

How Do I Import My Test to a Schoology Course?

Last Modified on 03/16/2026 6:29 am EDT

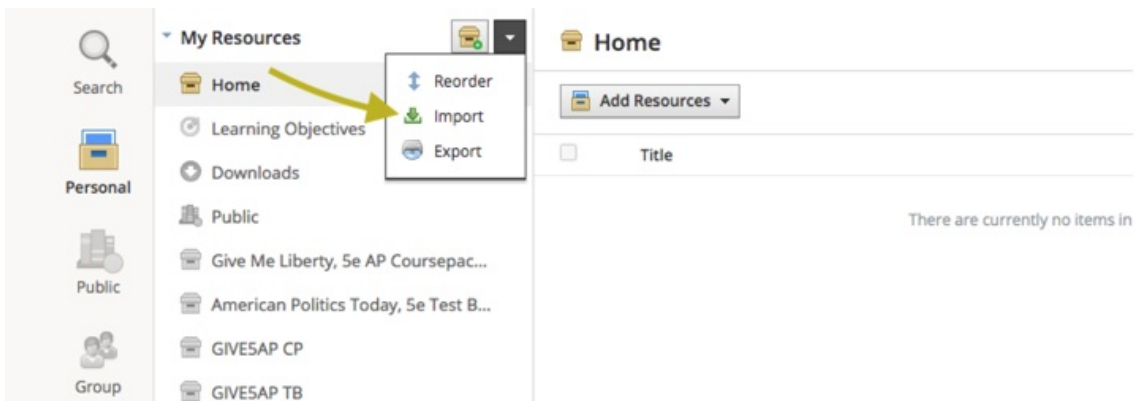
After building your test, you'll want to export it from Norton Testmaker before uploading it to Schoology. [See instructions to export the test from Norton Testmaker.](#)

Importing a Test to a Schoology Course

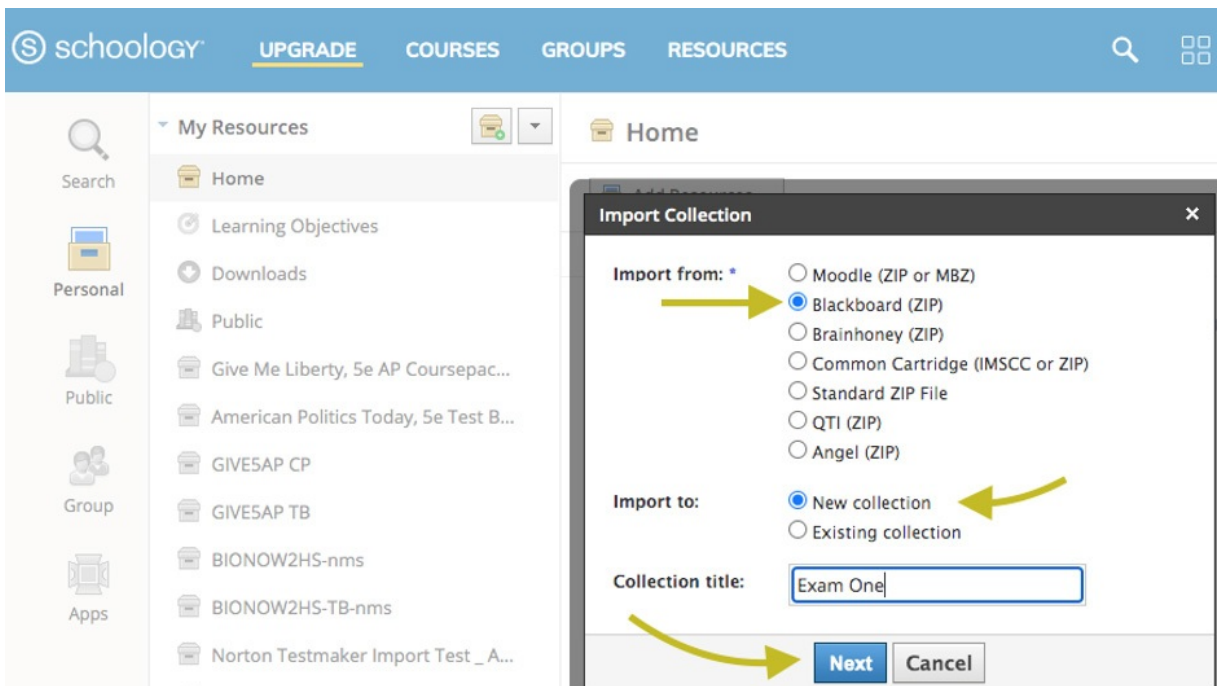
1. Open Your Schoology course.
2. From the horizontal navigation select **RESOURCES**.



