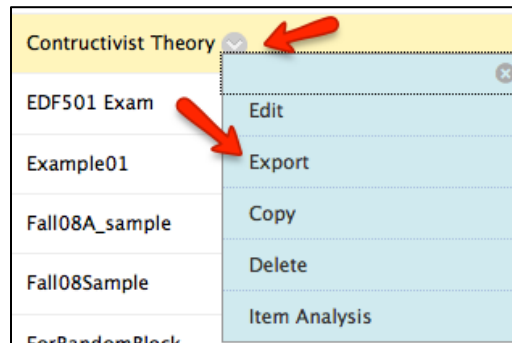
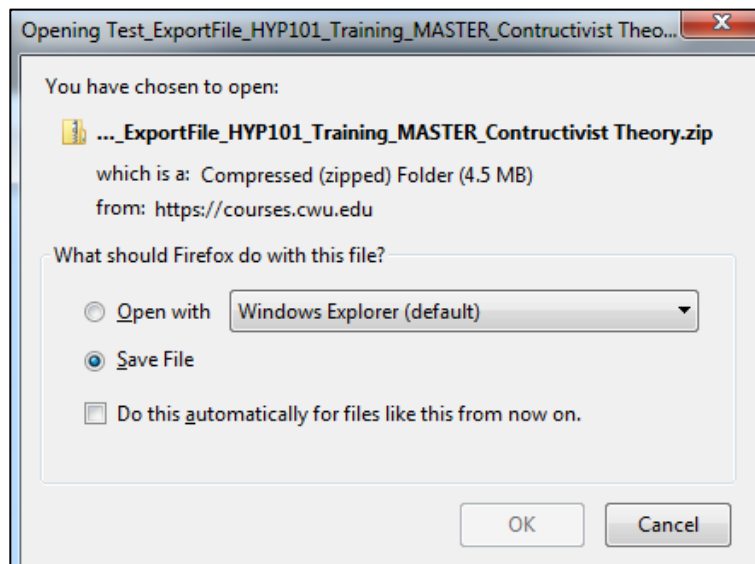


Exporting a Test from Blackboard to Import into Canvas

1. Access your **Blackboard course** and go to Control Panel >> Tests, Surveys and Pools to locate the test(s) you would like to export. Mouse over to down arrow on the right of the test title to select **Export** from the drop down menu.

