

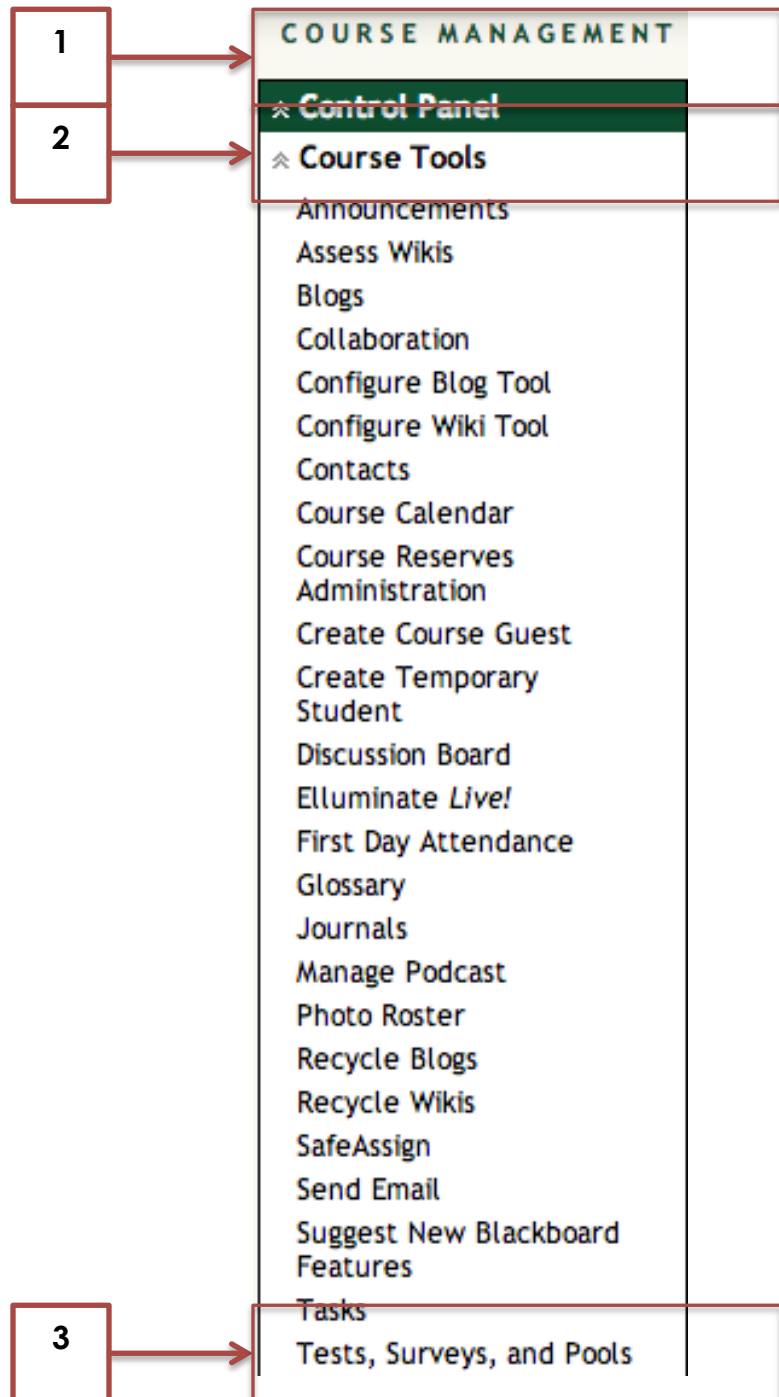
## To export your tests, surveys and pools in Blackboard (Bb):

Login to Bb: [my.usf.edu](http://my.usf.edu)

Enter the course for which you want to download the tests, surveys and/or pools

Navigate to

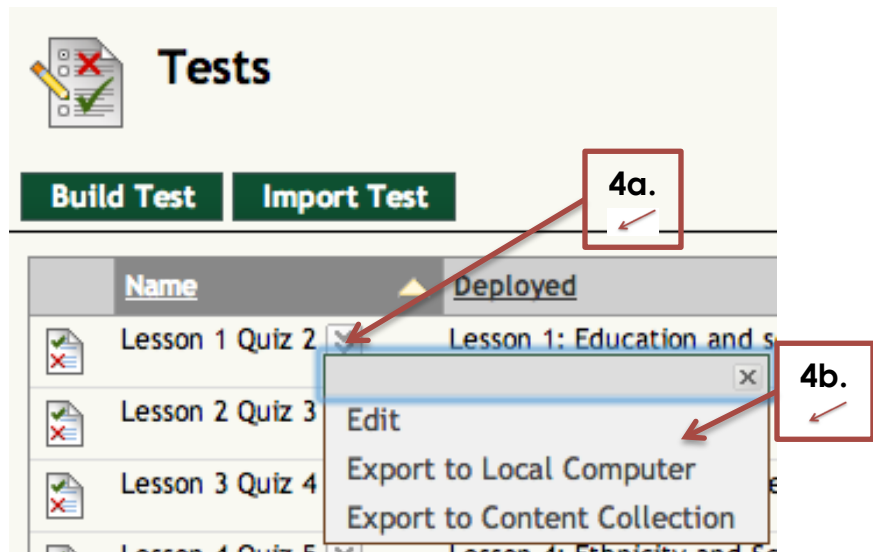
1. COURSE MANAGEMENT
2. Course Tools
3. Tests, Surveys and Pools



4. You'll see each of your Tests, Surveys and/or Pools

4a. Click the "caret" next to the test you want to export

4b. Select "Export to Local Computer"



5. Save the "Test\_ExportFile....zip" in a safe place on your local computer where you can find it later