-INF...	3 KB
.bb-package-sig	1/26/2018 1:43 PM	BB-PACKAGE-SIG ...	1 KB
imsmanifest	1/26/2018 1:43 PM	XML Document	2 KB
res00001.dat	1/26/2018 1:43 PM	DAT File	4 KB
res00002.dat	1/26/2018 1:43 PM	DAT File	541 KB
res00003.dat	1/26/2018 1:43 PM	DAT File	8 KB
res00004.dat	1/26/2018 1:43 PM	DAT File	1 KB
res00005.dat	1/26/2018 1:43 PM	DAT File	1 KB
res00006.dat	1/26/2018 1:43 PM	DAT File	9 KB
res00007.dat	1/26/2018 1:43 PM	DAT File	1 KB
res00008.dat	1/26/2018 1:43 PM	DAT File	1 KB

## Uploading Exam into ExamSoft

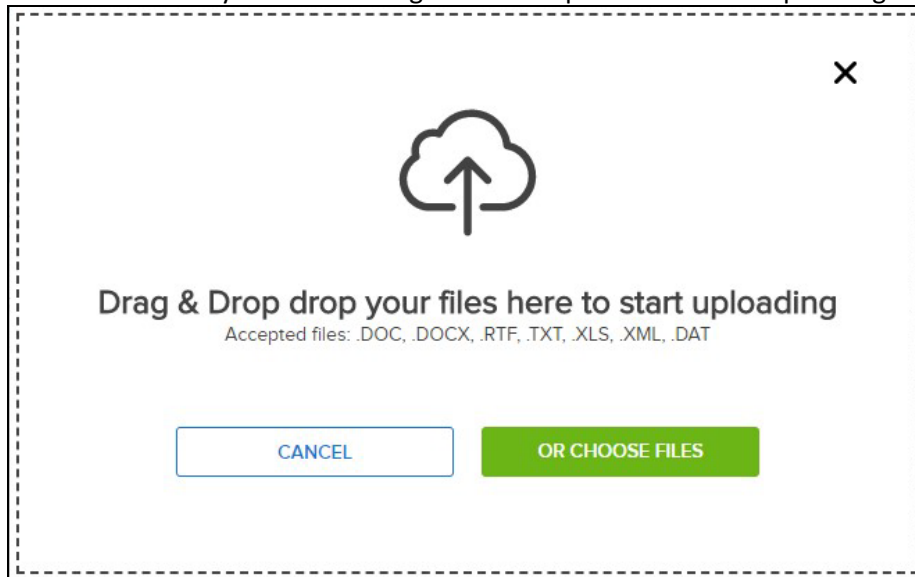
1. Select your Course and Navigate to the Import Queue



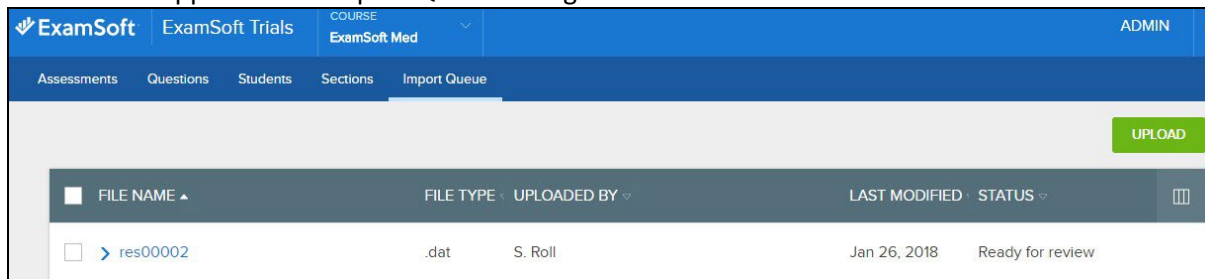
2. Click the Import Questions button.



3. Locate the file on your PC and drag it into the specified area for uploading



4. Your file will appear in the Import Queue Listing.



5. **Open** the Exam and **review** each question. **Edit** as needed.

**Note:** Images will not be uploaded with the questions. Images will need to be manually added into each question. You will be able to find the images associated to each question in the Zip files. The images are in the last file of the zip file.

**Example:** csfiles > home\_dir > Tests and Assignments\_xid > Trak 2 Exams\_xid > Final Exam\_xid

Not all questions will import properly. Short answer questions will need to be recreated into essay or fill in the Blank question types. HotSpot questions cannot be used for exams at this time.