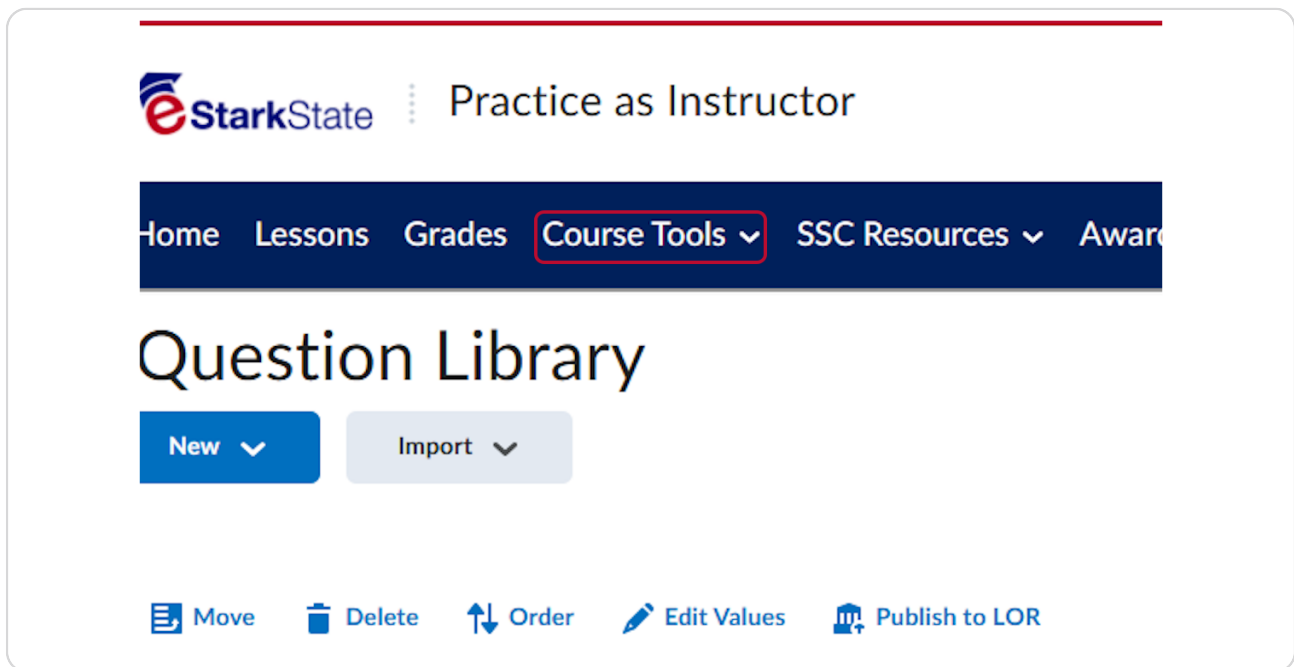


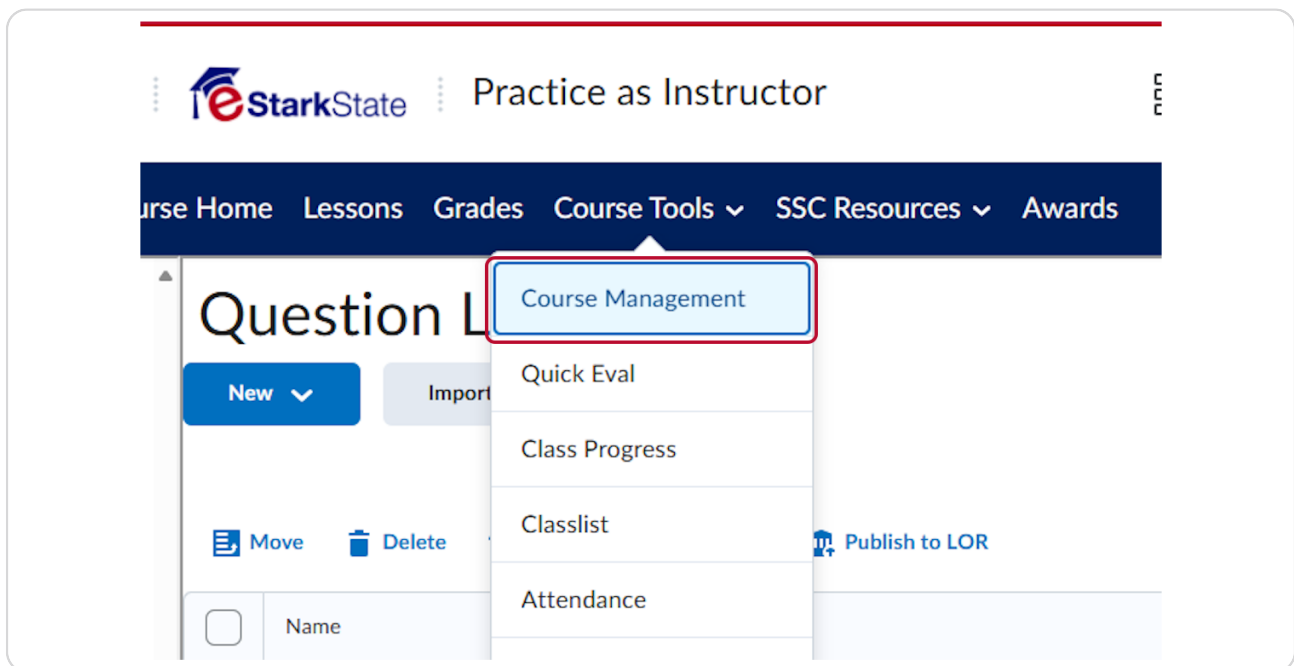
## STEP 1

### Click on Course Tools



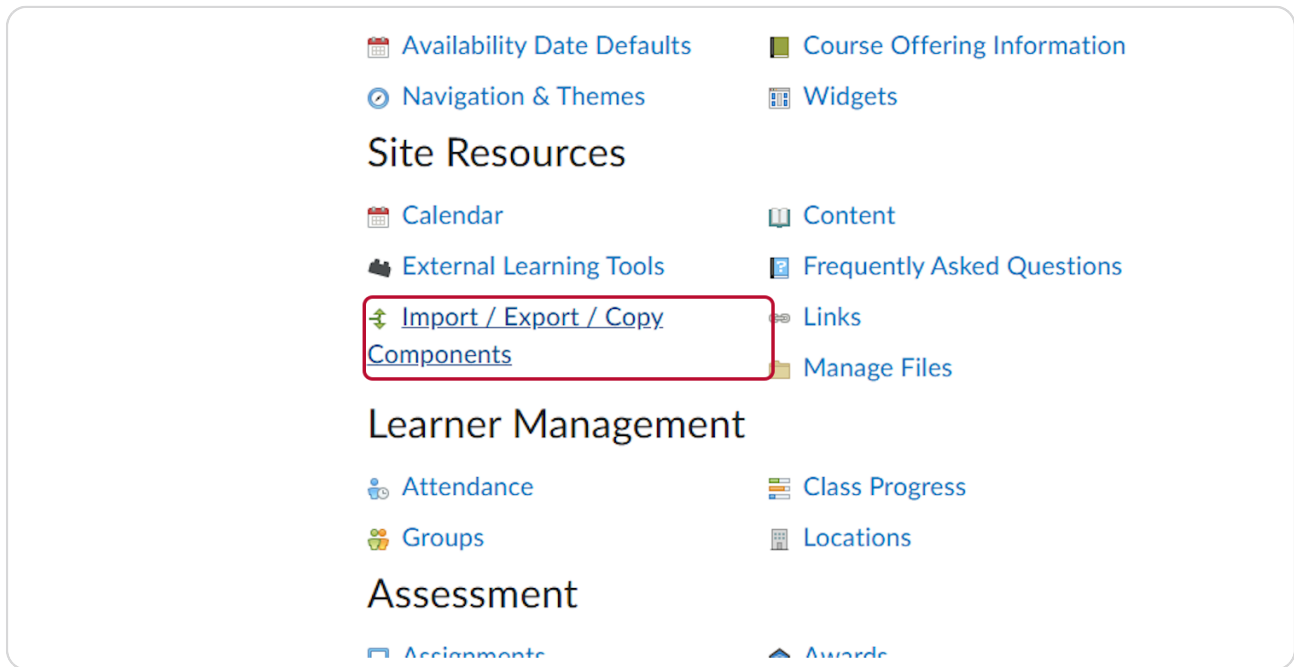
## STEP 2

### Click on Course Management



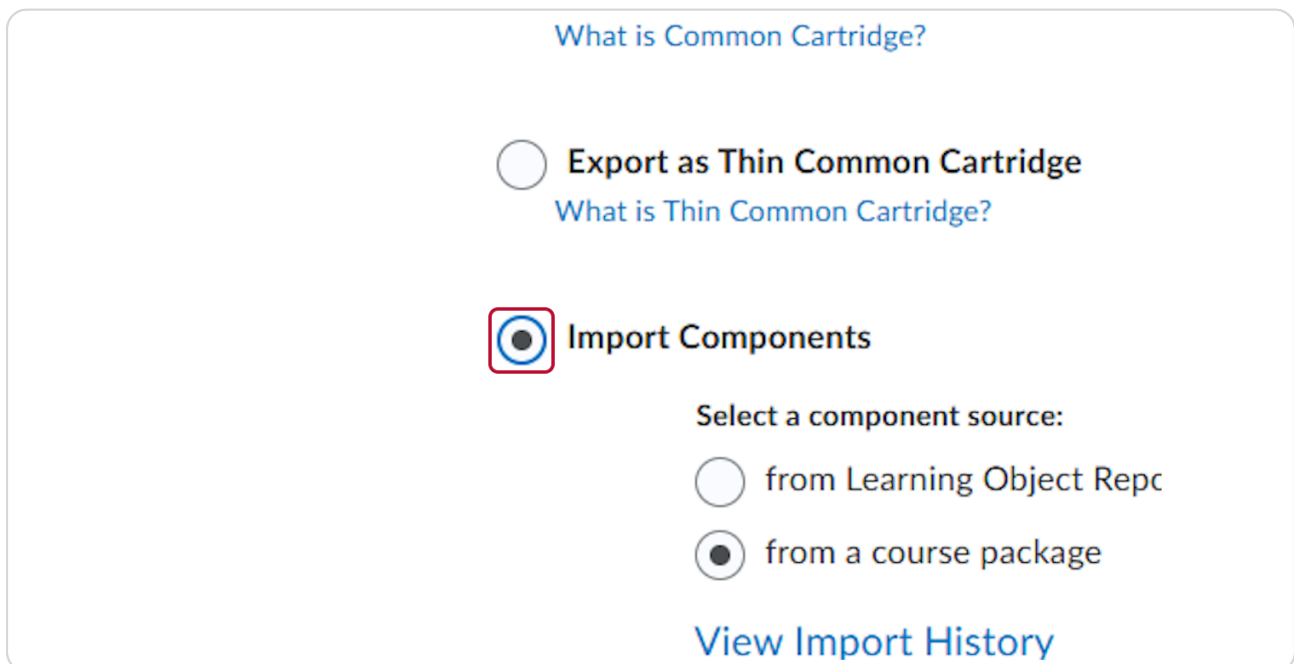
### STEP 3

#### Click on Import / Export / Copy Components



### STEP 4

#### Select Import Components



## STEP 5

### Click on Start

[What is Thin Common Cartridge?](#)

☒ **Import Components**

