

How Do I Import My Test to a Blackboard Classic or Blackboard Learn Course?

Last Modified on 09/03/2025 1:46 pm EDT

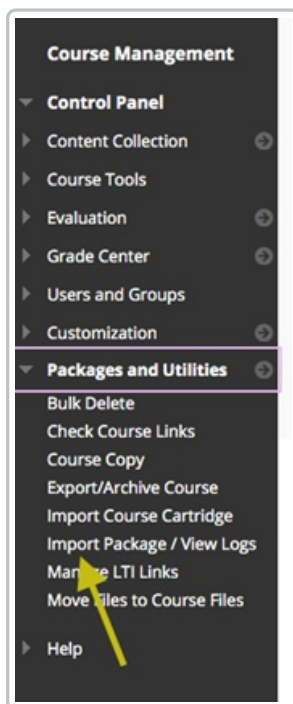
After building your test, you'll want to export it from Norton Testmaker before uploading it to Blackboard. [See instructions to export the test from Norton Testmaker.](#)

Please see the demonstration below for a walkthrough on how to import your test to Blackboard Classic. To open this demonstration in a new tab, please click [here](#).

For a video walkthrough of the import process, click [here](#).

Importing a Test to a Blackboard Classic or Blackboard Learn Course

1. Log into your Blackboard Classic View Course or Blackboard Learn course.
2. Navigate to the course where you wish to import the test.
3. From the left navigation menu, select **Packages and Utilities**.
4. Select **Import Package/View Logs**.



5. Select **Import Package** from the top horizontal navigation bar.
6. Next to **Select a Package**, click **Browse Local Files**.
7. Locate and select the ZIP file downloaded from Norton Testmaker. (Note: For "Made by Norton" premade tests, this will be an imsc file.)
8. Scroll down to **Select Course Materials** and ensure that the only item with a checkmark is **Test, Surveys, and Pools**.


9. Click the **Submit** button at the bottom of the screen.

SELECT A PACKAGE

*Click **Browse** to locate the course package:*

Uploading large packages may take a long time.

Select a Package

Selected File File Name **Chapter 7 Test.zip** 

RESTORE FROM AUTOMATIC ARCHIVES

*Click **Browse Content Collection** to select from automatic course archives*

Restore From Automatic Archives

INSTITUTIONAL HIERARCHY NODES

*Click **Find Node** to search for the nodes you would like to add this course to.*

