



Blackboard Learn 9.1: FAQ Series

Can I copy tests or pools from one BB9 course into another BB9 course?

You can export a specific test or pool, and then import it into a different course. There are two different sets of instructions based on whether your tests contain Question Sets and/or Random Blocks – it's important that you choose the correct set of instructions.

FOR TESTS WITH QUESTION SETS AND/OR RANDOM BLOCKS:

If your tests contain **randomized Question Sets and/or Random Blocks**, follow these instructions. These kinds of tests have additional steps.

1. Open the course containing the test
 - a. From the Control Panel, click Course Tools
 - b. Go to Tests, Surveys, and Pools
 - c. Select Pools
 - d. Click on the action link for the pool containing all the questions in the test and select Export
 - e. Save the .zip file created to your computer
2. Open the destination course where you want the test to be copied
 - a. From the Control Panel, click Course Tools
 - b. Go to Tests, Surveys, and Pools
 - c. Select Pools
 - d. Click the Import Pool button
 - e. Click the Browse My Computer button and locate the .zip file containing the pool, click Open
 - f. Click Submit
3. Re-Open the course containing the original test
 - a. From the Control Panel, click Course Tools
 - b. Go to Tests, Surveys, and Pools
 - c. Select Tests
 - d. Click on the action link for the test and select Export
 - e. Save the .zip file created to your computer
4. Re-Open the destination course where you want the test to be copied
 - a. From the Control Panel, click Course Tools
 - b. Go to Tests, Surveys, and Pools
 - c. Select Tests
 - d. Click the Import Test button
 - e. Click the Browse My Computer button and locate the .zip file containing the test, click Open
 - f. Click Submit

FOR TESTS WITHOUT RANDOMIZED QUESTION SETS

If your tests do **NOT** employ Question Sets or Random Blocks, follow these instructions.

1. Open the course containing the original test
 - a. From the Control Panel, click Course Tools
 - b. Go to Tests, Surveys, and Pools
 - c. Select Tests
 - d. Click on the action link for the test and select Export
 - e. Save the .zip file created to your computer



2. Open the destination course where you want the test to be copied
 - a. From the Control Panel, click Course Tools
 - b. Go to Tests, Surveys, and Pools
 - c. Select Tests
 - d. Click the Import Test button
 - e. Click the Browse My Computer button and locate the .zip file containing the test, click Open
 - f. Click Submit