

# How Do I Import My Test to a Schoology Course?

Last Modified on 07/01/2024 4:46 pm EDT

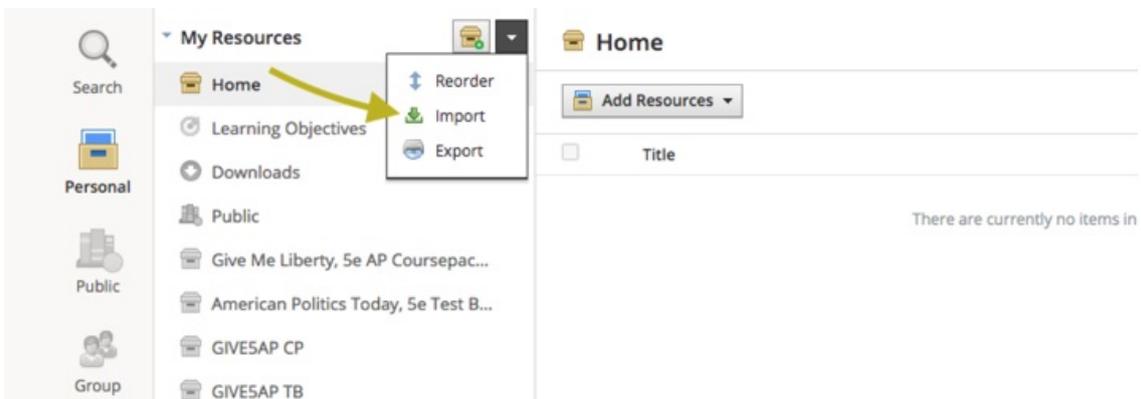
After building your test, you'll want to export it from Norton Testmaker before uploading it to Schoology. [See instructions to export the test from Norton Testmaker.](#)

## Importing a Test to a Schoology Course

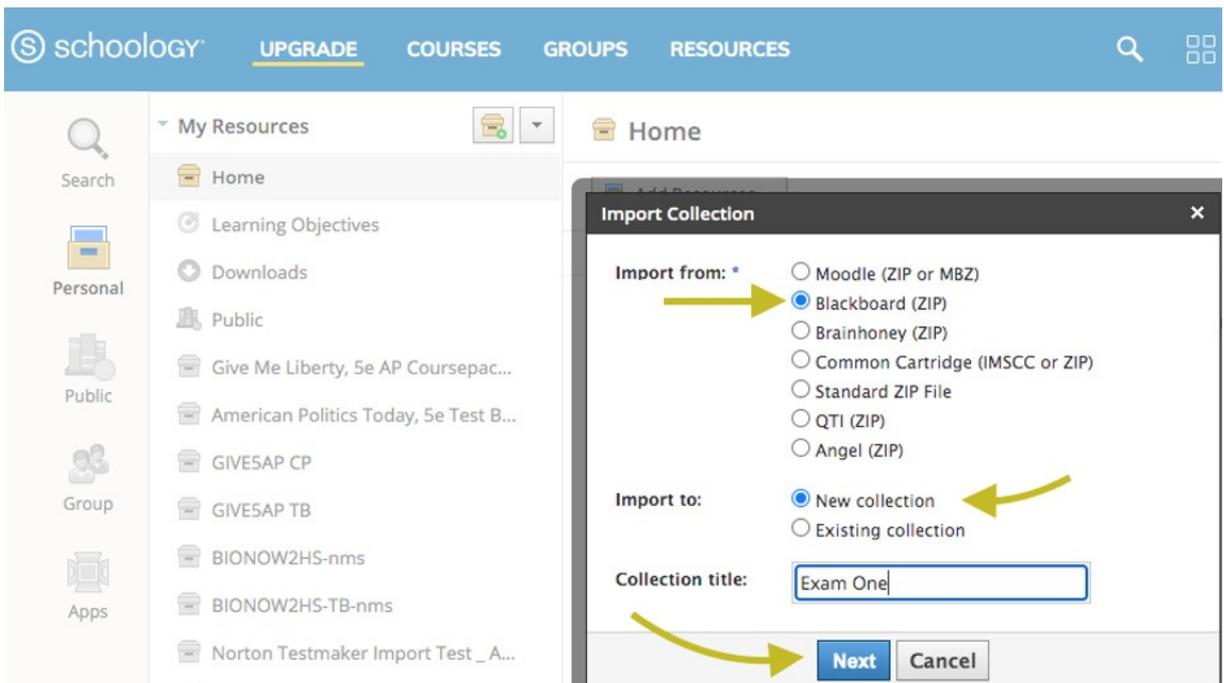
1. Open Your Schoology course.
2. From the horizontal navigation select **RESOURCES**.



