

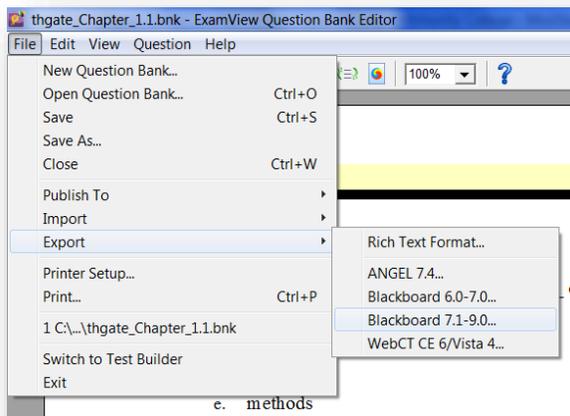
EXPORTING TESTS FROM EXAMVIEW TO DESIRE2LEARN (D2L)

Notes:

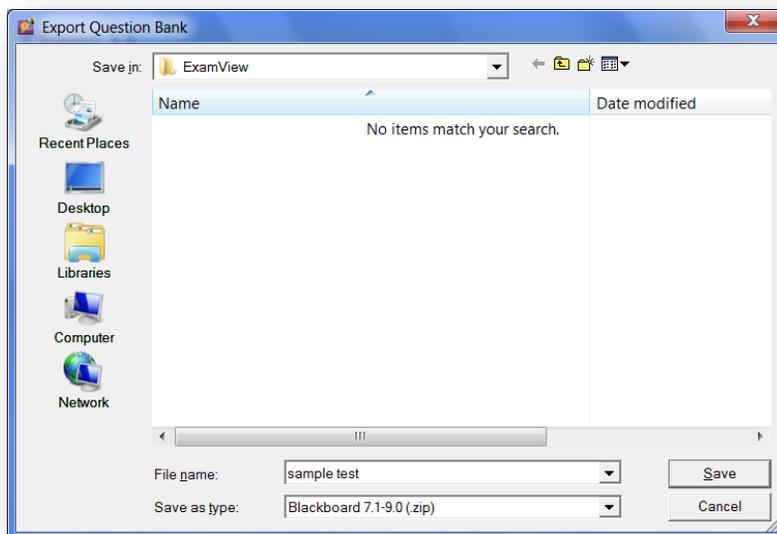
- You should have a recent version of ExamView installed. Your publisher rep should be able to get you a current copy. These instructions were written for version 7.50.
- The only components that need to be installed for D2L use are the Test Generator, Import Utility, and Test Banks.
- If you already use Respondus, check the Respondus Test Bank Network. They may already have your publisher's test banks.

PART I – EXPORTING YOUR QUESTIONS

1. Start ExamView and open then desired test bank.
2. Select **File**, **Export**, and **Blackboard 7.1-9.0** to begin the export process



3. Select the disk and folder you wish to save the file to and enter a filename. Press **Save** to continue.



4. Give the question pool a name. In most cases, it is best to select **HTML without any fonts** as the format. You also need to name the Image Directory (use the same name as the test). Click **OK** to continue.

Export to Blackboard 7.1-9.0

This export format creates a pool package that you import using Blackboard's Pool Manager.

Pool Information:

Name: Sample Test

Description (optional):

Formatting: HTML without any fonts

Feedback: Use ExamView Rationale

Image Directory:

IMPORTANT: Select a name that is unique for this question pool.

Directory Name: sample test

Help OK Cancel

5. The file has now been saved to your hard drive and is ready to be imported into D2L. If you have multiple test banks to convert, you may repeat this section as many times as needed before moving to Part II.

PART II – IMPORTING QUESTIONS INTO D2L

1. Log into D2L and your course.
2. Click on **Edit Course** and **Import/Export/Copy Components**.
3. Click Import Components and then the **Browse** button to select the file you just saved.

Import/Export/Copy Components

What would you like to do?

