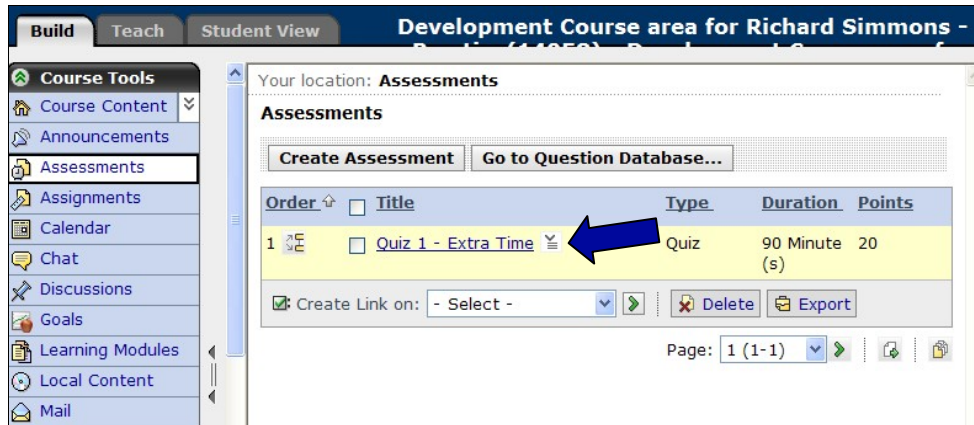
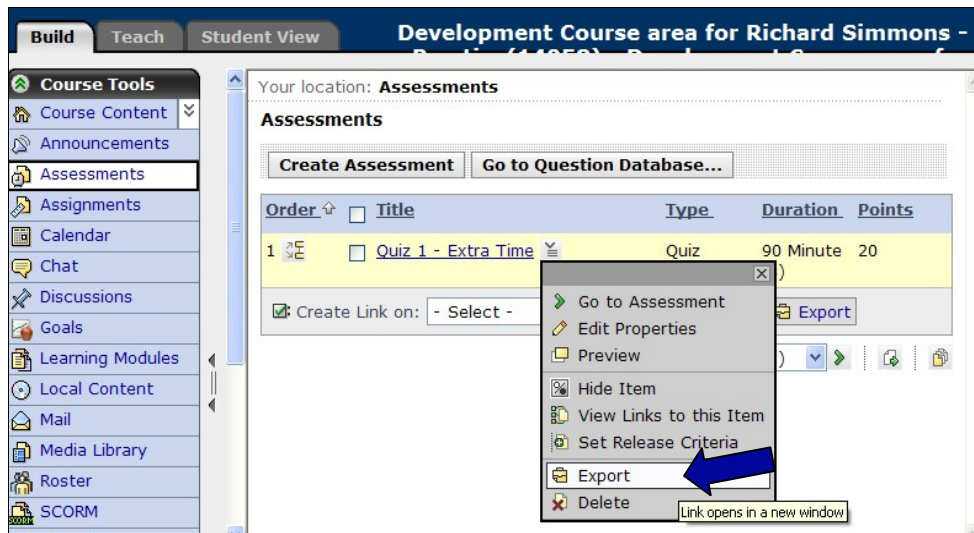


