

## TUTORIAL

## COPYING A TEST TO ANOTHER COURSE

This tutorial describes how to copy a test from one course to another course.

1. Enter the source course that has the test you want to copy.



**Course List**

Courses where you are: Student

**academic-tech: Academic Technology**  
Instructor: John Blackwell; Martina Blackwood; George Chacko; Lucio Forti; Beth Gordon; Brian Gregory; Umme Kazmi; Sasenarayan Ramkumar; Fallon Saratovsky; Antonio Soares; Blackboard Support;

**JBlackwellTest: JBlackwellTest**  
Instructor: John Blackwell; John Blackwell (Local);

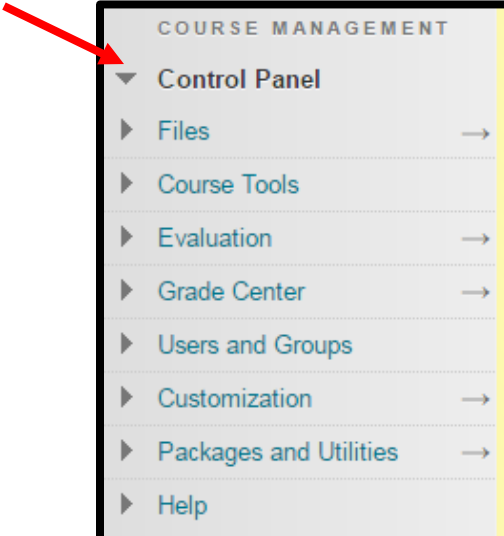
Courses where you are: Teaching Assistant

**HAskildsenTest: HAskildsenTest**  
Instructor: Heather Askildsen; Koppalakonda Sarah;

**JBArchiveTest: jblackwellcopytest**  
Instructor: John Blackwell;

**jblackwellcopytest: jblackwellcopytest**  
Instructor: John Blackwell;

2. Expand the **Control Panel** (arrow points down) by clicking the expansion arrow.

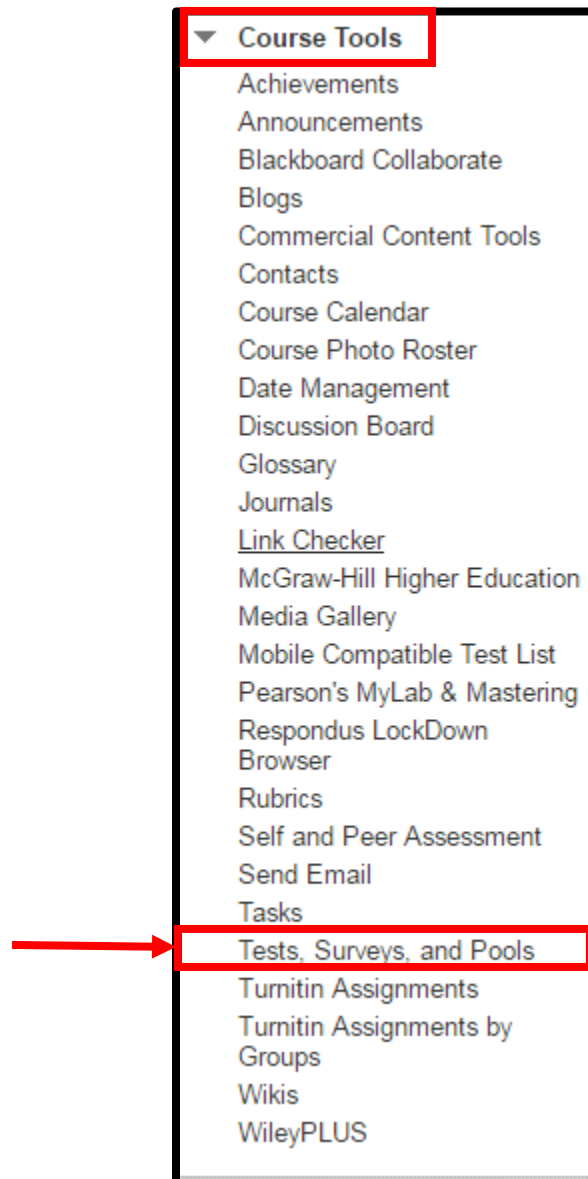


COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Files →
- ▶ Course Tools
- ▶ Evaluation →
- ▶ Grade Center →
- ▶ Users and Groups
- ▶ Customization →
- ▶ Packages and Utilities →
- ▶ Help

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3. Click, **Course Tools**.
4. Click, **Tests, Surveys and Pools**, and click **Tests**.



5. Hover your mouse over the name of the desired test to reveal the down arrow.

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- Click the down arrow and select, **Export**.

The screenshot shows a web interface titled "Tests". Below the title is a subtitle: "Tests are a means of assessing student performance. [More Help](#)". There are two tabs: "Build Test" and "Import Test". Below the tabs is a table with columns: "Name", "Deployed", and "Date Last Edited".

Name	Deployed	Date Last Edited
Test	No	October 18, 2016 1:27 PM
Test	No	April 6, 2016 3:37 PM

A dropdown menu is open over the first row, showing options: "Edit", "Export" (highlighted with a red box), "Copy", and "Delete". At the bottom right of the table area, it says "Displaying 1 to 2 of 2 items" and "Show All" and "Edit Paging..." buttons.

- Save the file to your local computer.
- Exit the source course and enter the destination course.

The screenshot shows a "Course List" interface. It lists courses where the user is a Student and where they are a Teaching Assistant.