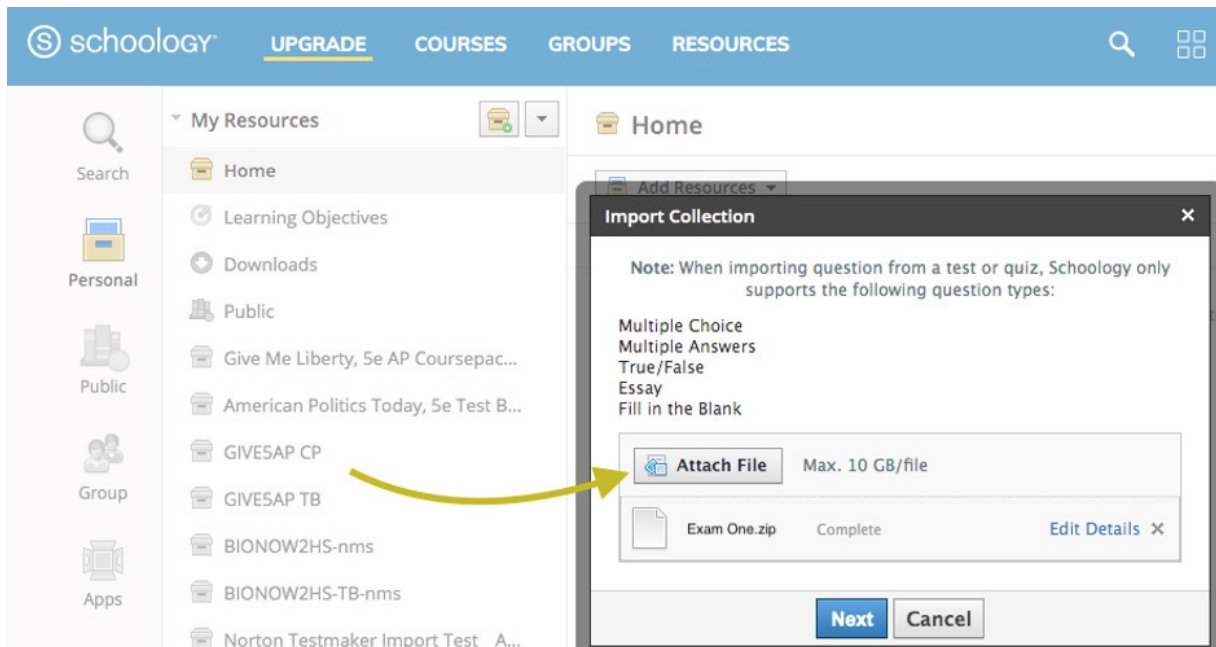
3. Click the down arrow in the My Resources area and select **Import**.



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?

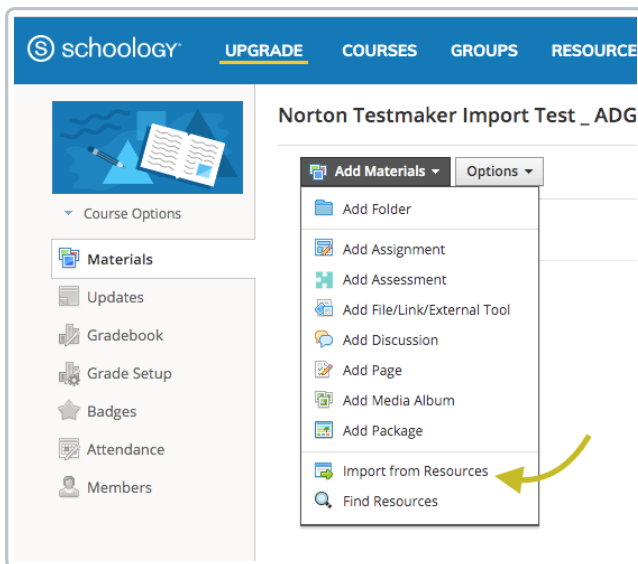
- a The European colonization of the Americas changed the course of history.
- b The idea of slavery in the New World originated with the Native Americans.
- c In reference to the Americas, the term "discovery" is misleading and should not be used.
- d Christopher Columbus's role in settling the New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