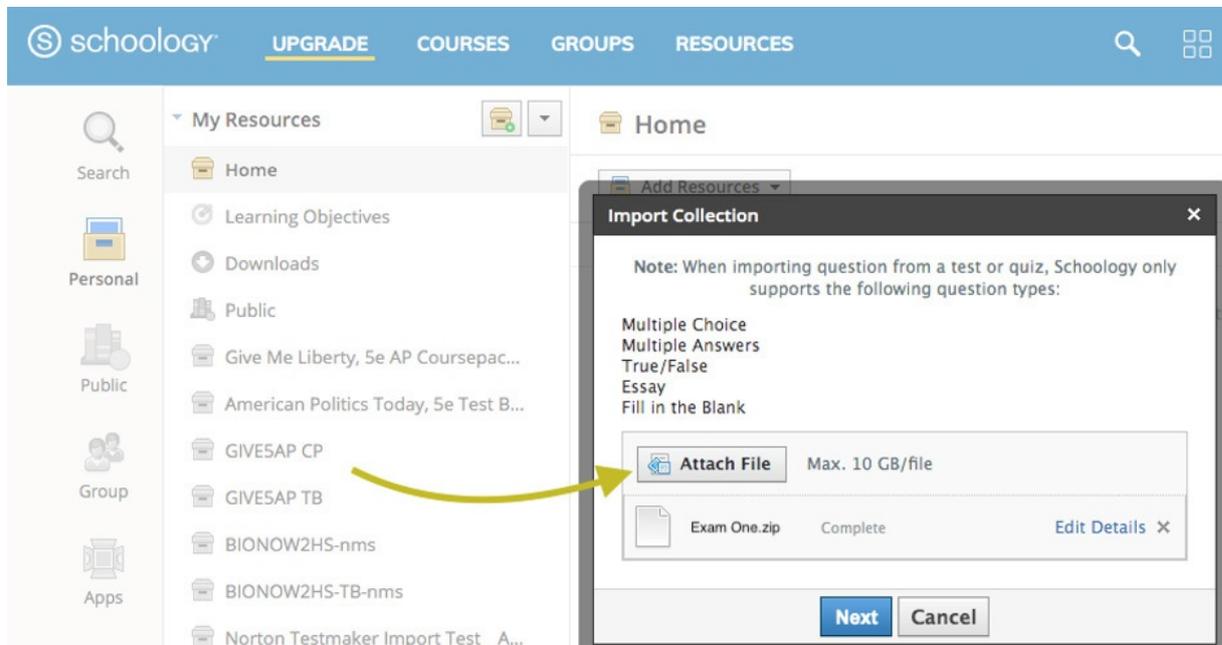
3. Click the down arrow in the My Resources area and select **Import**.



4. The Import Collection window will appear.



5. On the **Import from** list, select **Blackboard (ZIP)**. Note: for “Made by Norton” premade tests, you will need to select **Common Cartridge (IMSCC or ZIP)**.
6. On the **Import to** list, select **New Collection**.
7. Type the name of your test in the **Collection title** field.
8. Click the **Next** button.



9. Click the **Attach File** button.
10. Select the ZIP file you downloaded from Norton Testmaker.
11. Click the **Next** button.

The screenshot shows the Schoology interface. At the top, there are navigation tabs for 'UPGRADE', 'COURSES', 'GROUPS', and 'RESOURCES'. A search bar and utility icons are on the right. A green banner at the top states: 'Your files are currently being transferred into Schoology. You can access a list of your transferred files from your Transfer History and...'.

On the left, the 'My Resources' sidebar lists various items. A yellow arrow points to 'Exam One' at the bottom of the list. The 'Exam One' window is open, showing two questions:

**Exam One**

**Question 1 (10 points)**  
In 1776, what did political philosopher Adam Smith observe about the "discovery" of the Americas?

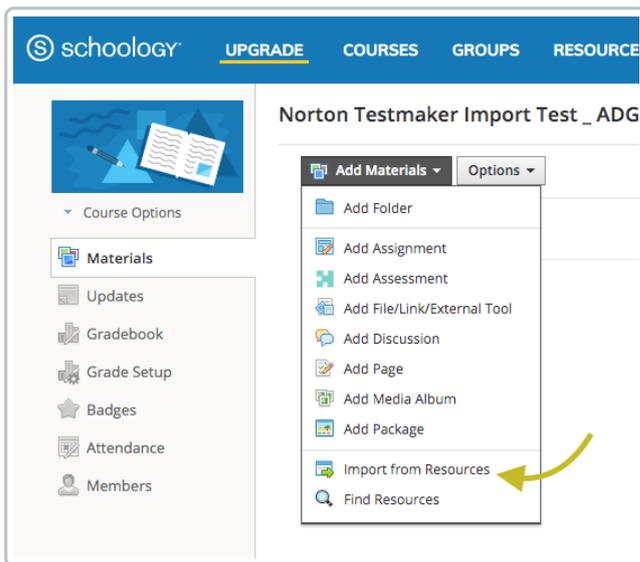
- a The European colonization of the Americas changed the course of history.
- b The idea of slavery in the New World originated with the Native Americans.
- c In reference to the Americas, the term "discovery" is misleading and should not be used.
- d Christopher Columbus's role in settling the New World was insignificant.
- e Native Americans had benefited tremendously from European encounters.