Add Node


SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

☐ Content Areas



☐ Content Alignments

☐ Discussion Board

☒ Tests, Surveys, and Pools 

*Click **Submit** to proceed.*

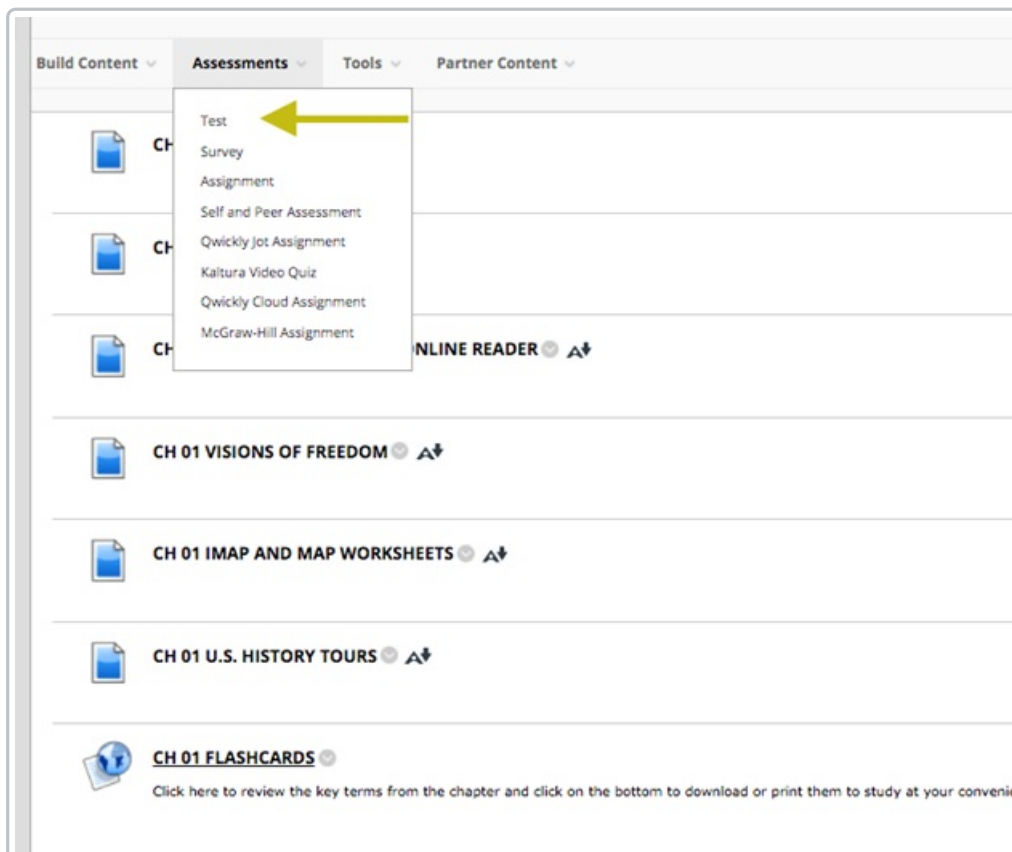
10. You will receive a notification at the top of your course when the operation is complete. You may also receive an email when the process is complete.
11. The test is now in the Tests area of the Blackboard Classic view course.
12. The test is not deployed to the student view. You will need to deploy the test.

Tests		
Tests are a means of assessing student performance. You have the option to build a test or import a test. More Help		
Build Test Import Test		
NAME 	DEPLOYED	DATE LAST EDITED
Chapter 03 Continuous Traits, GLE Essay Questions	No	January 11, 2021 8:56 AM
Chapter 04 Speciation and Ancestral/Derived Traits, GLE Essay Questions	No	January 11, 2021 8:56 AM
Chapter 06 Mating Systems and Sexual Dimorphism, GLE Essay Question	No	January 11, 2021 8:56 AM
Chapter 08 Life History Tradeoffs and Brain Size, GLE Essay Questions	No	January 11, 2021 8:56 AM
Chapter 11 Increase in Foraging Complexity, GLE Essay Questions	No	January 11, 2021 8:56 AM
Chapter 13 Coalescence, GLE Essay Questions	No	January 11, 2021 8:56 AM
Chapter 14 Race and Modern Human Variation, GLE Essay Questions	No	January 11, 2021 8:56 AM
Chapter 16 Evolution of Culture/Cooperation	No	January 11, 2021 8:56 AM
Chapter 6 Test	No	January 11, 2021 8:58 AM
Chapter 7 Test 	No	January 11, 2021 8:58 AM

Displaying 1 to 10 of 10 items

Deploying the Test to the Student-facing Area of a Course

1. The imported test is in the Test area of the course. The test is not visible to students at this time.
2. Navigate to the area of the course where you wish to place the test for students to access.
3. In the top horizontal navigation bar select **Assessments**.
4. Select **Test**.



The screenshot shows the top navigation bar of a course interface. The 'Assessments' tab is selected, and its dropdown menu is open. A yellow arrow points to the 'Test' option at the top of the dropdown. Other options in the dropdown include Survey, Assignment, Self and Peer Assessment, Qwickly Jot Assignment, Kaltura Video Quiz, Qwickly Cloud Assignment, and McGraw-Hill Assignment. Below the navigation bar, the course content area is visible, showing various chapter resources like 'CH 01 VISIONS OF FREEDOM', 'CH 01 IMAP AND MAP WORKSHEETS', 'CH 01 U.S. HISTORY TOURS', and 'CH 01 FLASHCARDS'.