1. You may export either Assessments or Learning Modules.

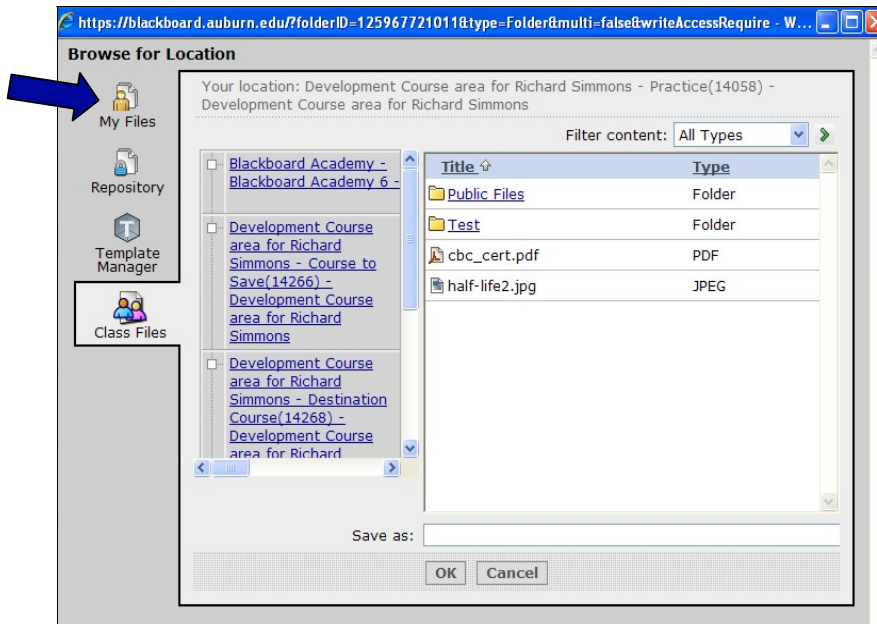
To export, click the **action link** beside the desired Assessment or Learning Module.



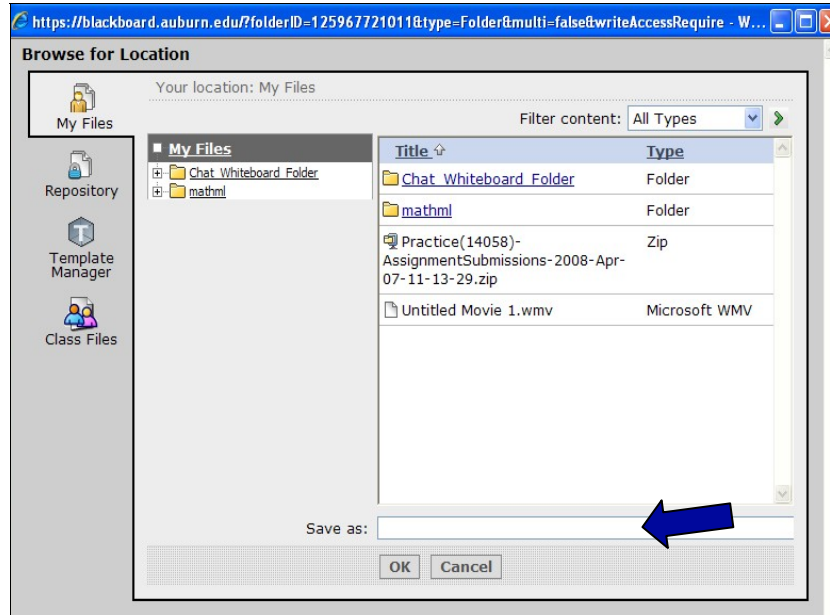
2. Select **Export** from the list.



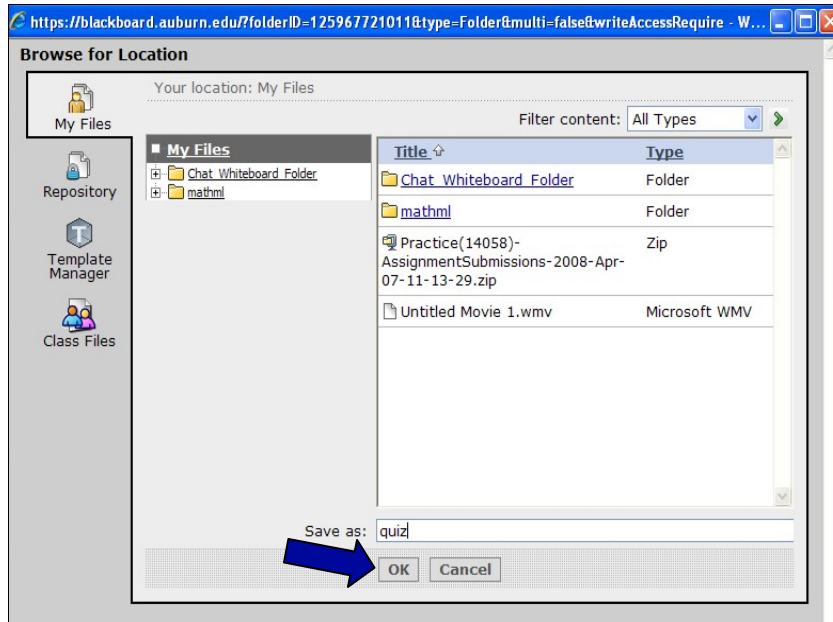
3. Click the **My Files** icon.