Copy Components from Another Org Unit

Protected Resources: Include protected resources

Export Components

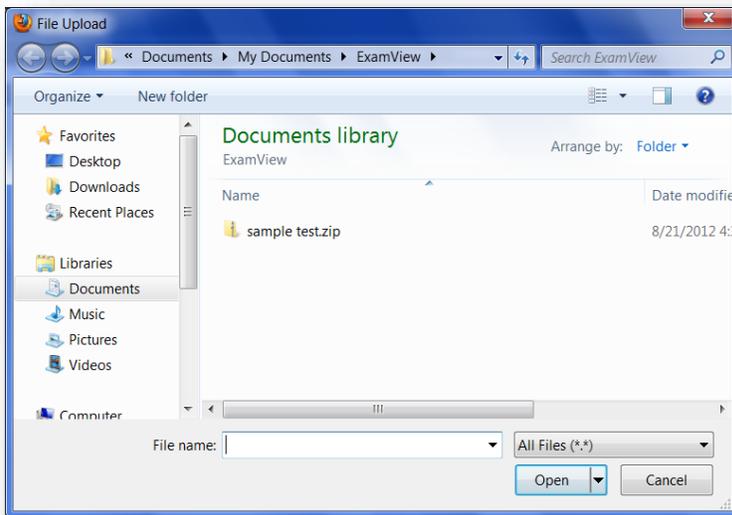
Course Files: Include course files in the export package

Import Components

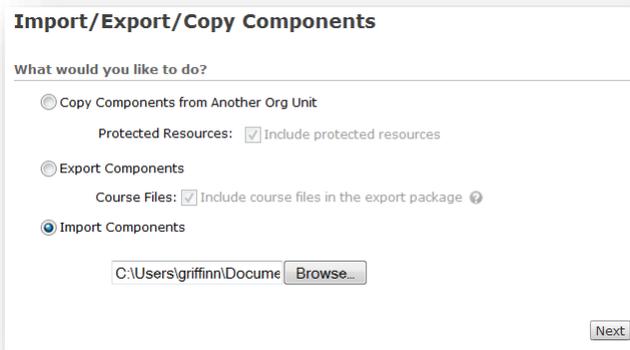
Browse...

Next

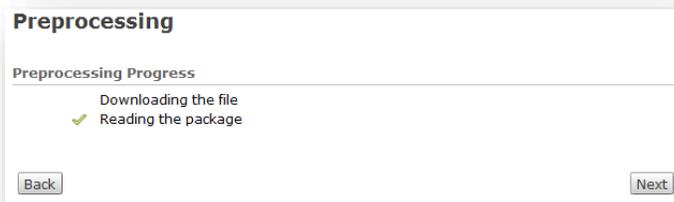
4. Locate the file you just saved and click **Open**.



5. Click **Next** to continue.



6. Preprocessing will occur. When it is complete, click **Next**.



7. Check **Select All Components** and then **Next** to start importing the questions

Select Course Material

Import Options

Import file to:
/content/enforced/313402-DEMO-NG/

When an existing file is encountered:

Overwrite the existing file
 Do not overwrite the existing file

Import metadata

Select Components to Import

Select All Components

Question Library (46 item(s))

Import all items
 Select individual items to import

8. Confirm your choices and click **Next**.

Confirm Import Selections

Import Options

Import file to:
/content/enforced/313402-DEMO-NG/

When an existing file is encountered:

Overwrite the existing file
 Do not overwrite the existing file

Import metadata

Components to Import

Question Libraries
Import all items. [Modify](#)

9. The questions will begin import. When finished, click **Next**.

Importing Course Material

- ✓ Recalculating Import Manifest
- ✓ Importing Question Library Items
- ✓ Cleaning up Import Files

10. The questions have been imported into the Question Library for this course. Click **Return**. If you are importing multiple test banks, you may repeat this process as many times as needed.