**Question 2 (10 points)**  
Which of the following resulted from the European exploration, conquest, and colonization of the Western Hemisphere?

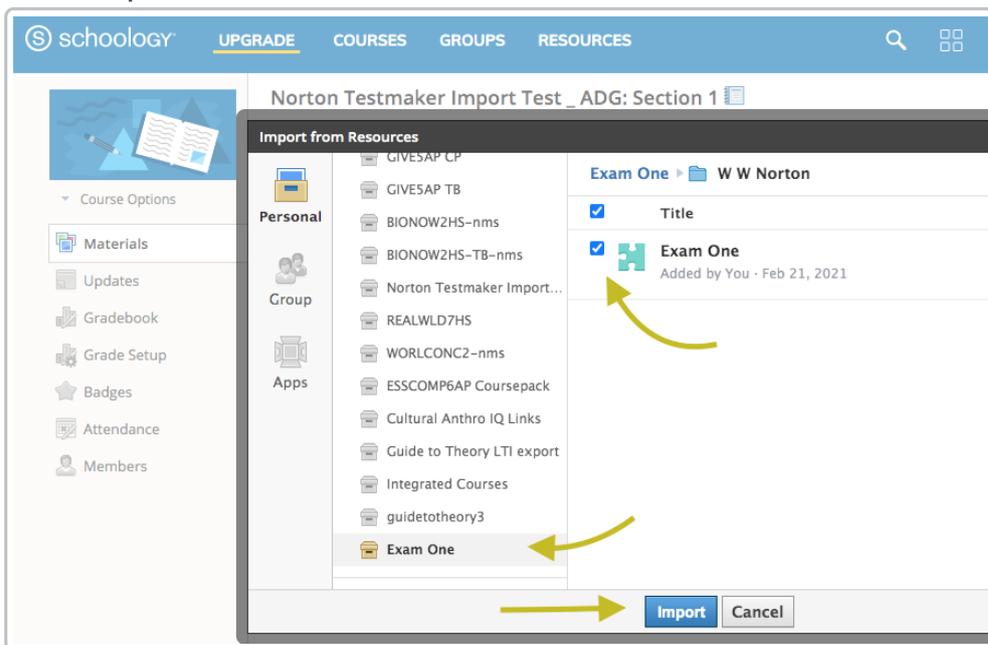
12. Once the import is complete, you will see a new collection on the left side of the screen under **My Resources**.
13. Click on the resource to open.
14. Click on the W. W. Norton folder to open. The new test will be in the folder. Click on the test to view

## Adding the Test to Your Course

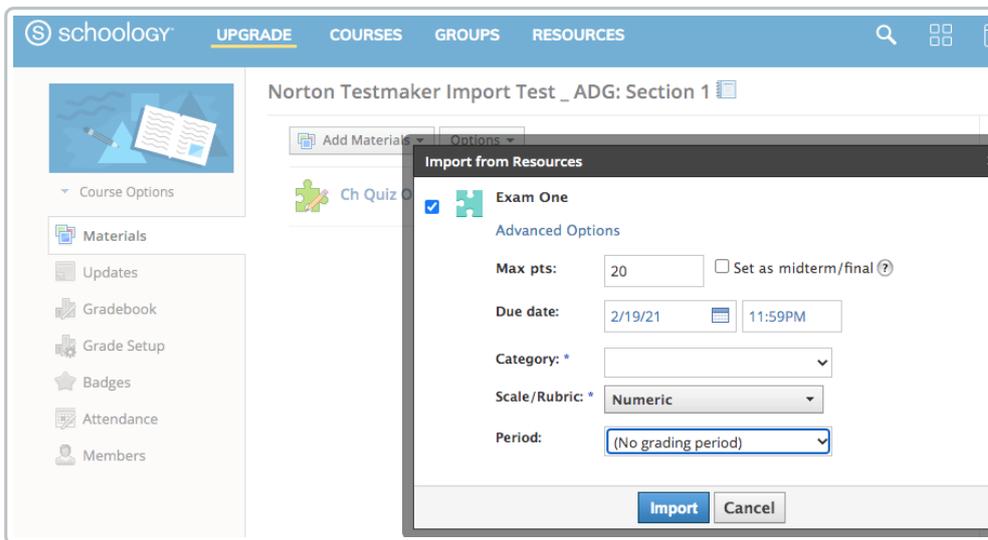
1. Navigate back to your course.
2. Click the **Add Materials** dropdown and click **Import from Resources**.



3. Click the resource folder to open.
4. Click the check box to the left of the resource title.
5. Click the **Import** button.



6. Click the **Advanced Options** link if you'd like to add more options to your test.



7. Click the **Import** button to add the test to your course.

8. The test will now appear in your course.

