# How to Download and Import the Test Bank in Moodle

This document provides directions on how to download the test bank files and import or upload the test bank files back into your Moodle 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 version and/or 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.

   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.
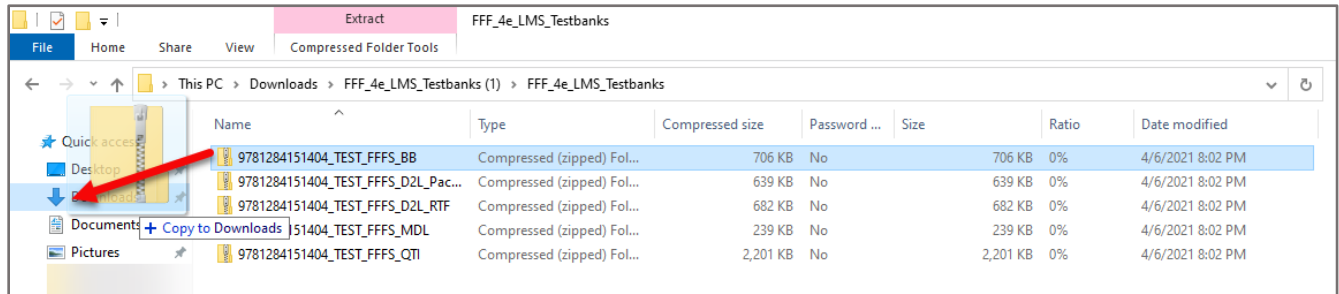
2. Navigate to your Downloads folder and **open** the downloaded **zip file** to locate the file labeled/identified as **BB** (we recommend this format over the "MDL" option).
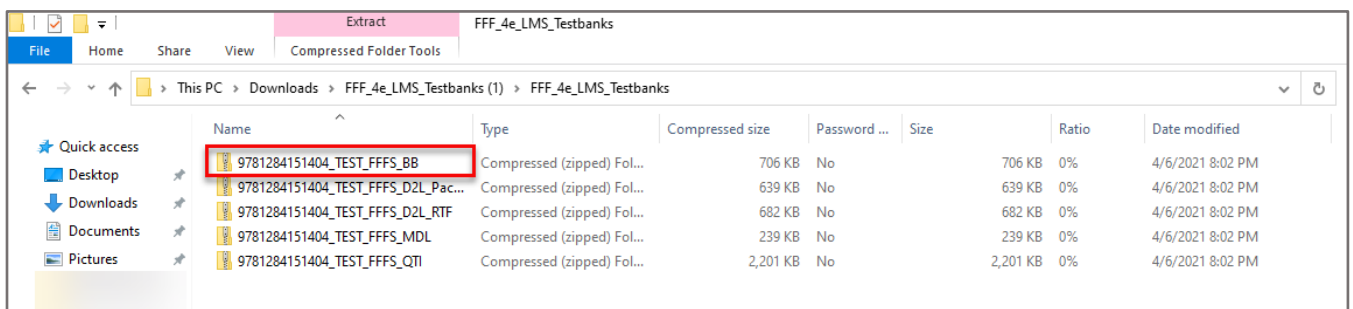
3. Click on the zipped **BB file** and drag-and-drop it into the **Downloads folder** or a different folder of your choosing. This extracts a copy of the test bank file to import into your course.

4. In your browser, navigate to the Moodle course in which to import the test bank files, click the **Actions Menu**, and click **More**.

5. From the Course administration page, Click **Import** under the Question bank section.

6. Choose **Blackboard** file format.

7.	Select the .zip file that you copied/extracted in Step 3 and drag and drop the file into the box provided. Wait for the file to upload.

8.	Once the upload is complete, click **Import**. Wait for the test banks to import.

9. Click the **Categories** tab where you will now find the questions available to use for building course assessments as needed.