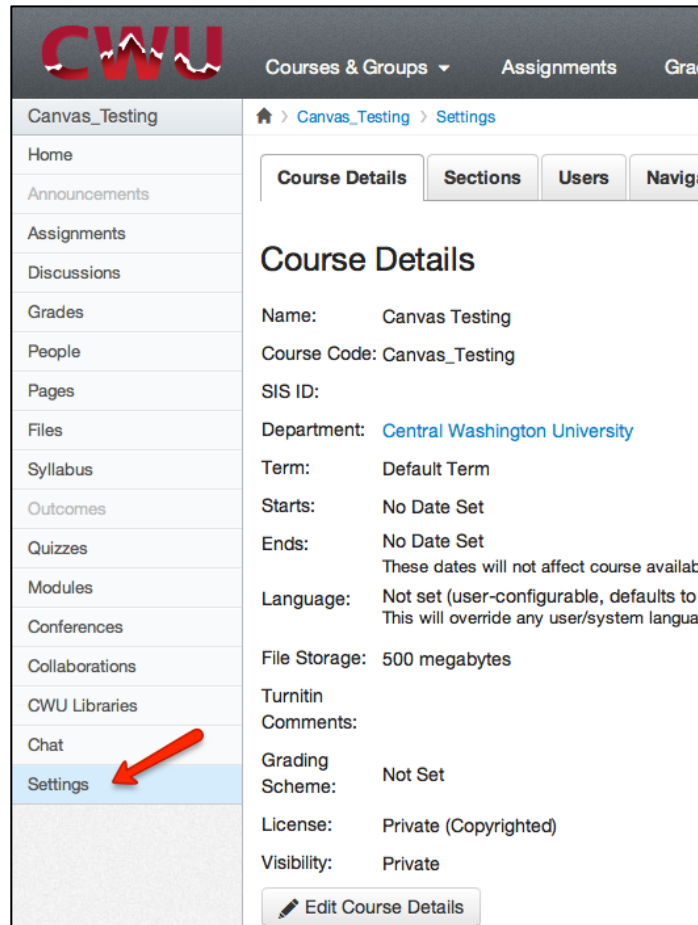


2. A window will appear that gives you an option to save the .zip file to your downloads folder. Click OK.

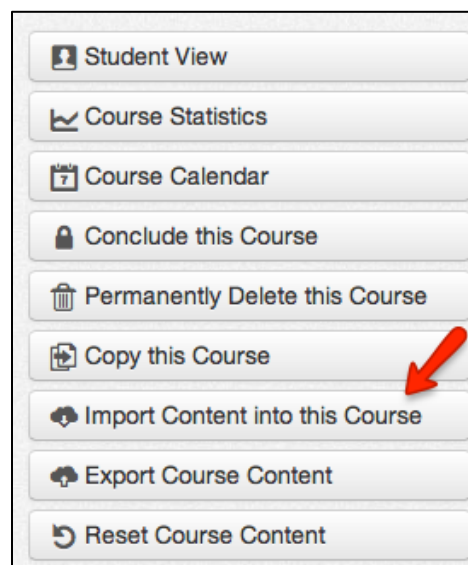


3. Now you will login into Canvas and access the course you want to import the Blackboard test into.

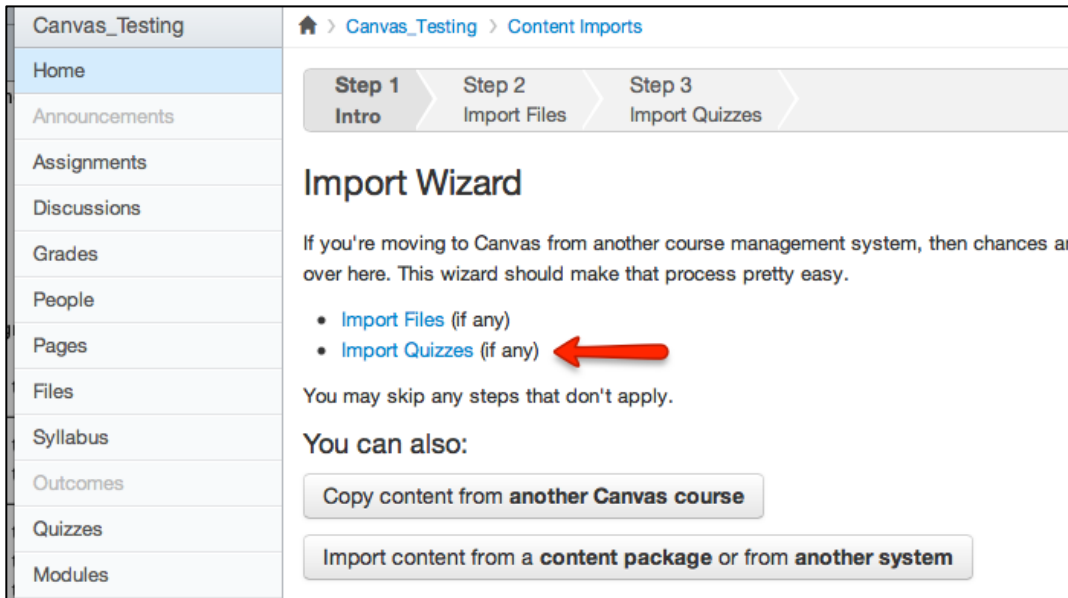
4. After you are in the desired course select Settings in the Course Navigation Menu.



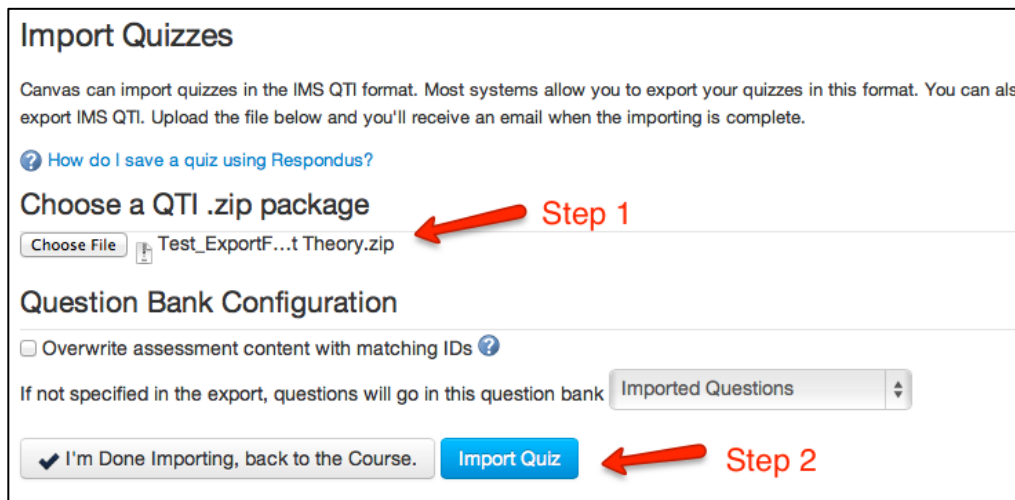
5. Now you will need to click the Import Content button in the right side bar.



6. The next step is to choose, "Import Quizzes" as shown below.



7. Next carry out the following two steps pictured below. First choose the .zip file you exported from Blackboard and second click Import Quiz.



8. Finally, you can access Quizzes in Canvas to confirm that the test imported.

