## How to Download and Import the Test Bank in Blackboard - Classic

This document provides directions on how to download the test bank files and import or upload the test bank files back into your Blackboard Learning Management System (LMS) as Pools. **Note,** screenshots are provided for demonstrative purposes and may not match your system exactly. Navigation elements may vary depending on your platform configurations.

 Open the LTI Advantage integration email you received to find the Course Information & Test Banks table. If your course includes a supplemental test bank, a download link is displayed under the Test Bank column. Click the link to download the course's test bank files to your local device.

| Course Information & Test Banks |                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------|
| Course Name                     | Test Bank (If Available)                                                               |
| NAVIGATE ASSESSMENT AUTHORING   | https://lti.jblearning.com/packages/download.zip?cartridge_uid=445fcc09-a3fe-4b53-9179 |

 Navigate to your Downloads folder and open the downloaded zip file to locate the file labeled/identified as BB.

| L   🖓 📘                  | <b>- -</b> |       |             | Extract                     | FFF_4e_LMS_Testbanks        |                 |          |          |       |                    |   |
|--------------------------|------------|-------|-------------|-----------------------------|-----------------------------|-----------------|----------|----------|-------|--------------------|---|
| File                     | Home       | Share | View        | Compressed Folder Tools     |                             |                 |          |          |       |                    |   |
| $\leftarrow \rightarrow$ | ~ 🛧 📙      | > Thi | is PC → Dow | nloads > FFF_4e_LMS_Testban | ks (1) > FFF_4e_LMS_Testban | ks              |          |          |       | ~                  | ē |
|                          |            |       | Name        | ^                           | Туре                        | Compressed size | Password | Size     | Ratio | Date modified      |   |
| 🚽 📌 Quio                 | ck access  |       | 07812       | RAISIANA TEST FEES BB       | Compressed (zinned) Fol     | 706 KB          | No       | 706 KB   | 0%    | 4/6/2021 8-02 DM   |   |
| 📃 De                     | sktop      | 1     | 07012       |                             |                             | 700 KD          | N        | 700 KD   | 0.00  | 4/6/2021 0.02 PM   |   |
| <b>D</b>                 |            |       | 9/812       | 84151404_TEST_FFFS_D2L_Pac  | Compressed (zipped) Fol     | 039 KB          | NO       | 039 KB   | 0%    | 4/0/2021 8:02 PIVI |   |
|                          | whiteads   | 7     | 97812       | 84151404_TEST_FFFS_D2L_RTF  | Compressed (zipped) Fol     | 682 KB          | No       | 682 KB   | 0%    | 4/6/2021 8:02 PM   |   |
| 🔮 Do                     | cuments    | A     | 97812       | 84151404_TEST_FFFS_MDL      | Compressed (zipped) Fol     | 239 KB          | No       | 239 KB   | 0%    | 4/6/2021 8:02 PM   |   |
| Nic Pic                  | ctures     | A     | 97812       | 84151404_TEST_FFFS_QTI      | Compressed (zipped) Fol     | 2,201 KB        | No       | 2,201 KB | 0%    | 4/6/2021 8:02 PM   |   |
|                          |            |       |             |                             |                             |                 |          |          |       |                    |   |







3. Click on the zipped **BB file** and drag-and-drop it into the **Downloads folder**, or a different folder of your choosing. This extracts a copy of the test bank file to import into your course.

| <mark> </mark> | Image: Second | <del>,</del>  |             | Extract                      | FFF_4e_LMS_Testbanks        |                 |          |          |       |                  |   |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|------------------------------|-----------------------------|-----------------|----------|----------|-------|------------------|---|
| Fil            | e H                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ome Share     | View        | Compressed Folder Tools      |                             |                 |          |          |       |                  |   |
| ~              | → <b>•</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1 - Th        | is PC → Dov | vnloads > FFF_4e_LMS_Testban | ks (1) > FFF_4e_LMS_Testban | ks              |          |          |       | ~                | ū |
|                | • Quick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | acces         | Name        | ^                            | Туре                        | Compressed size | Password | Size     | Ratio | Date modified    |   |
|                | Dock                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               | 97812 🕌 🐖   | 84151404_TEST_FFFS_BB        | Compressed (zipped) Fol     | 706 KB          | No       | 706 KB   | 0%    | 4/6/2021 8:02 PM |   |
|                | Desk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               | 97812       | 84151404_TEST_FFFS_D2L_Pac   | Compressed (zipped) Fol     | 639 KB          | No       | 639 KB   | 0%    | 4/6/2021 8:02 PM |   |
|                | •                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | moads /       | 97812       | 84151404_TEST_FFFS_D2L_RTF   | Compressed (zipped) Fol     | 682 KB          | No       | 682 KB   | 0%    | 4/6/2021 8:02 PM |   |
|                | 🚆 Docu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | iments + Copy | to Download | ds 51404_TEST_FFFS_MDL       | Compressed (zipped) Fol     | 239 KB          | No       | 239 KB   | 0%    | 4/6/2021 8:02 PM |   |
|                | Nictu                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | res 📌         | 97812       | 84151404_TEST_FFFS_QTI       | Compressed (zipped) Fol     | 2,201 KB        | No       | 2,201 KB | 0%    | 4/6/2021 8:02 PM |   |

