

How to Download and Import the Test Bank in Blackboard Ultra

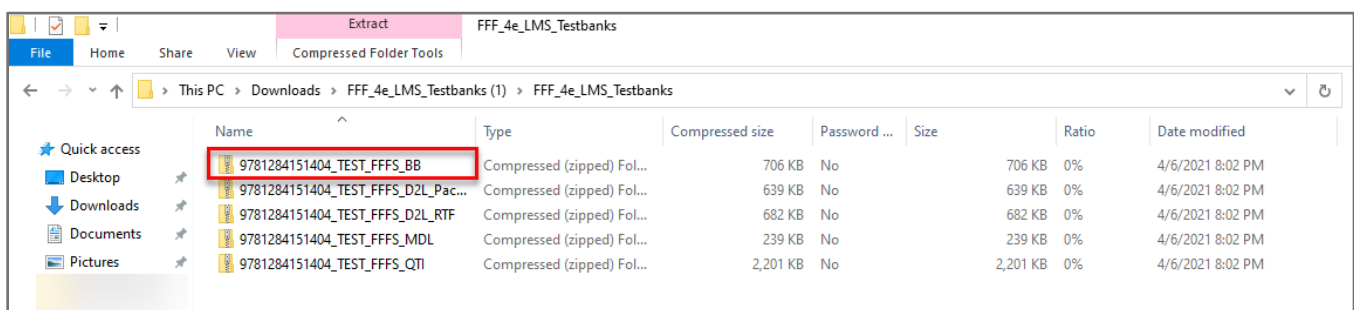
This document provides directions on how to download the test bank files and import or upload the test bank files back into your Blackboard Ultra Learning Management System (LMS). **Note**, screenshots are provided for demonstrative purposes and may not match your system exactly. Navigation elements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

1. There are two different ways you may acquire the test bank:
 - a. First, open the LTI Advantage Integration Setup 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 AUTHORIZING	https://lti.jblearning.com/packages/download.zip?cartridge_uid=445fcc09-a3fe-4b53-9179

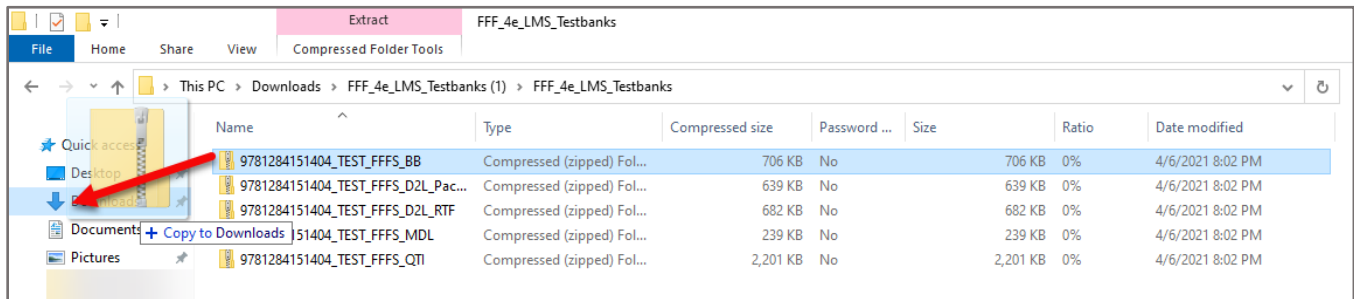
- b. If the link to download the Test Bank is listed as **Not Available**, please contact your [Sales Representative](#) to retrieve the Test Bank from your instructor resources.

