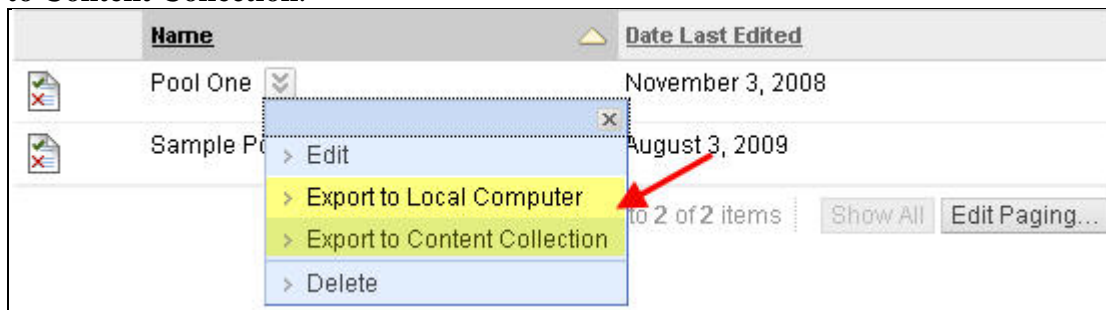


How to Export a Pool

Instructor can export a pool from **Pool Manager** and import it back to different courses.

1. Go to **Control Panel > Course Tools > Test, Surveys, and Pools**
2. Click **Pools** to go to **Pool Manager** page
3. Click on the action bar next to a pool and select **Export to Local Computer** or **Export to Content Collection**.



4. The exported pool will be saved in a .zip file format. Instructors should not try to open the zip file by double click on it. The zip file can be imported back into Blackboard courses.
 1. using different report criteria.