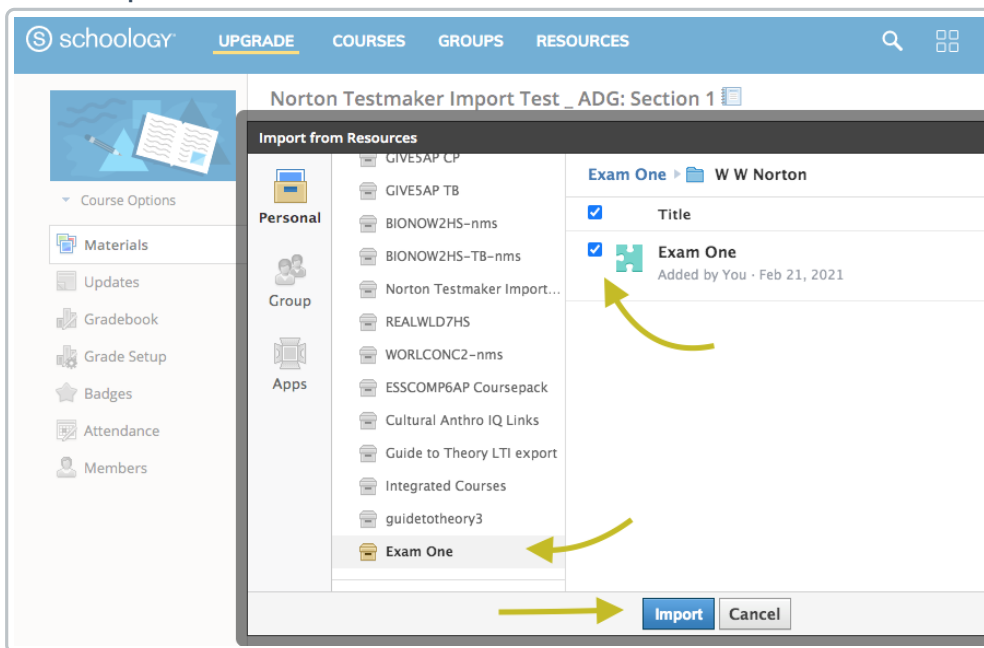
12. Once the import is complete, you will see a new collection on the left side of the screen under **My Resources**.
13. Click on the resource to open.
14. Click on the W. W. Norton folder to open. The new test will be in the folder. Click on the test to view

Adding the Test to Your Course

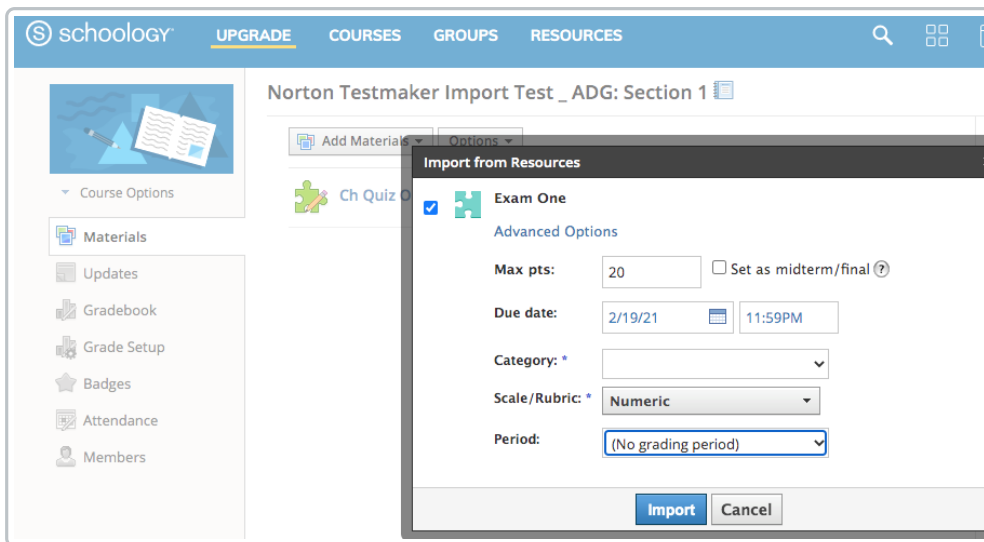
1. Navigate back to your course.
2. Click the **Add Materials** dropdown and click **Import from Resources**.



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.

