## How to Import the Required Orientation Quiz Template into Your Blackboard Site

In order to import the required orientation quiz template into your course site, please follow the directions below. Please note that once you complete the steps below and have successfully imported the quiz template into your course site, you will have to edit the quiz to make it accurate and appropriate for your students.

1. Available via email or posted on the Faculty section of the [Cougar’s Den](http://www.cccc.edu/distanceeducation/cougarsden/faculty/tutorials/), the correct orientation quiz export file for your course (online, hybrid, or web-assisted) needs to be saved on your computer.
2. Open an Internet Browser of your choice.
3. Access the course site to which you would like to add the test.
4. Click on the **Control Panel**.
5. Under the **Course Tools** link, click **Tests, Surveys, and Pools**.
6. Click **Tests**.
7. Click the **Import Test** button.
8. Click the **Browse My Computer** button.
9. When the **File Upload** box appears, locate and select the orientation quiz template file you would like imported.
10. Click **Open**.
11. Click **Submit**.
12. When the **Test Import Complete** page appears, click **OK**.
13. The orientation quiz template will now be listed on the **Tests** page and is ready to be edited and [launched](http://www.cccc.edu/distanceeducation/cougarsden/faculty/tutorials/files/how_to_add_launch_a_test.pdf).