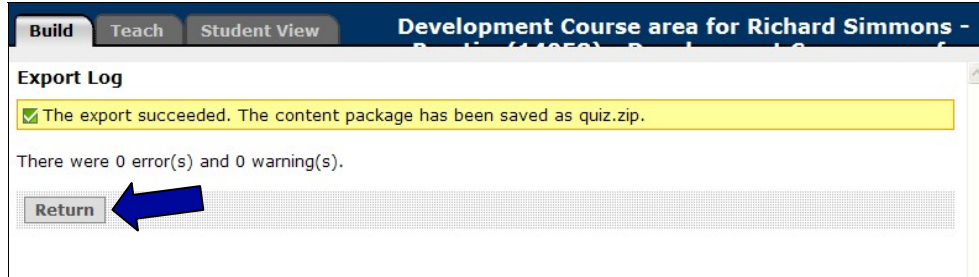
4. Enter a name for the export file in the text box.



5. Click the **OK** button.



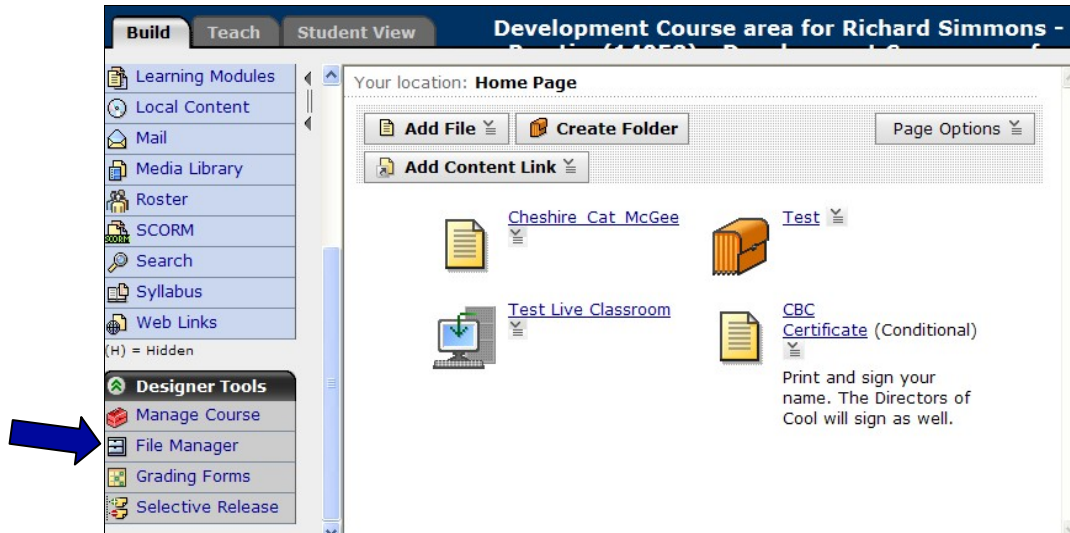
6. Click the **Return** button.



