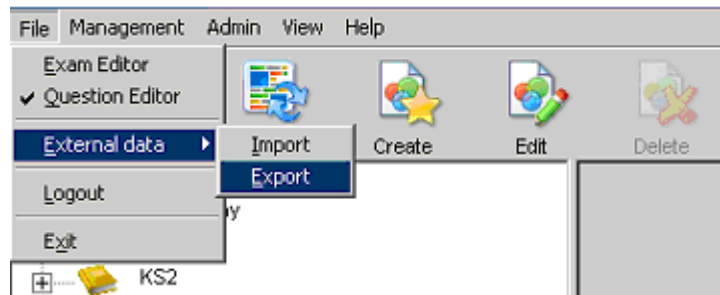


Exporting Test Design Data

The Test Designer provides an Import/Export facility enabling you to make questions available to other users. You have the choice of exporting all items in the database or just the questions, and then import them to another database.

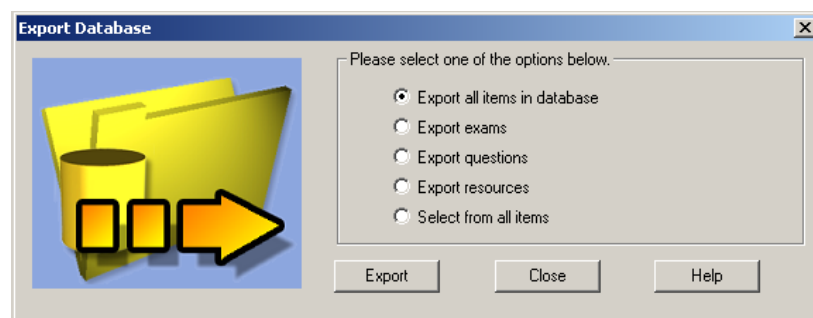
Exporting Data for use in this website

1. Select {File}{External Data - Export} from the drop down menu.

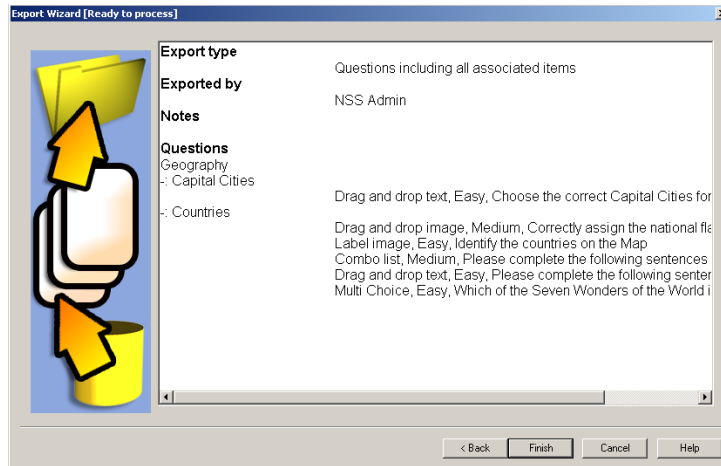


2. The Export Database dialog will appear. Select the category of information to be exported and Click Export.

Note: Only choose either 'Export all items in Database' or 'Export Questions' as resources and exams alone cannot be used within the site. Only resources associated with a question will be permitted.

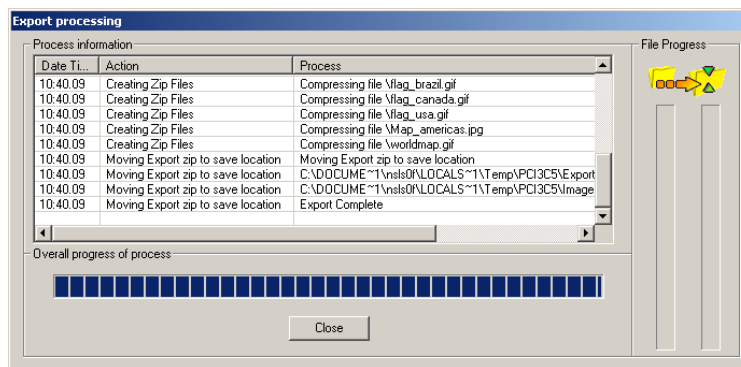


- The Wizard will confirm the items to be exported. Any resources associated with questions are included. Check the details and if required click Back to change the information.



- Click Finish to begin exporting.

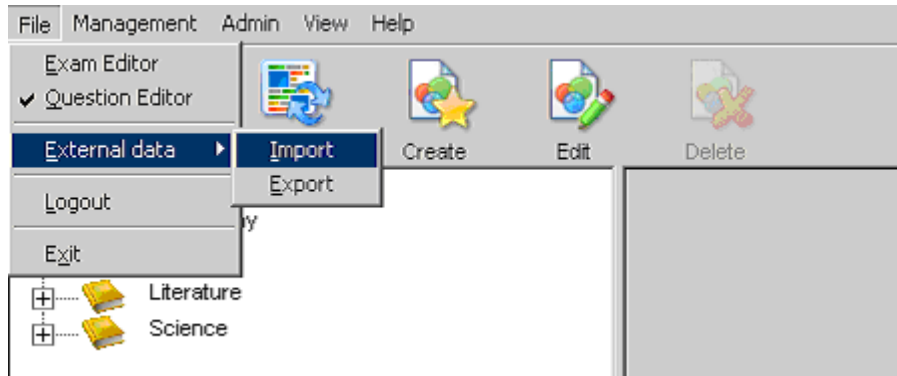
- A progress dialog will appear. Click Close when complete.



