TEXAS TECH UNIVERSITY
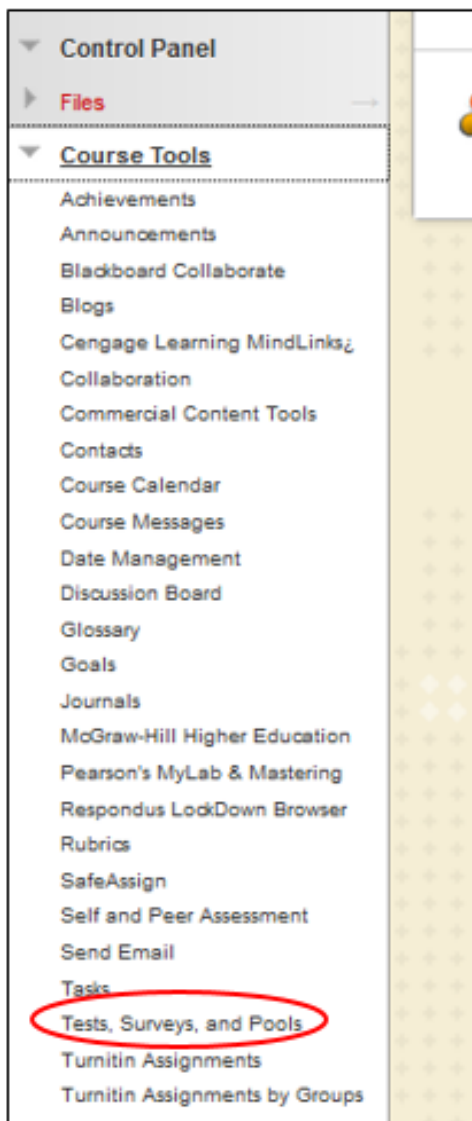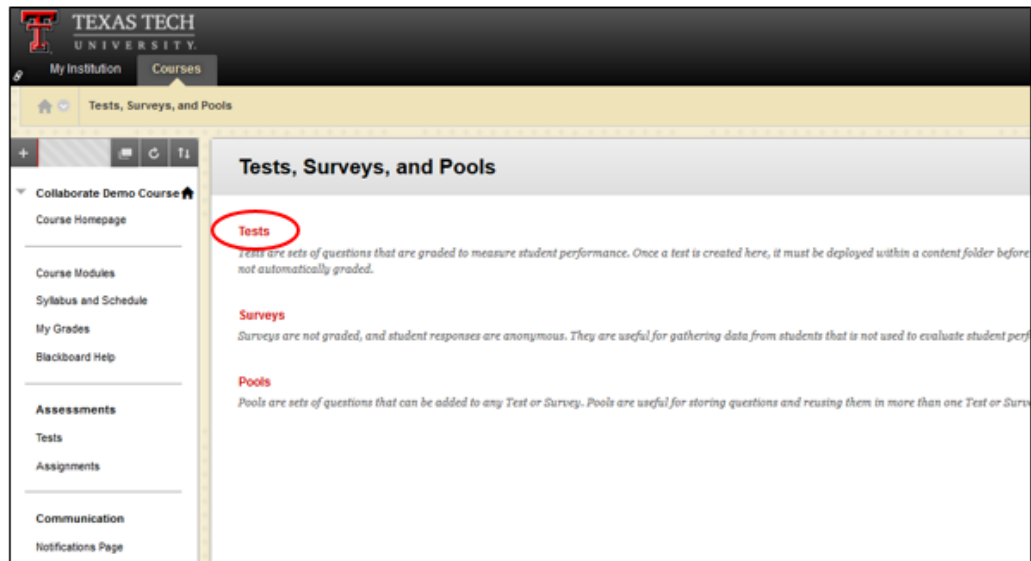eLearning & Academic Partnerships™

How do I copy a test from one course to another?