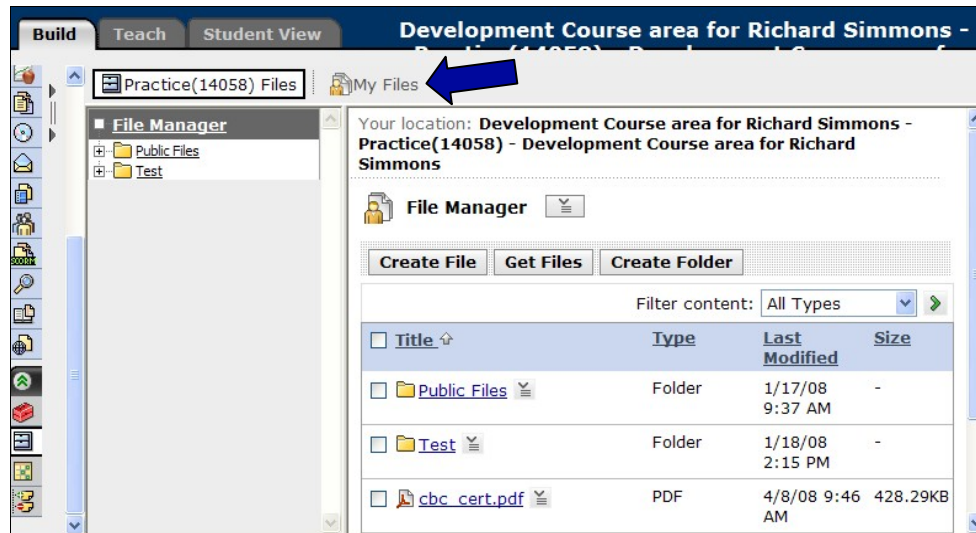
How to Import/Export Assessments or Learning Modules

- You may download the export file to send to other designers for use in their courses.

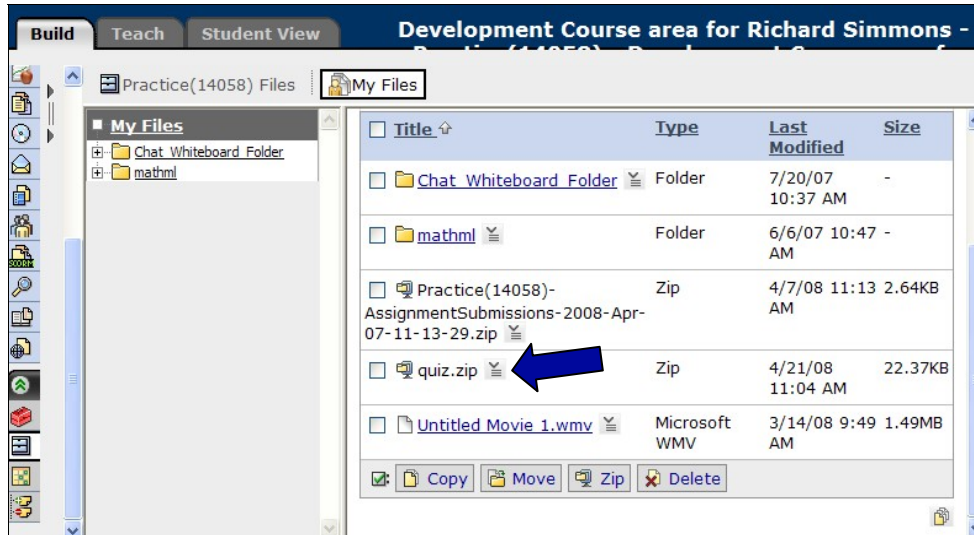
To download the file, scroll down to **Designer Tools** and click **File Manager**.



