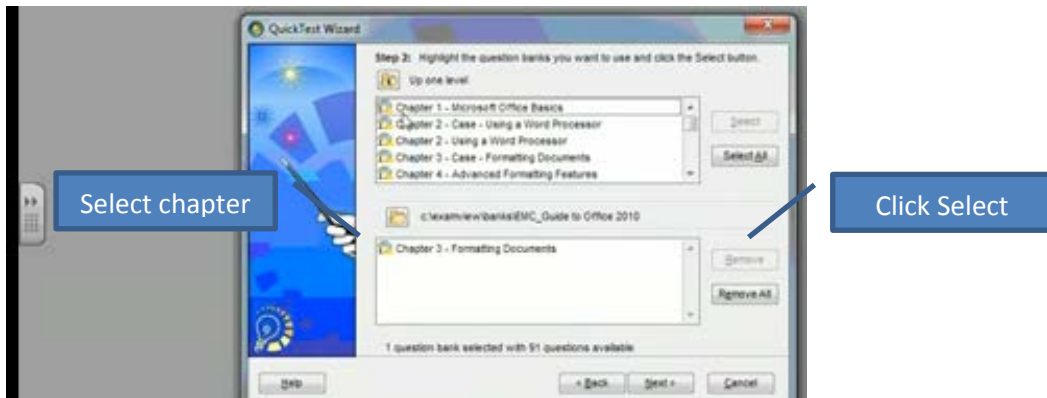


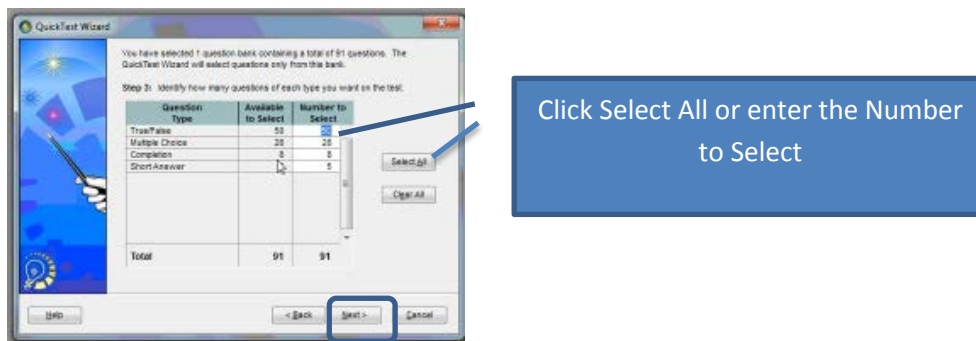
Importing ExamView Questions into CC

Note: may not import graphics. If not, the graphics will need to be manually reattached to questions.

1. Install ExamView if not already installed.
2. Create question categories in CC, one for each chapter.
3. Open **ExamView** Test Builder.
4. Go to File>Quick Test Wizard.
5. Name the first test or question bank.
6. On the next screen, **highlight** the question bank(s) you want to use and click **select**.
7. Click **Next**.



8. On next screen, click **Select All**. To create a question bank using only one type of question, (True/False or multiple choice) enter the corresponding number of that question type in the Number to Select field.
9. Click **Next**.

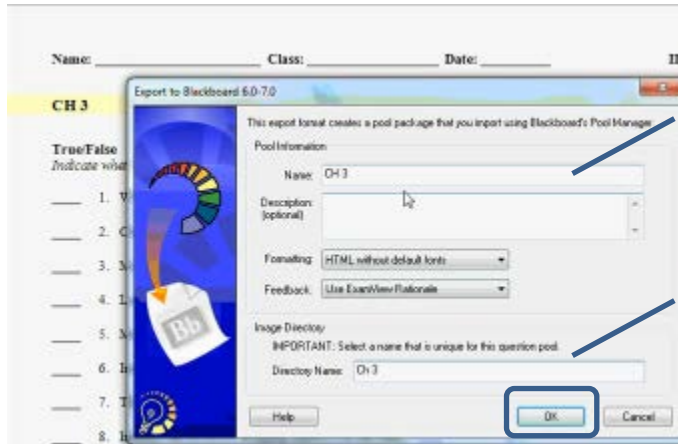


10. On next screen, click **Finish**.



11. Preview the text file displaying the questions.

12. Go to **File>Export>Blackboard 7.1-9.0**
13. When the Export Test dialog box appears, **name the file**, using same category/file name, and **save** to your computer. This will create a .zip file.
14. In the Export to Blackboard information dialog box, fill in **Name** and **Image Directory Name** fields with same category/file name.
15. Click **OK**.



Enter Category name

Enter Category name

16. Go to your Cougar Course.
17. Select **Administration block>Question bank> Import**
18. **Fill in the following fields:**
 - *File format:* Select **Blackboard**.
 - *Import questions from file:* navigate to the zipped file on your computer and select it or drag the file into the Import file box.
19. Click **Import** button.
20. In the preview, verify the questions have imported correctly and click **Continue**.
21. Your questions should now appear in the question bank and the file name will be the category name.