1. Open the course containing the test(s) to be exported.
2. Go to Course Tools (in the Control Panel) and select Tests, Surveys, and Pools
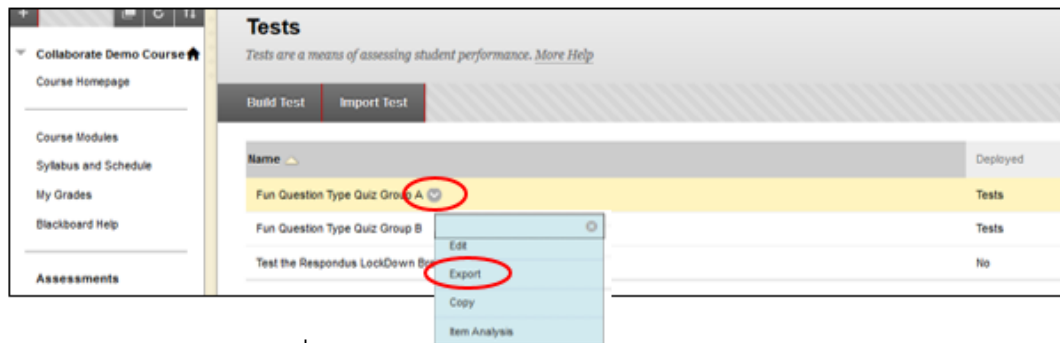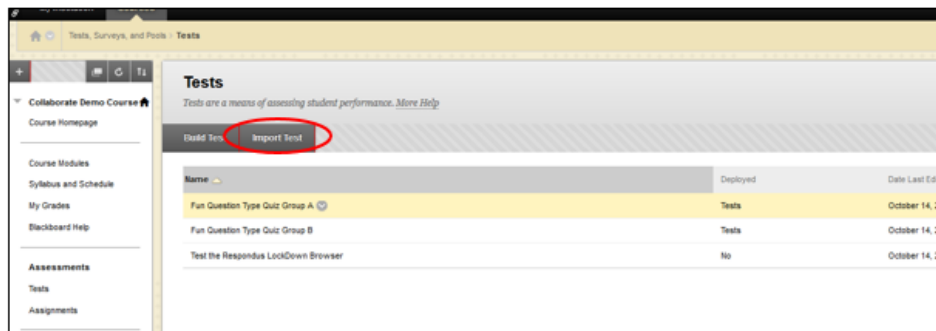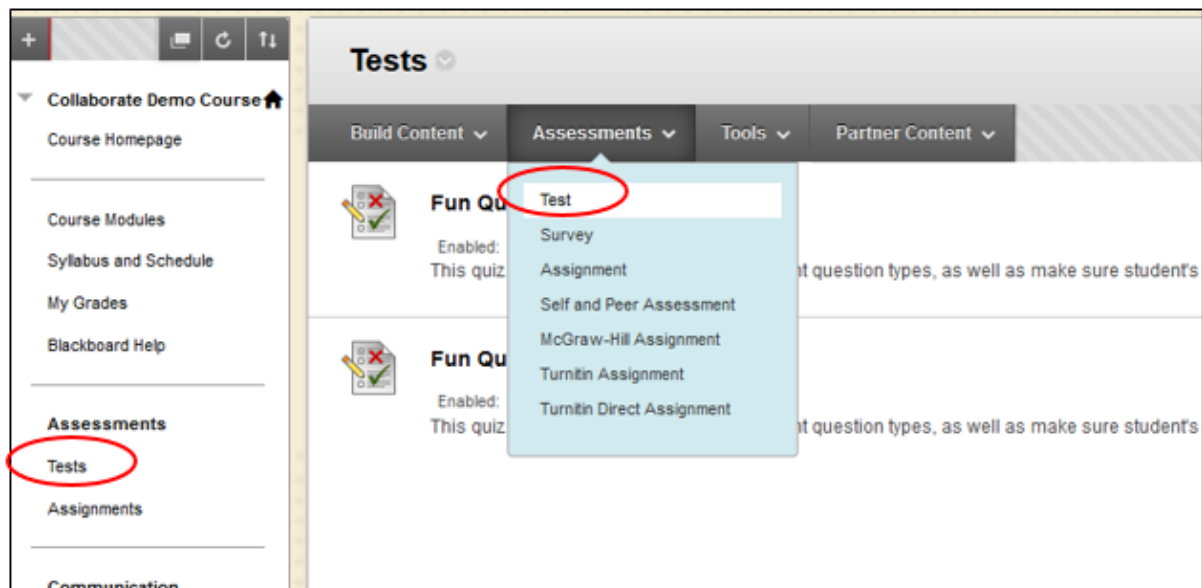
3. Select Tests.

4. Click on the action link for the test you want to copy and choose Export (you can only export one test at a time). This creates a ZIP file that you need to save to your computer. Important Note: If using a Mac computer, you MUST TURN OFF the function that automatically unzips a ZIP file before downloading it.

5. **Next, open the *destination* course where you want to copy the test.**
6. **Repeat steps 2 and 3 above in the destination course.**
7. Click the Import Test button to begin the import process.

8. Click the Browse My Computer button and browse to the ZIP file on your computer and select it. Click Submit. This will import the test into the course, and you will receive a confirmation message when the import has completed successfully.

9. Last, you need to "deploy" the test in the content area where you want the students to access the test. To deploy the imported test, go to the location in the content where you would like students to access the test. Select "Test" from "Assessment" button.

10. Select the test you just exported from the list of tests shown in the box. Submit.

Create Test

Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. *More Help*

[Cancel] [**Submit**]

1. Add Test

Create a new test or select an existing test to deploy.

Create a New Test [Create]

Add an Existing Test
```
-- Select Test Below --
Fun Question Type Quiz Group A
```

2. Submit

Click **Submit** to add this test. Click **Cancel** to quit.

[Cancel] [**Submit**]

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Please contact Blackboard Support at blackboard@ttu.edu if you have difficulties or questions with this procedure.