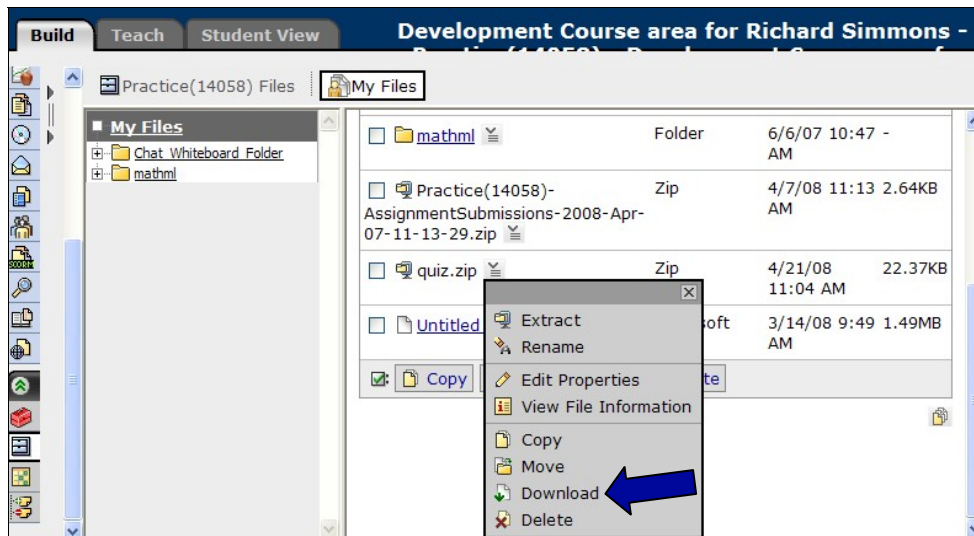
- Select the **My Files** link.



- Click the **action link** next to the file you wish to download.



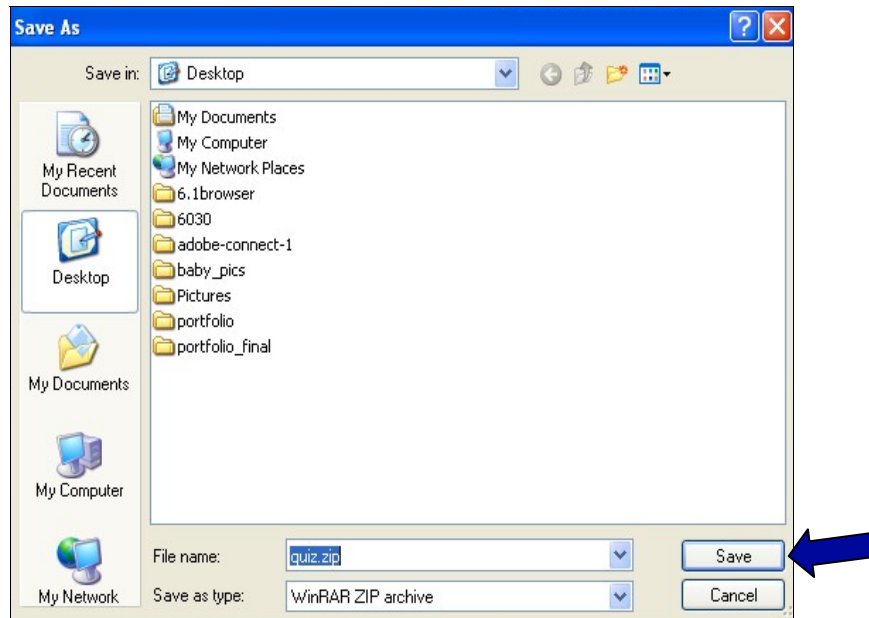
- Select the **Download** link.



11. Click the **Save** button.



12. Click the **Save** button.

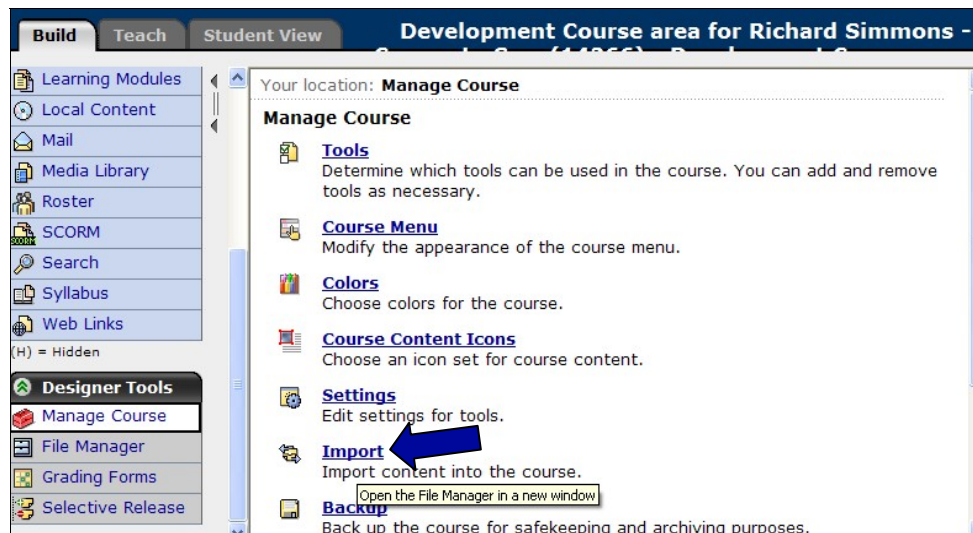


13. The export file can then be uploaded and extracted into any Blackboard course.

Select the **Manage Course** link.

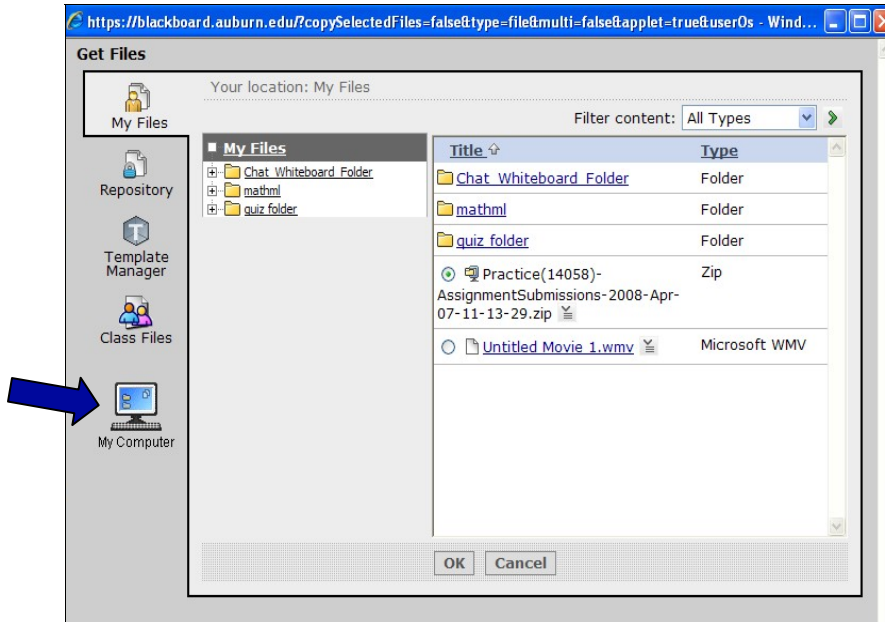


14. Select the **Import** link.

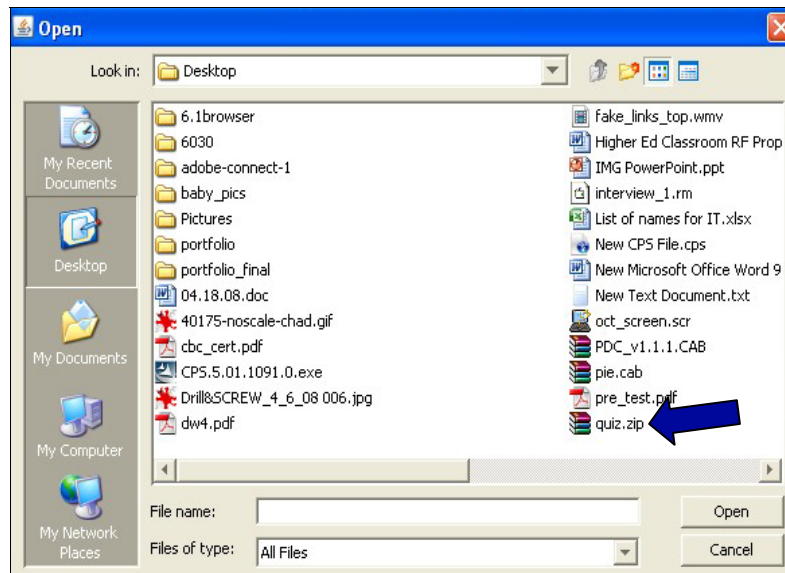


- Click the **My Computer** icon.