**Courses where you are: Student**

**academic-tech: Academic Technology**  
Instructor: John Blackwell; Martina Blackwood; George Chacko; Lucio Forti; Beth Gordon; Brian Gregory; Umme Kazmi; Sasenarayan Ramkumar; Fallon Saratovsky; Antonio Soares; Blackboard Support;

**JBlackwellTest: JBlackwellTest**  
Instructor: John Blackwell; John Blackwell (Local);

**Courses where you are: Teaching Assistant**

**HAskildsenTest: HAskildsenTest**  
Instructor: Heather Askildsen; Koppalakonda Sarah;

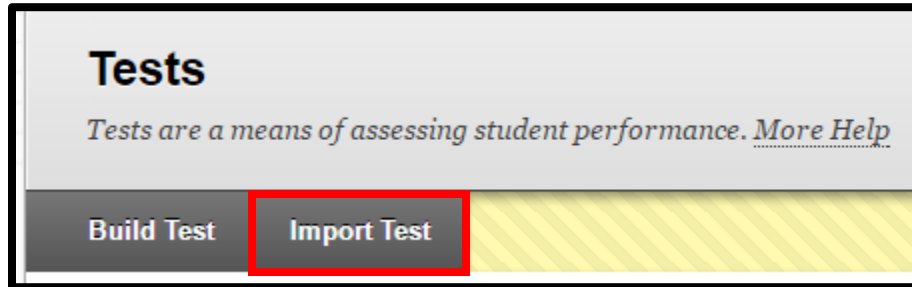
**JBArchiveTest: jblackwellcopytest**  
Instructor: John Blackwell;

**jblackwellcopytest: jblackwellcopytest**  
Instructor: John Blackwell;

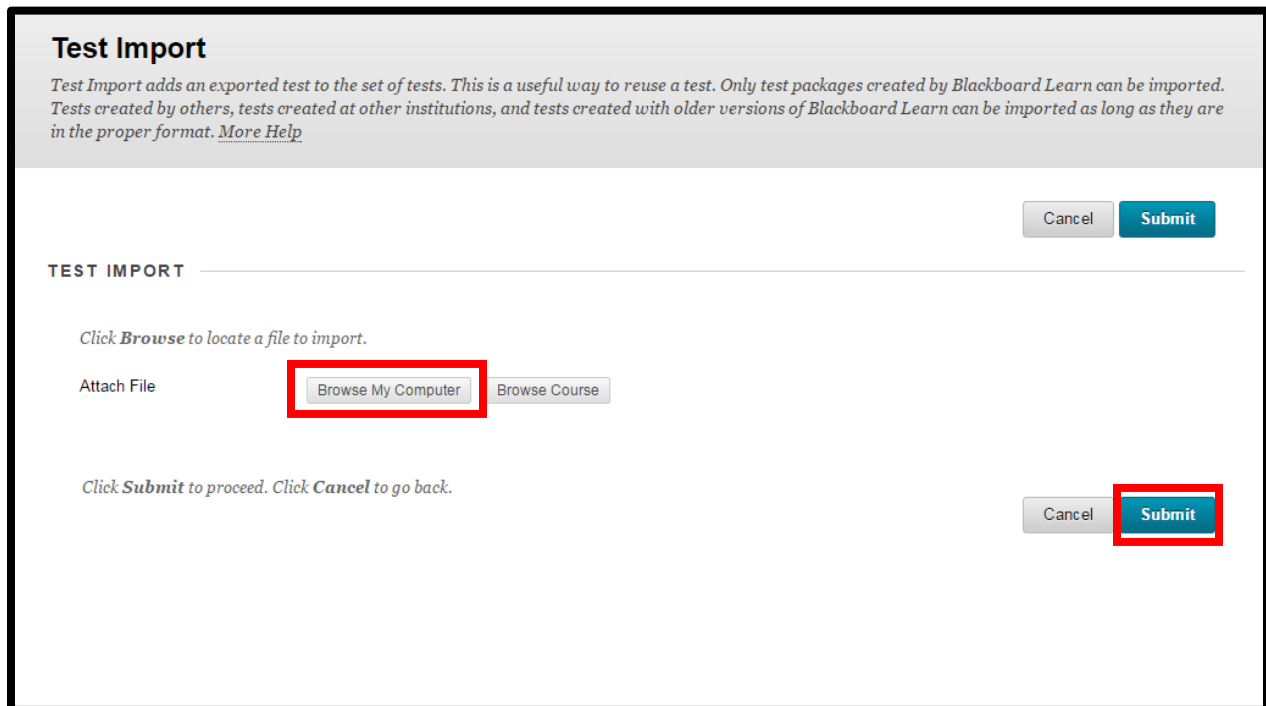
The entry "JBArchiveTest: jblackwellcopytest" is highlighted with a red box.

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9. Perform steps #2-#4 above.
10. Click, **Import Test**.



11. Click, **Browse My Computer** and locate the downloaded test zip file.

A screenshot of a "Test Import" form. The title "Test Import" is at the top left. Below it is a paragraph of text: "Test Import adds an exported test to the set of tests. This is a useful way to reuse a test. Only test packages created by Blackboard Learn can be imported. Tests created by others, tests created at other institutions, and tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)". In the top right corner, there are "Cancel" and "Submit" buttons. Below this is a section titled "TEST IMPORT" with a horizontal line. Underneath, it says "Click **Browse** to locate a file to import." There is an "Attach File" label followed by two buttons: "Browse My Computer" (highlighted with a red box) and "Browse Course". At the bottom, it says "Click **Submit** to proceed. Click **Cancel** to go back." and another set of "Cancel" and "Submit" buttons, with the "Submit" button highlighted with a red box.

12. Click, **Submit**.