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## Migrating Tests, Surveys and Pools from Blackboard

The following provides steps on migrating Blackboard tests into Quizzes and Blackboard pools into Question Banks. There are different instructions for migrating multiple tests and pools, as opposed to migrating a single test or pool. (These steps also work with Surveys.)

### Migrating MULTIPLE tests and pools from Blackboard

#### Phase One: Exporting from Blackboard

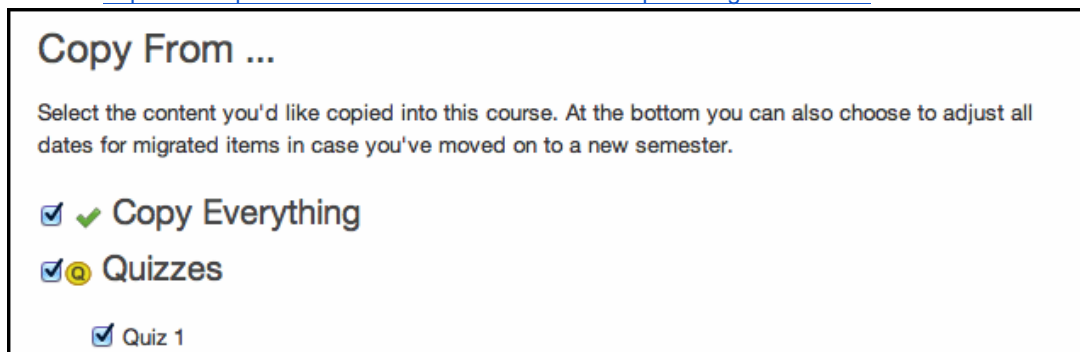
- 1 In your Blackboard course, under Control Panel, click **Packages and Utilities>>Export/Archive Course**.
- 2 Click **Export** button, select **Tests, Surveys, and Pools**, then click **Submit**.
- 3 After receiving the email confirmation, go back to Export/Archive Course and click the export zip file to download it to your computer.

#### Phase Two: Importing the export file into Canvas

- 1 In your Canvas course, click the **Settings** tab in the Course Navigation menu.
- 2 Click **Import Content into this Course**.
- 3 Click **Import content from a content package or from another system** button. The Import Quizzes option won't work for a Blackboard file import.)
- 4 From the "Choose your system..." drop-down menu, choose **Blackboard 6/7/8/9 export .zip file**.
- 5 Click **Choose File** button, find and select the export zip file (from Phase One above).
- 6 Click **Export Course** button.
- 7 Look for an email (containing the subject line "Course Extraction Ready") with a message like this:

"The extraction process for the course, LMIT Training Subteam, has completed. The content is now ready to be imported into your course.

To finish importing content into LMIT Training Subteam you'll need to click the following link:  
<http://maricopa.instructure.com/courses/240416/imports/migrate/52286> "



This list displays the specific Blackboard-migrated resources converted for use in Canvas.

- 1 Click the link as indicated. This will take you back to Canvas, where you'll see a screen like this:
- 2 You can either go with the default of "Copy everything" or select specific quizzes or items.
- 3 At the bottom of the page, you can enter the current semester's date range. (You also have the option of switching say, from a MW to TTh class format.)
- 4 Click **Import Course Content** button. This message should appear:

- 5 Wait for a new email, with the Subject line containing "Course Import Finished, confirming import is done.
- 6 Click the link in the email to go into the course. The home page displays.
- 7 From the course navigation menu click **Quizzes**. The imported tests from Blackboard appear under "Unpublished Quizzes" -- meaning they are unavailable to students.
- 8 Click **Manage Question Banks** to view any pools from Blackboard.
- 9 Use the pencil icon to edit a quiz or question bank.

### Migrating a SINGLE test or pool from Blackboard

#### Phase One: Exporting from Blackboard

- 1 In your Blackboard Course, under Control Panel, click **Course Tools>>Tests, Surveys and Pools**, and choose which you wish to export.
- 2 From the double-arrow drop-down menu for that single item, click **Export to Local Computer** and choose the save location on your computer.

#### Phase Two: Importing the export file into Canvas

- 1 In your Canvas course, click the **Settings** tab in the Course Navigation menu.
- 2 Click **Import Content into this Course**.
- 3 Click **Import Quizzes**.
- 4 Click **Choose File** to find and select the file you exported from Blackboard in Phase One.  
**BEST PRACTICE:** It's recommended that you import the test or pool into a new question bank. In the Question Bank Configuration area, pull down the menu and click New Question Bank, then enter a name that correlates to the test you're importing (e.g., "Quiz 1 Bank"). This will make it easier to create Quiz 1 using some or all of those questions.
- 5 Click **Import Quiz**, then wait for the email indicating that the import is complete.

### Using Respondus to Migrate Tests and Pools

You can also use special testing software, Respondus, to publish tests into Canvas. Respondus is available at many Maricopa colleges.

[Here are directions for importing using Respondus.](#)

[Here are directions for setting up the Respondus server.](#)