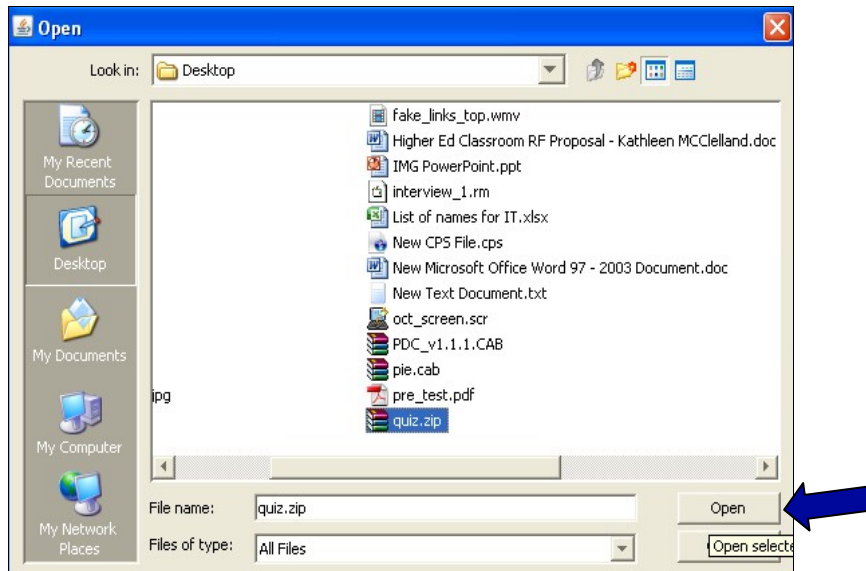
Note: If you have a red **X** instead of My Computer, please update Java. For help on Java, call 844-5181.



- Select the export file.



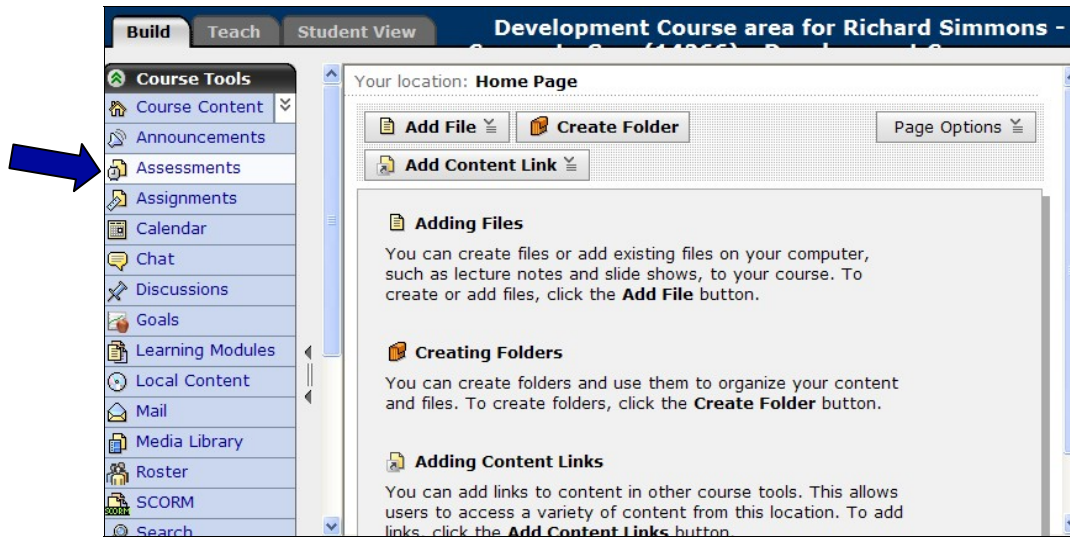
17. Click **Open**.



18. Click the **Return** button.



19. Select the **Assessments** link.



20. The Assessment should be listed.

