



Blackboard

WebCT to Blackboard

Exporting WebCT Tests for Blackboard

Issues and Answers

Issue: I can't find the ZIP file I downloaded to my computer from WebCT.

Answer: This will vary depending on your operating system and the browser you are using. Here are some guidelines for popular browsers in use.

Windows Computers:

- Internet Explorer— You choose name and location when you save the file
- Firefox—The default location is your Desktop
- Google Chrome—The default location is the Downloads folder in My Documents

Mac Computers:

- Safari in OS 10.4—The default location is the Desktop
- Safari in OS 10.5—The default location is the Download folder in your Home Directory
- Firefox—The default location is your Desktop

Tips and Tricks

Tip: You should never open this ZIP file. It has a special format that can get corrupted if opened aside from importing it in Blackboard.

You will repeat the steps presented here for each WebCT course you are transferring over to Blackboard for tests, quizzes, surveys, or question pools you want to use in Blackboard. The file you download will be imported into Blackboard.

Step 1: Log into WebCT and open the course you want to retrieve tests from.

Step 2: Click on the Control Panel button. 

Step 3: Click on the Manage Course button. 

Step 4: Click on the Export Content button. 

Step 5: Choose the options as displayed in the image below then click Continue.

Export Content

Select Content to Export

Quizzes, Surveys and Question Database
Export all quizzes and surveys in the course and all questions in the Question Database.

Content Module
Export a **single** Content Module, and all of its contents.
Content Module:

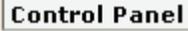
Select a Destination

Select from the list of folders in Manage Files. The content package will be exported to the selected folder.

Destination folder:

Step 6: Once completed, you will receive a message like the one below. Note which folder the file is stored in since it is needed for Step 9.

Export Confirmed
Quizzes, Surveys and Question Database has been successfully exported to the folder **My-Files** in Manage Files. The package filename is **WCCOnlineOrientation_QIZ_20100317082026.zip**.
[Return to Manage Course](#)

Step 7: Go back into Control Panel 

Step 8: Click on the Manage Files button. 

Step 9: Locate the file you noted in Step 6 then check the box for that file.

  WCCOnlineOrientation_QIZ_20100317082026.zip

Step 10: Click the Download button to bring the file onto your computer. 