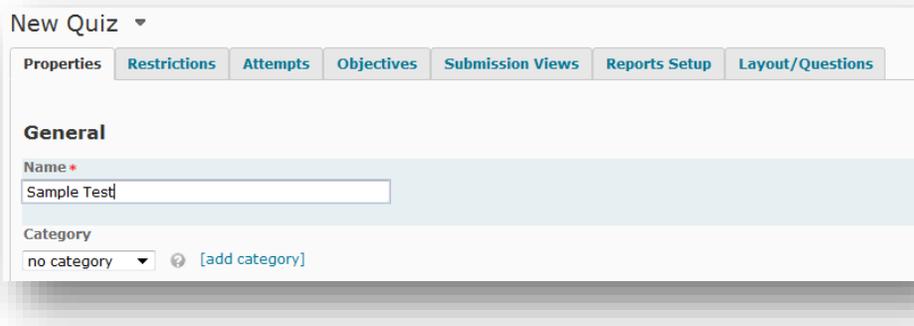
Import Summary

The course import was successful.

[Return](#)

PART III – IMPORTING QUESTIONS

1. Create a new quiz and enter a name. You can enter the other information later.



New Quiz ▾

Properties Restrictions Attempts Objectives Submission Views Reports Setup Layout/Questions

General

Name *
Sample Test

Category
no category [add category]

2. Click the **Layout/Questions** tab and click **Add Questions**.



Edit Quiz - Sample Test ▾

Properties Restrictions Attempts Objectives Submission Views Reports Setup Layout/Questions

This quiz is empty.

Add/Edit Questions

Save and Close Save Cancel

3. Click **Import** to begin adding the imported questions.

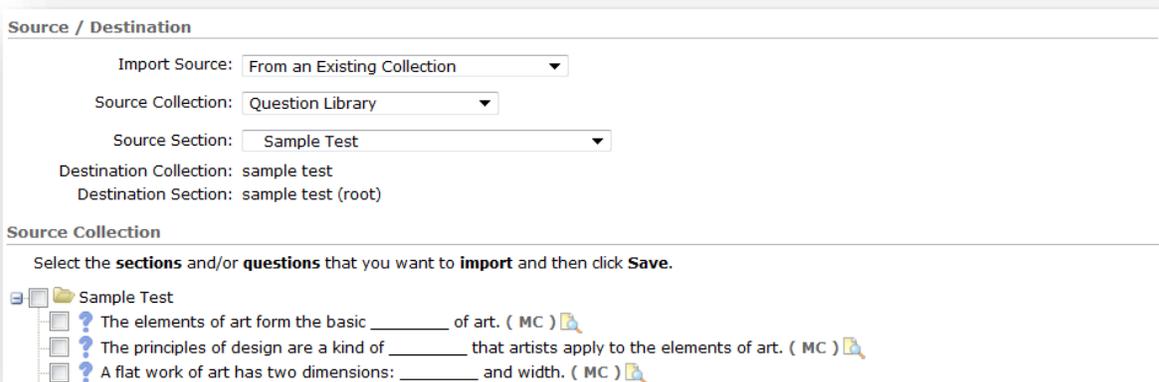


Sample Test

New Import

There are currently no sections or questions contained in this section.

4. Set the Input Source to **From an Existing Collection** and Source Collection to **Question Library**. Then set Source Section to the group of questions that you wish to select from (in this example that would be Sample Test).



Source / Destination

Import Source: From an Existing Collection ▾

Source Collection: Question Library ▾

Source Section: Sample Test ▾

Destination Collection: sample test

Destination Section: sample test (root)

Source Collection

Select the **sections** and/or **questions** that you want to **import** and then click **Save**.

Sample Test

- The elements of art form the basic _____ of art. (MC)
- The principles of design are a kind of _____ that artists apply to the elements of art. (MC)
- A flat work of art has two dimensions: _____ and width. (MC)

5. Next check the questions you wish to add to your test. The checkbox next to the source collection name (in this case Sample Test) will select all of the questions.
6. Click **Save**. The questions have been added to your quiz. It is recommended that you spot check questions and their answers to ensure that they imported correctly.
7. Your ExamView questions are now a part of a D2L quiz. You may edit individual questions, delete unwanted questions, add additional questions, set question values, modify the quiz properties, etc. to finish the quiz. Don't forget to make the test active before giving it to students.