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

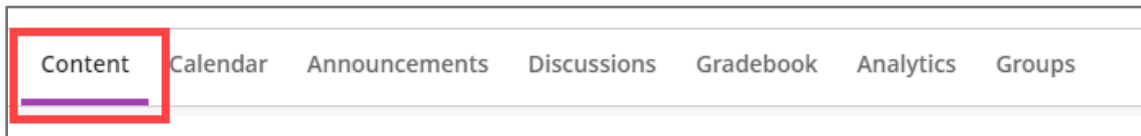


Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

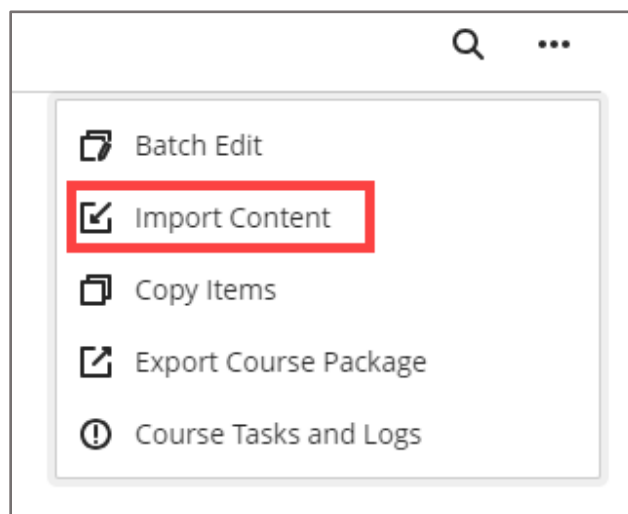
- Click on the zipped **BB** file and drag-and-drop it into the **Downloads** folder, or a different folder of your choosing. This extracts a copy of the test bank file to import into your course.



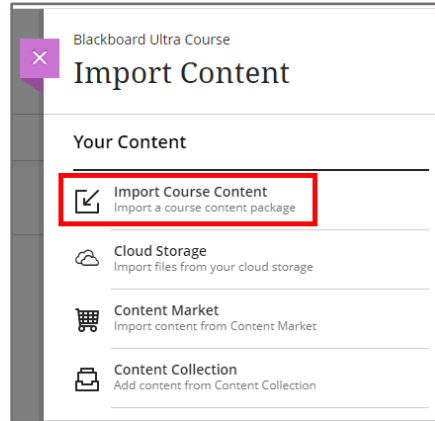
- Open the Blackboard course in which you would like to import the test bank. At the main course menu, click on **Content**.



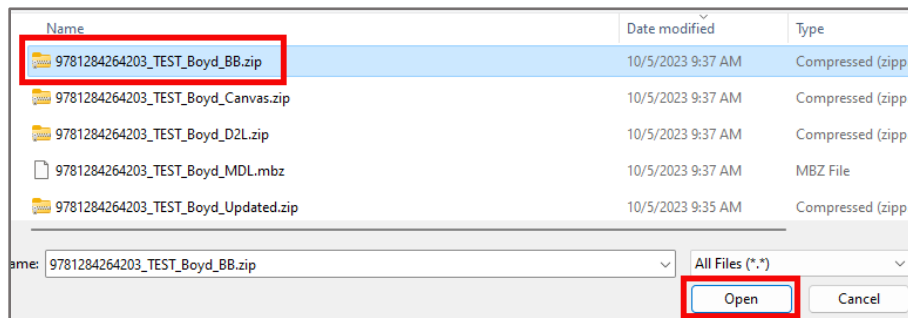
- Click the ellipsis to the right of the Course Content window and then **Import Content**.



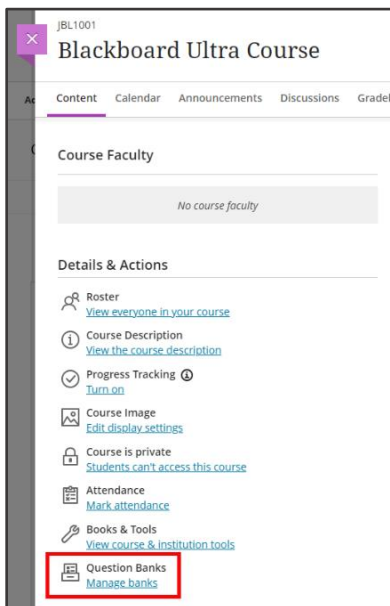
6. Click **Import Course Content**.



7. Navigate to the desired zipped **BB** file and click **Open**.



8. Blackboard will import the test bank into the course, and it will be found under **Question Banks**.



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