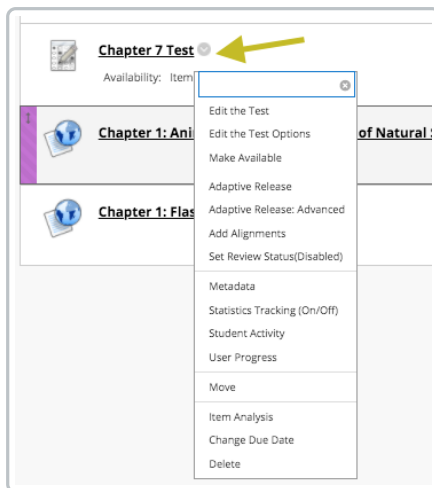
5. From the **Add an Existing Test** list scroll through the test selections to locate the test.
6. Click the **Submit** button at the bottom of the screen.

The screenshot shows the 'ADD TEST' dialog box. At the top, it says 'ADD TEST' and 'Create a new test or select an existing test to deploy.' Below this, there are two options: 'Create a New Test' with a 'Create' button, and 'Add an Existing Test'. The 'Add an Existing Test' option is selected, and a list of existing tests is displayed. The list includes several 'GUIDED READING EXERCISE' items and a 'Chapter 7 Test' which is highlighted. At the bottom, there is a 'Click Submit to add this test. Click Cancel to quit.' instruction and two buttons: 'Cancel' and 'Submit'.

7. The **Test Options** screen will appear. Modify these settings to meet your requirements for the test.
8. Click the **Submit** button at the bottom of the screen. You will return to the course with the quiz now deployed. The quiz will appear at the bottom of the screen.

The screenshot shows the Blackboard course content area for 'CHAPTER 1: A NEW WORLD'. The top navigation bar includes 'Build Content', 'Assessments', 'Tools', 'Partner Content', and 'Discover Content'. The main content area lists several items: 'CH 01 OUTLINE', 'CH 01 AUTHOR VIDEOS', 'CH 01 SOURCES OF FREEDOM ONLINE READER', 'CH 01 VISIONS OF FREEDOM', 'CH 01 IMAP AND MAP WORKSHEETS', 'CH 01 U.S. HISTORY TOURS', and 'CH 01 FLASHCARDS'. At the bottom, the 'Chapter 7 Test' is listed with a note: 'Availability: Item is hidden from students.'

9. You can edit the within Blackboard like other Blackboard tests. Click the down arrow next to the name of the test. Some of the modifications you can make to the test are Edit the Test Options, Make Available, or Edit the Test.

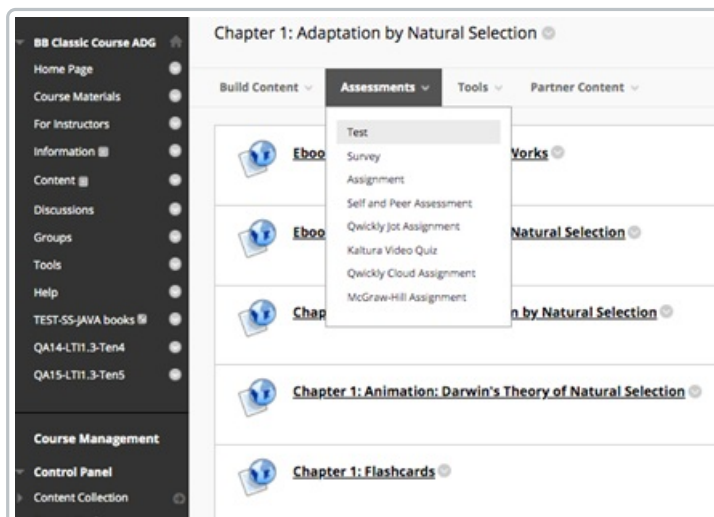


10. Review the Grade Book Settings

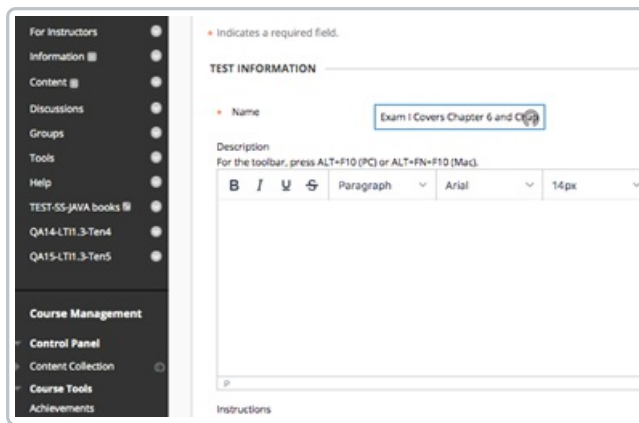
11. From the left side navigation menu, visit the Full Grade Center to review column placement and set up.

