## How Do I Import My Test to a Blackboard Ultra Course?

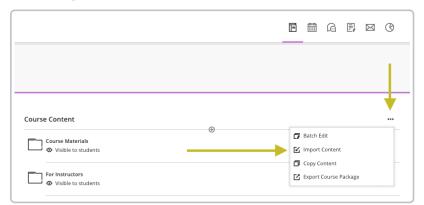
Last Modified on 07/14/2023 12:04 pm EDT

After building your test, you'll want to export it from Norton Testmaker before uploading it to Blackboard Ultra. See instructions to export the test from Norton Testmaker.

For a video walkthrough of the import process, click here.

#### Importing a Test to a Blackboard Ultra Course

- 1. Log into your Blackboard Ultra course.
- 2. Navigate to your course.
- 3. In the upper right corner, you will see three dots. Click on those dots.
- 4. Select Import Content.



5. Select Import Course Content



- 6. You will be prompted to select a file from your computer.
  - Select the ZIP file you downloaded from Norton Testmaker. Select Import. (Note: For Made by Norton premade tests, this will be an imscc file.)
  - A message will be displayed in the course indicating the import is in progress.

Course Content		
	Importing course content	
Course Materials <ul> <li>Visible to students</li> </ul>		🗸

7. You will receive an email from your Blackboard Ultra course letting you know that the import

is complete. The email should indicate that 3 items were added to your course.

- $\circ~$  a folder titled with the name of your test
- a folder with that folder titled W W Norton
- the actual test will be inside the W W Norton folder

Chapter 7 Test		^
W W Norton Visible to students	•	
Chapter 7 Test	U	
Chapter 7 Test No due date Visible to students		î↓ ••
<ul> <li>visible to students</li> </ul>		(

#### Moving a Test from the W W Norton folder to the Appropriate Studentfacing Content Area of a Course

1. To edit the test click the three dots to the far right of the quiz and select Edit.

Course Content		•••
Course Materials <ul> <li>Visible to students</li> </ul>		····   ~
Chapter 6 Test No due date Visible to students	🖉 Edit	t⊥
Chapter 7 Test No due date  Visible to students	<ul> <li>Student Activity</li> <li>Question Analysis</li> <li>Delete</li> </ul>	

2. Edit the test questions and make changes to the test settings as needed.

Content and Settings	(0		
Test Content	Test Settings		
Question 1 (10 points)	Due date		
Refer to the following table for the next seven questions. Art Medical Devices and Braun Engineering are both manufacturers of heart implants that can create artificial hearts or pacemakers each fiscal year. The following table describes their annual production possibilities. Artificial Hearts Ascemakers	Grade category Test		
Art 4 600 Braun 2 200	Grading Percentage   540 maximum poin		
What is Art's opportunity cost of a pacemaker?	Attempts allowed		
Choose at least one correct answer	Enable Originality Report		
I/150 artificial heart     Correct onswer			
100 pacemakers			
© 1/100 artificial heart			
150 pacemakers			
(E) 1/3 artificial heart			

3. Review the course Gradebook. The Gradebook will now include a column for the test.

		<sup>Course ADG</sup>			00	Ð	e,	$\boxtimes$	G
	≡								
Ι.	Gradal	ole Items Students							
		Item	Due Date	Status					
	+ - × =	Total							
		Chapter 7 Test		Nothing to grade					
		Chapter 6 Test		Nothing to grade					•••
	P	How to Use InQuizitive Assignment		Nothing to grade					
L	~								

# Building a New Test by Reusing Questions from One or More Tests in Blackboard Ultra

- 1. Navigate to the student-facing area of the course where you would like the test to appear.
- 2. Click the plus sign (+) that appears in the content area.
- 3. Select Create.

Cours	e Content		(+)	
	Course Materials		U	
	Chapter 6 Test No due date Visible to students			
	Chapter 7 Test No due date Visible to students			
	For Instructors		Create Copy Content	
Z	Undeployed Tests Ø Hidden from students Undeployed Tests	運	Upload Content Market Cloud Storage	
		8	Content Collection	

- 4. From the right screen Create Item menu select **Test**.
  - Enter a name for the test.
  - Click the plus sign (+) in the center of the screen.
  - Select **Reuse questions**.

BB Ultra Course ADG					
× Exam I Covers Chap				Ø Hidder	from students 👻
4	<ul> <li>Add question pool</li> </ul>				
	Add Calculated Formula question	ent and Settings		(0)	iubmissions $\rightarrow$
	<ul> <li>Add Essay question</li> </ul>				
- /	Add Fill in the Blank question		Tes	t Settings	202
	<ul> <li>Add Matching question</li> </ul>				
D	Add Multiple Choice question		***	Due date 1/12/21, 12:00 AM (EST)	
· ·	Add True/False question				
8	Reuse questions	3	8	Grade category Test	
9	🐨 Add text				
6	Add local file		B	Grading Points   100 maximum points	
	Add file from Cloud Storage	1			
☑ 2	0			Attempts allowed <u>1 attempt</u>	
Stu	dent content are used of each subr	nission			
LE .			Ð	Originality Report Enable SafeAssign	
4					

- 5. From the left navigation menu, expand the topic Sources.
- 6. Check off all the assessments you want to include questions from for the new test. Each question will appear in the middle of the screen.
- 7. Check off all questions you want to add to the new test.
- 8. Click the **Copy Questions** button at the bottom of the screen.

-			
Filter (2) 27 Results			
Ancetral/Derived Traits, GLE Essay Questions			
Chapter 08 Life History Tradeoffs and Brain Size, GLE Essay Questions	Select	all   <u>Clearall</u> Chapter 7.7est	
Chapter 11 Increase in Foraging Complexity, GLE Essay Questions		Multiple Choice	10 points
<ul> <li>Chapter 13 Coalescence, GLE Essay Questions</li> </ul>		Early in its history, psychology was divided into two branches, each with a distinct focus. What were	those two branches?
Chapter 14 Race and Modern Human Variation, GLE Essay Questions Chapter 16 Evolution of		Multiple Choice Ryan is studying to become a lawyer for victims of crime, where cases often rely on eyewitness testi would be the most beneficial for him to know about?	10 points
Culture/Cooperation		Multiple Choice	10 points
Chapter 6 Test		According to the text, psychology is concerned with all of the following topics EXCEPT	
Question Types		According to the text, psychology is concerned with all of the following topics EXCEPT	10 points
Tags 7		Multiple Choice	(10 points

### Using Norton Testmaker to Create Question Banks

Blackboard Ultra does not accept imscc or QTI formatted files at this time. If you have a need for specific question banks for creating randomized test, please contact the W. W. Norton Service Desk and open a request. Be sure to mention Norton Testmaker Question Bank request. You will hear from us soon.