# How to Download and Import the Test Bank in Blackboard

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

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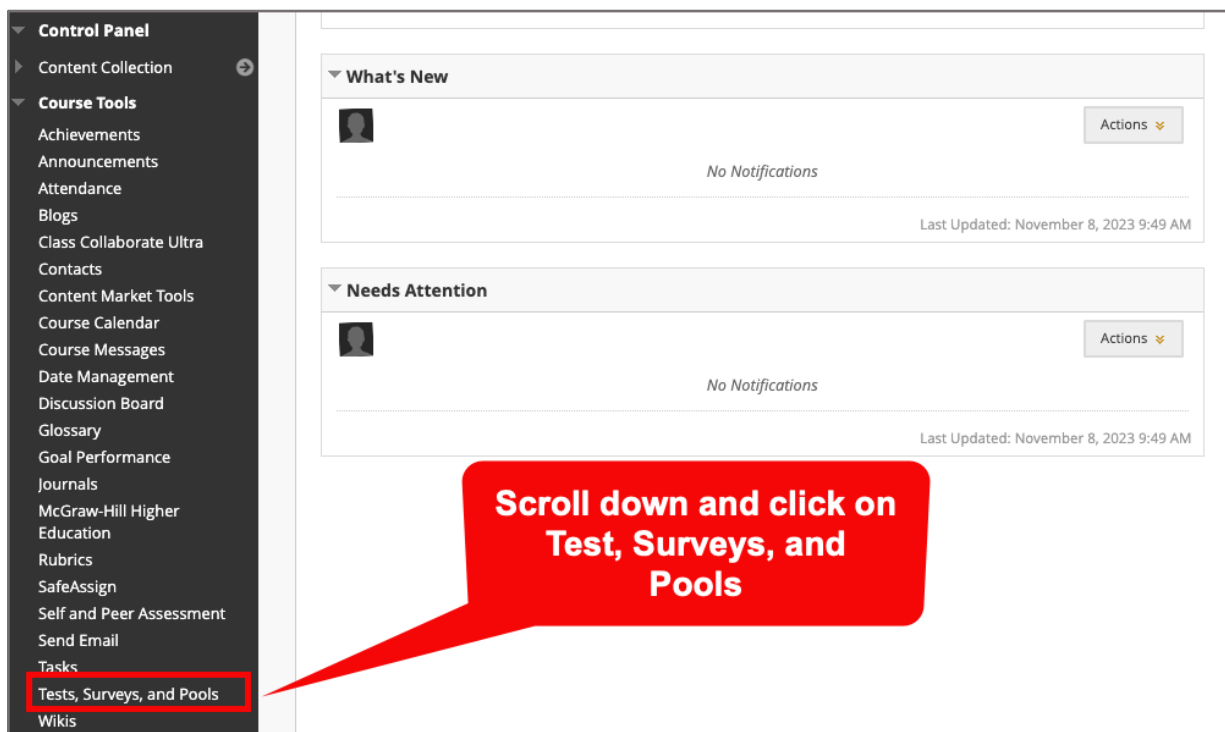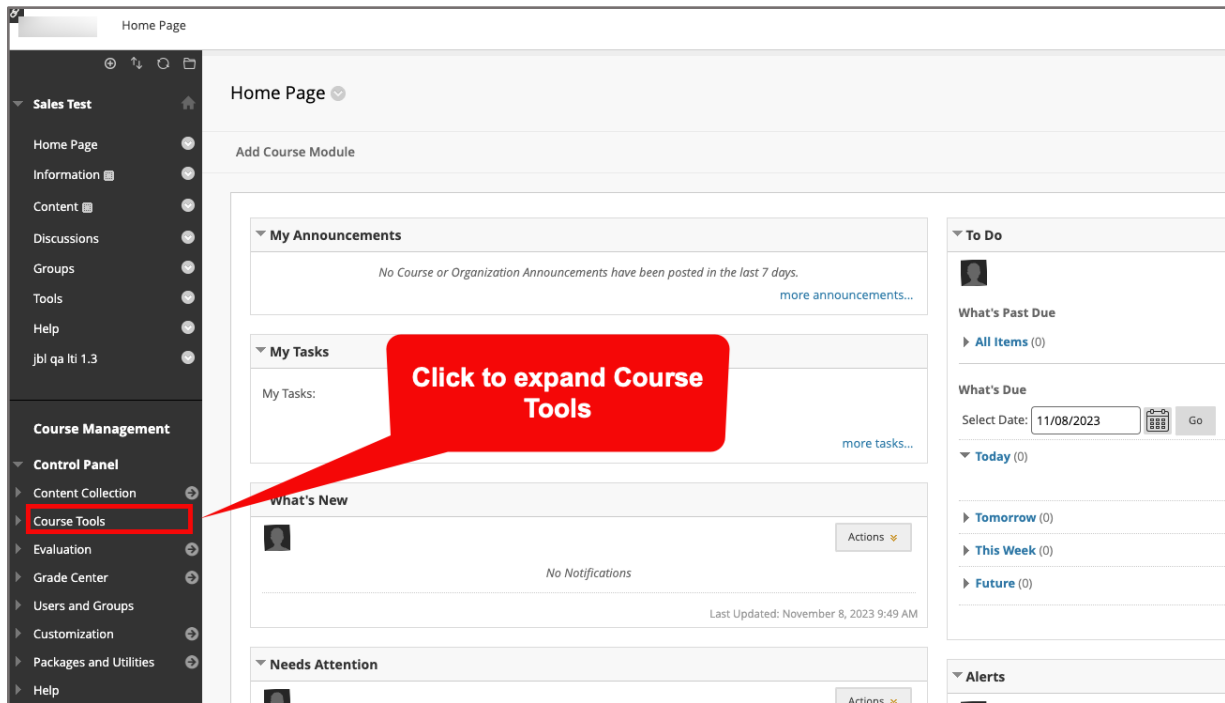
**Download Course Cartridge(s) here:**

| 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. First, open the Blackboard course in which you would like to download/import the test bank.

3. Turn **Edit Mode** to **ON**.   Edit Mode is: ON

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4. From the course home page, under the **Control Panel,** click to expand **Course Tools**, then click **Tests, Surveys, and Pools**.

5. Click **Pools**.



6. Next, click **Import Pool**.



7. Click **Browse Local Files** and select the .zip file that you copied/extracted in Step 6. Click **Open** to select, then click **Submit**. Wait for the file to upload.

8. Once the upload is complete, navigate back to **Tests, Surveys, and Pools.** Click **Pools.**

Tests, Surveys, and Pools

**Tests**

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

**Surveys**

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

**Pools**

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

9. You will now find the questions available to use for building course assessments as needed.

Pools

Pools are sets of questions that you can use in multiple tests or surveys. You can import pools from outside the system and export them for reuse. *More Help*

Build Pool    Import Pool    Import QTI 2.1 Package

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| NAME △ | NUMBER OF QUESTIONS | DATE LAST EDITED |
|---|---|---|
| FFFS_CH01-Fundamentals of Fire Fighter Skills and Hazardous Materials Response, 4e | 45 | October 1, 2021 1:39 PM |

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