Select a component source:

☐ from Learning Object Repository

☒ from a course package

[View Import History](#)

**Start**

## STEP 6

### Click on Upload

Search for

☒ Include

[View History](#)

Copy Components from

[What is a Parent Template](#)

☒ Include

Export as Brightspace

[What is a Brightspace Package](#)

Export as Common Cartridge

[What is Common Cartridge](#)

Drag and drop your course package here or to browse to your file. The file should be a . format. To add individual content (.doc, .ppt in Content and place your file there.

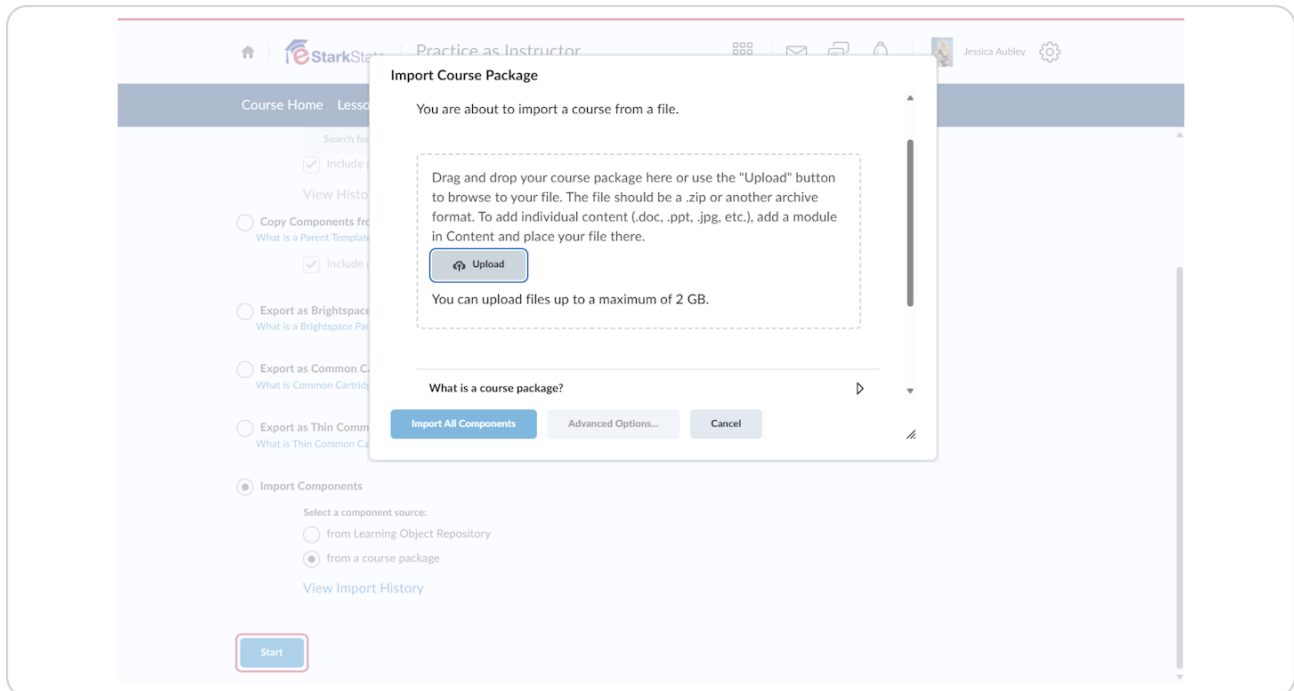
**Upload**

You can upload files up to a maximum of 2

[What is a course package?](#)

## STEP 7

### Locate the test bank you want to upload



## STEP 8

### Click on Import All Components

## STEP 9

Once you receive confirmation the test bank has imported, you will see it under the Question Library