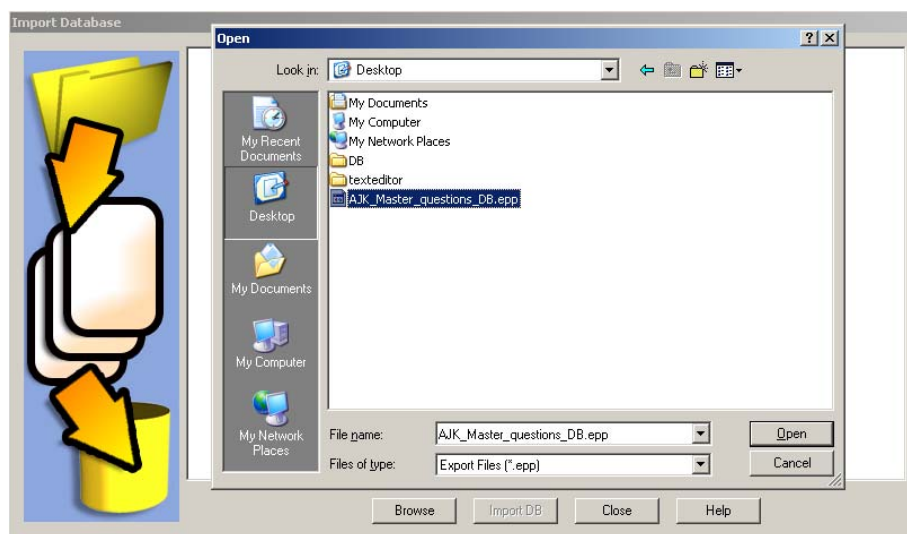
Note: Exported data is not removed from the Test Designer.

Importing Data

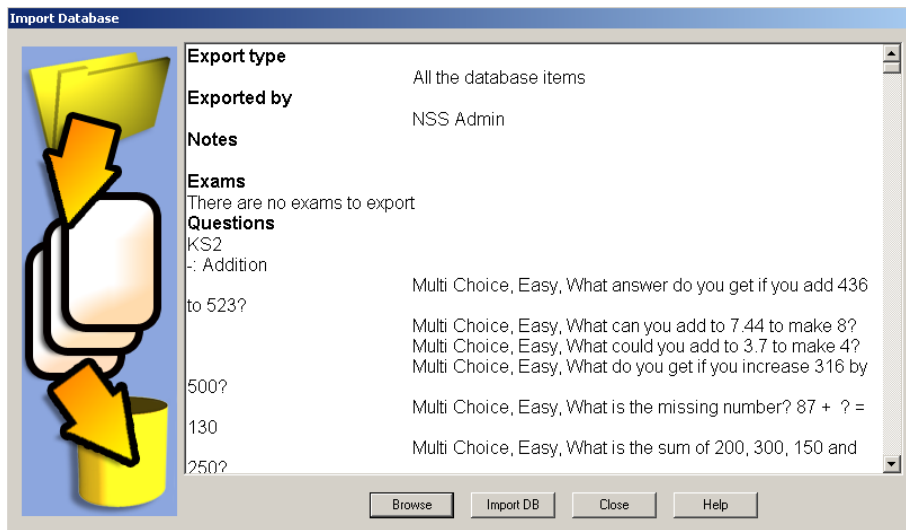
1. Select {File} and then {External Data - Import} from the drop down menu.



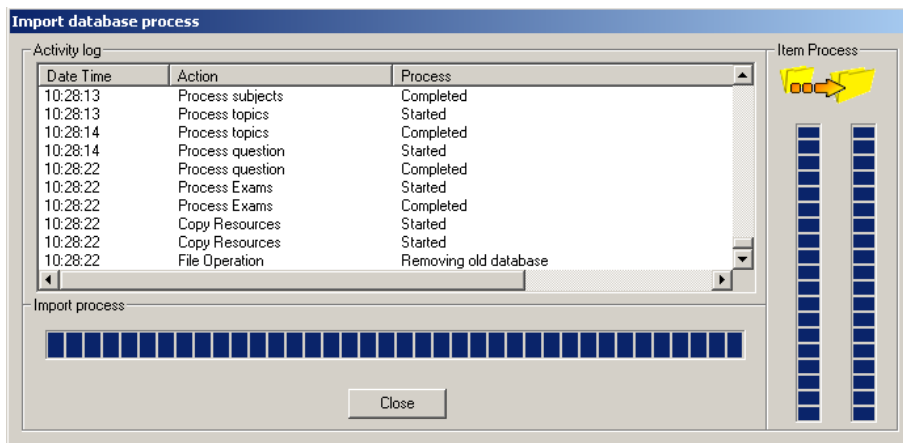
2. The Import Database dialog will appear. Browse for the required Export file and click Open.



3. 'Click Import DB' to start importing.



4. A progress dialog will appear. Click Close when complete.



Importing will now be complete, and the questions made available for use within the Test Designer.