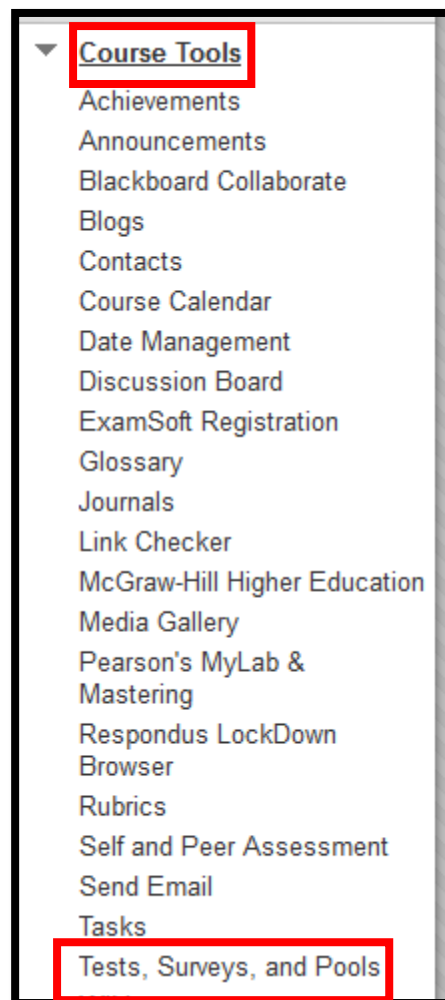


TUTORIAL

Exporting Test Pools from
Blackboard & Importing into
ExamSoft

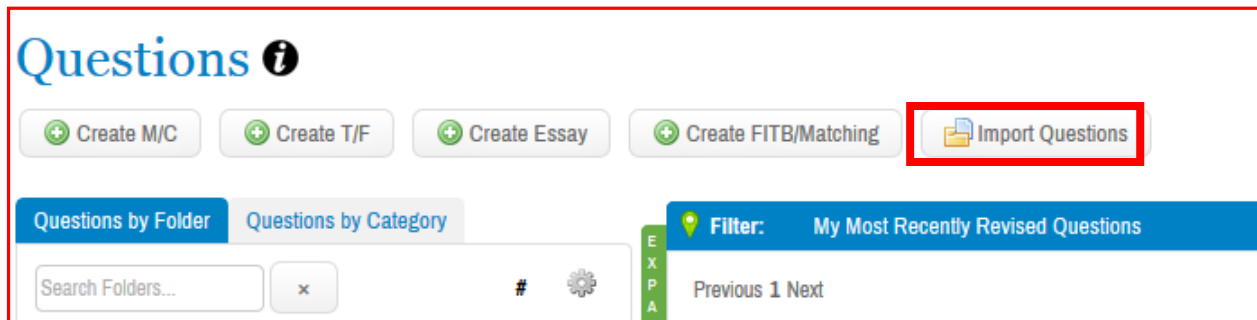
Follow this tutorial to export test pools from Blackboard and import into ExamSoft.

1. Log into Blackboard and export the test pool ExamSoft and open the assessment in question. To do this, click **Course Tools**, then **Tests, Surveys, and Pools**, and then **Pools**. Select the Pool that you would like to export and click **Export**. This file will export as a .ZIP file.



TUTORIAL

- Double-click the .ZIP file to open it and unzip the file. Go to the ExamSoft Importing interface. You can get there by clicking on the “Questions” tab. Use the RTF method. Select to browse for a file, and find the folder that that you just extracted from your .zip file. The best practice after importing is to always make sure you preview ANY exam that uses imported questions to make sure that the fonts/text/etc looks exactly how you want.



- Open the folder, and find the LARGEST .dat file. This is important. Not the first file in the list, but the LARGEST file. Choose that one to upload.

<input type="checkbox"/>	Name	Date modified	Type	Size
	csfiles	8/6/2015 9:53 AM	File folder	
	ppg	8/6/2015 9:53 AM	File folder	
	.bb-package-info	7/23/2015 12:50 PM	BB-PACKAGE-INF...	3 KB
	.bb-package-sig	7/23/2015 12:50 PM	BB-PACKAGE-SIG ...	1 KB
	imsmanifest.xml	7/23/2015 12:50 PM	XML Document	2 KB
	res00001.dat	7/23/2015 12:50 PM	DAT File	1 KB
	res00002.dat	7/23/2015 12:50 PM	DAT File	118 KB
	res00003.dat	7/23/2015 12:50 PM	DAT File	1 KB
	res00004.dat	7/23/2015 12:50 PM	DAT File	1 KB
	res00005.dat	7/23/2015 12:50 PM	DAT File	1 KB
	res00006.dat	7/23/2015 12:50 PM	DAT File	1 KB

- Select the checkbox to import with HTML & choose the first QTI filter from the list of filters.


TUTORIAL

Import Questions

Tab Delimited Import

Please convert your Excel file into a tab delimited (*.txt) file before importing.
[Formatting Instructions](#) * [Sample File](#)

Folder:

File:  No file selected.


Import with HTML tags

Import all questions as draft

RTF Import


In MS Word®, Select 'Save as' and select Rich Text Format (*.rtf).
[Formatting Instructions](#) * [Sample File](#)

Folder:

File:  res00001.dat

Import with HTML tags

Import all questions as draft

Select Appropriate Files For Import (Optional) 

5. Click **Next** and continue the importing process.
6. The system will then process the file and return with info about whether there are any incompatibilities (text, formatting).
7. If there are no errors, the pool will have uploaded successfully.
8. If errors are returned, you can download the file and remove the incompatible HTML tags from the questions that came back with errors.

1)

 34-year-old woman has a history of easy facial flushing since her teen years. Her face has been persistently redder in the past 5 years and she is bothered by this. She acknowledges that her mom has similar redness in her face and that she is from northern European heritage. In the last 6 months, since her daughter was born, she has developed many "pimples." Physical examination reveals papules, pustules and telangiectasias. No comedones are seen. She knows that the sun makes it worse but finds that many sunscreens are irritating to her skin. (see image).

 What is the most likely diagnosis and best treatment for this patient?</p>

a. <p>acne- topical retin A plus oral antibiotics</p>

*b. <p>rosacea- topical metronidazole cream and derm referral</p>

c. <p>seborrheic dermatitis- topical antifungal plus steroid cream BID</p>

d. <p>sarcoidosis- chest xray and rheumatology referral</p>

9. After you have removed the questions with errors, save and upload the document as an .RTF file with no filters.


TUTORIAL

Import Questions

Tab Delimited Import

Please convert your Excel file into a tab delimited (*.txt) file before importing.
[Formatting Instructions * Sample File](#)

Folder:

File:  res000021438881098608_WSConvertedFile.rtf


Import with HTML tags

Import all questions as draft

RTF Import

In MS Word®, Select 'Save as' and select Rich Text Format (*.rtf).
[Formatting Instructions * Sample File](#)

Folder:

File:  res000021438881098608_WSConvertedFile.rtf

Import with HTML tags

Import all questions as draft

Select Appropriate Filter For Import (Optional) 

--Select the Filter--

My Notes: