Exporting an Assessment

Assessments can be exported as a ZIP file to a network or local drive so they can be imported into other course shells. **Note:** Only the Assessment (with its Questions and Criteria) is exported, none of the Submissions are.

To export an Assessment:

1. Click on the chevron to the right of the Assessment you wish to download, then click on the **Edit** link in the menu. The edit selection will be displayed.
2. Click on **Export Assessment**. A pop-up window asking if you would like to save the file will be displayed.
3. Click on the **[Save File]** button. The file will be downloaded to your local computer.