SAKAI Help for Instructors
Importing Tests & Quizzes from Blackboard

Durham Tech's Sakai system has a tool for converting tests, quizzes, and pools exported from Blackboard.

IMPORTANT:
- The conversion tool handles basic question types that are common to Blackboard and Sakai: true/false, multiple choice, multiple answer, fill in the blank, short answer, essay, and matching*
- The conversion tool works pretty well, but it does not always do a 100% perfect job.
- Instructors are STRONGLY ADVISED to check each question carefully in Sakai before "publishing" to students, as some questions may need to be edited or re-done.

> *NOTE: In Sakai, matching questions must have an equal number of question and answer items. If a matching question in Bb has an unequal number of items, it will not convert properly and will need to be re-done in Sakai.

STEP 1 – EXPORT FROM BLACKBOARD

1. Log in to Blackboard and go into a course site that has tests, quizzes, and/or pools you want to transfer to Sakai.

2. Go to *Control Panel > Export Course* (in the lower left area).

3. Click *Export* (in the gray bar).

4. At the bottom of section 2, click to place a check mark beside *Tests, Surveys, and Pools.*

5. Click *Submit*, then click *OK*.

6. Return to the main Control Panel for the course and wait a minute or two while the export file is generated.

7. From the Control Panel, click *Export Course* again, and you should see an export file listed. The file name begins with `ExportFile…` and ends with `.zip`

8. Right-click on the export file and choose *Save Link As* (or *Save Target As*) to save it to your computer. Pay close attention to the file name and where you are saving it.

STEP 2 – IMPORT INTO SAKAI

1. Log in to Sakai and go into the course site where you would like to import the tests, quizzes, and/or pools from Blackboard.

2. Make sure the Tests & Quizzes tool has been added to the course and is showing in the course menu. If it is not, add this tool by going to *Site Info > Edit Tools.*

3. To begin the import process, go to *Site Info > Import from Archive File*

4. Click *Browse* to locate and select the file you exported from Blackboard earlier. Then click *Import*.

5. After a moment or two, a box will appear that contains the word *Assessments*. Click *Assessments*, then click the > arrow to move it to the box on the right. Then click *Copy Materials.*

6. Click *FINISH*, and wait while the files are converted. In some cases, this may take a few minutes. When you see the "Import Complete" message, click *OK*.

7. Click on *Tests & Quizzes* in the main course menu. Under the "Working Copies" tab, you'll see your tests and quizzes listed. Be sure to check each one thoroughly before releasing to students.