- In your browser, open the Blackboard course in which you would like to download/import the test bank and turn Edit Mode to ON. Edit Mode is: CON
- 5. Under the **Control Panel**, click to expand **Course Tools**, then click **Tests**, **Surveys**, **and Pools**.









## 6. Click **Pools**.

| Te | ests, Surveys, and Pools                                                                                                                                                                                                                                                                                       |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Tests<br>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<br>results are reviewed in the Grade Center. Note that some question types are not automatically graded. |
|    | Surveys<br>Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be<br>deployed in a content folder for students to respond to the survey.                                              |
|    | <b>Pools</b><br>Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.                                                                                                                                  |

## 7. Next, click Import Pool.

| Pools<br>Pools are sets o | f questions that you o | an use in multiple tests or surveys. You can import pools from outside the system and export them for reuse. More Help |
|---------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------|
| Build Pool                | Import Pool            | Import QTI 2.1 Package                                                                                                 |

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm







8. Click **Browse Local Files** and select the .zip file that you copied/extracted in Step 3.

Click **Open** to select, then click **Submit**. Wait for the file to upload.

| Pool Import                                                                                                                                                      | 📀 Open                                                                                                                                                      | ×   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Pool Import adds an exported pool to the set of pools. This is a useful way to<br>created at other institutions, and pools created with older versions of Blackb | $\leftrightarrow$ $\rightarrow$ $\checkmark$ $\bigstar$ > This PC > Downloads > $\checkmark$ $\checkmark$ $\circlearrowright$ $\checkmark$ Search Downloads |     |
|                                                                                                                                                                  | Organize 🔻 New folder                                                                                                                                       | ?   |
|                                                                                                                                                                  | ■ Desktop * ^ Name Date modified<br>↓ Downloads * ✓ Today (2)                                                                                               | . , |
|                                                                                                                                                                  | Documents 🖈 🛛 👔 9781284151404_TEST_FFFS_BB 2 10/4/2021 11:36 AM                                                                                             |     |
| POOLIMPORT                                                                                                                                                       | Pictures<br>FFF_4e_LMS_Testbanks (1) 10/4/2021 11:19 AM                                                                                                     |     |
|                                                                                                                                                                  | v (                                                                                                                                                         | >   |
| Click <b>Browse</b> to locate a file to import.                                                                                                                  | File name: 9781284151404_TEST_FFFS_BB                                                                                                                       | ~   |
| Attach File                                                                                                                                                      | Open 3 Lancel                                                                                                                                               |     |
| Browse Local Files                                                                                                                                               |                                                                                                                                                             | -   |
|                                                                                                                                                                  |                                                                                                                                                             |     |
|                                                                                                                                                                  |                                                                                                                                                             |     |
|                                                                                                                                                                  |                                                                                                                                                             |     |
|                                                                                                                                                                  |                                                                                                                                                             |     |
| Click submit to proceed.                                                                                                                                         | 4 Submit                                                                                                                                                    |     |

 Once the upload is complete, navigate back to Tests, Surveys, and Pools. Click Pools.

| ests, 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 tes<br>results are reviewed in the Grade Center. Note that some question types are not automatically graded. | t. Test |
| Surveys                                                                                                                                                                                                                                                                                        |         |
| Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.                                            |         |
| Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.                                                                                                                                  |         |







## 10. You will now find the questions available to use for building course assessments as needed.

| Pools<br>Pools are sets of questions that you can use in multiple tests or surveys. Yo | ou can import pools from outside the syste | am and export them for reuse. More Help |             |
|----------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------|-------------|
| Build Pool Import Pool Import QTI 2.1 Package                                          |                                            |                                         |             |
|                                                                                        |                                            | Page                                    | 1 of 3 > >> |
| NAME 🛆                                                                                 | NUMBER OF QUESTIONS                        | DATE LAST EDITED                        |             |
| FFFS_CH01-Fundamentals of Fire Fighter Skills and Hazardous<br>Materials Response, 4e  | 45                                         | October 1, 2021 1:39 PM                 |             |