Building a New Test Reusing Questions from One or More Tests in Blackboard Classic

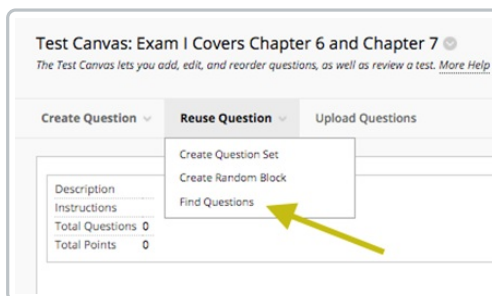
1. Navigate to the content area of your course where you wish the new test to appear.
2. From the horizontal navigation bar, select **Assessments**.
3. Select **Test**.



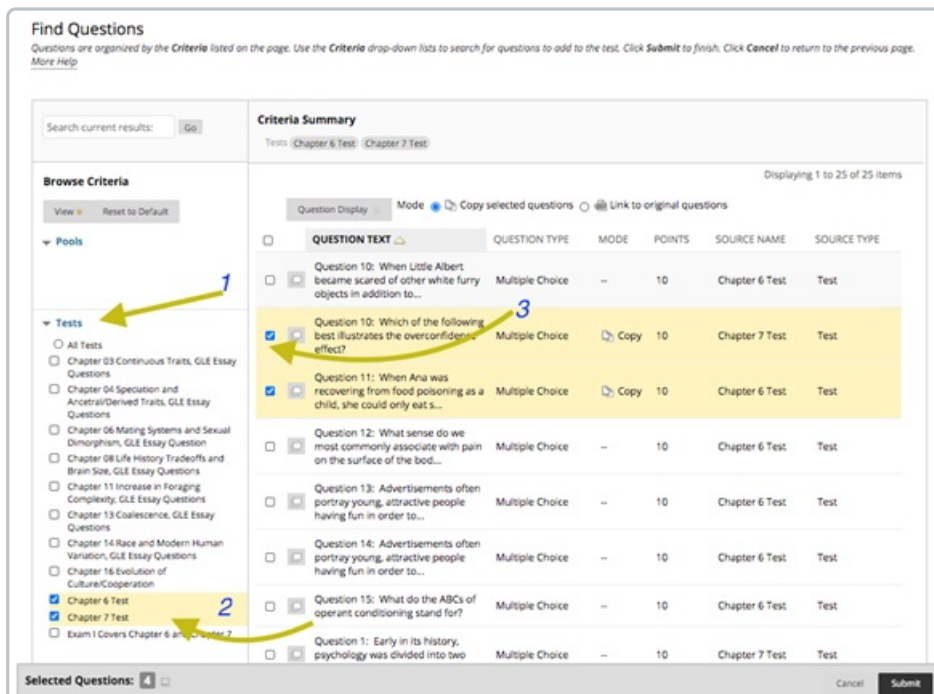
4. To the right of Create a New Test, click the **Create** button.
5. Give your test a name and click the **Submit** button at the bottom of the screen. After clicking the Submit button, the Test Canvas will appear.



- From the horizontal navigation bar, select **Reuse Questions**. Then, select **Find Questions** where the selection of questions will appear.



- From the left navigation menu, expand Tests. Select the tests to pull questions from. The questions will appear in the middle of the screen. Check off the questions you want added to the new test. Click the **Submit** button at the bottom of the screen.



Import Questions from Norton Testmaker to Build a Test with Random Pools

Blackboard will only create random blocks from pools. You can not use tests to create random blocks.

