How to Download and Import the Test Bank in Blackboard Ultra

This document provides directions on how to download the test bank files and import or upload the test bank files back into your Blackboard Ultra Learning Management System (LMS).

1. There are two different ways you may receive the test bank:

    a   First, check the email that includes the LMS Cartridge and look for a **Test Bank download link** in the Download Course Cartridge(s) table, then click on the link to automatically download the file to your desktop.

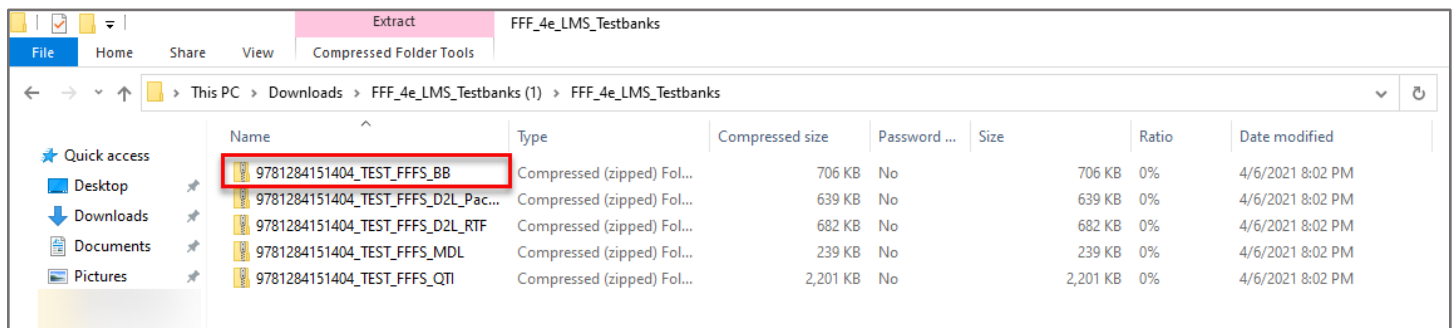**Download Course Cartridge(s) here:**

Course Name	Download Link	Test Bank (If Available)
Navigate 2 Advantage Access for Cleft Palate & Craniofacial Conditions: A Comprehensive Guide to Clinical Management 4e	https://lti.jblearning.com/packages/download.zip?cartridge_uid=e9809c33-58f3-4d09-81eb-91b01e0d25be	https://lti.jblearning.com/packages/download_test_bank_or_quiz.zip?cartridge_uid=b0529e49-82c6-4381-ba8f-680accb8a9d7&source_id=65

b   If the link to download the Test Bank is listed as **Not Available**, please contact your Sales Representative to retrieve the Test Bank from your instructor resources.

Download Course Cartridge(s) here:

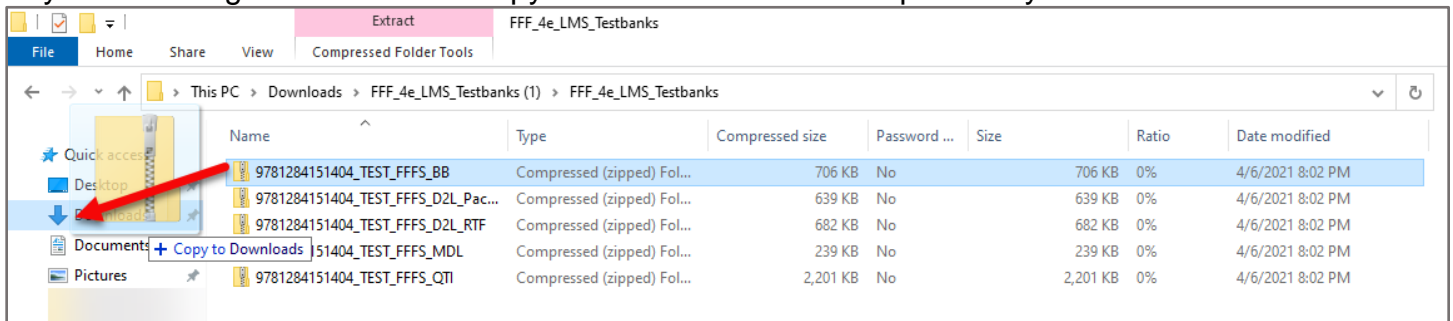| Course Name	Download Link	Test Bank (If Available)
Navigate 2 Advantage Access for Public Health 101: Improving Community Health, Third Edition	https://lti.jblearning.com/packages/download.zip?cartridge_uid=00c0b2aa-debb-4ea1-bb08-e2611328a005	Not Available

2. Navigate to your Downloads folder and **open** the downloaded **zip file** to locate the file labeled/identified as **BB**.
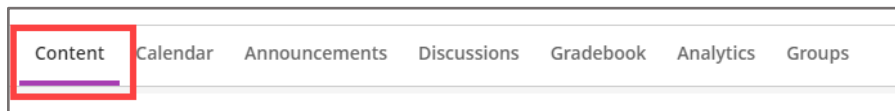
3. Click on the zipped **BB file** and drag-and-drop it into the **Downloads folder**, or a different folder of your choosing. This extracts a copy of the test bank file to import into your course.
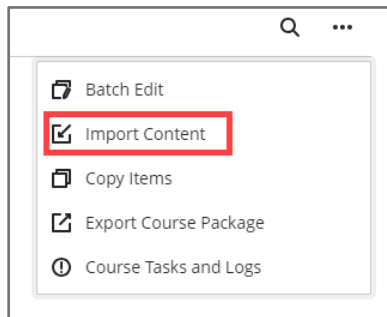

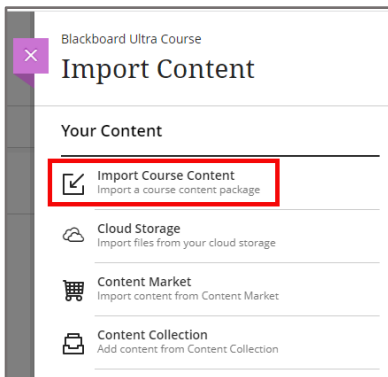4. Open the Blackboard course in which you would like to import the test bank.

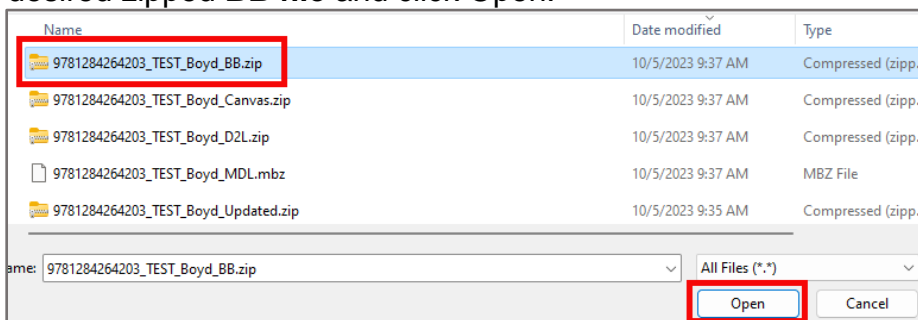5. At the main course menu, click on **Content**.

6. Click the ellipsis to the right of the Cours Content window and then **Import Content**.

7. Click **Import Course Content**.

8. Navigate to the desired zipped **BB file** and click Open.

9. Blackboard will import the test bank into the course, and the test bank will be found under **Question Banks**.