How to Copy a Test Between Blackboard Courses

To copy a test from one Blackboard course to a different course, open the course that contains the test you need to copy. Under the Course Management menu, click Course Tools, then click Tests, Surveys and Pools.

When the Tests, Surveys and Pools window opens, select Tests.

This will display the tests available in the course.

Click the chevron next to the test you'd like to copy, and select Export to Local Computer.

Click on "Save File" in the dialog window that opens. This will download the test as a .zip file. Make note of where the .zip file is saved. (NOTE: Do not unzip this file. Unzipping breaks it.)
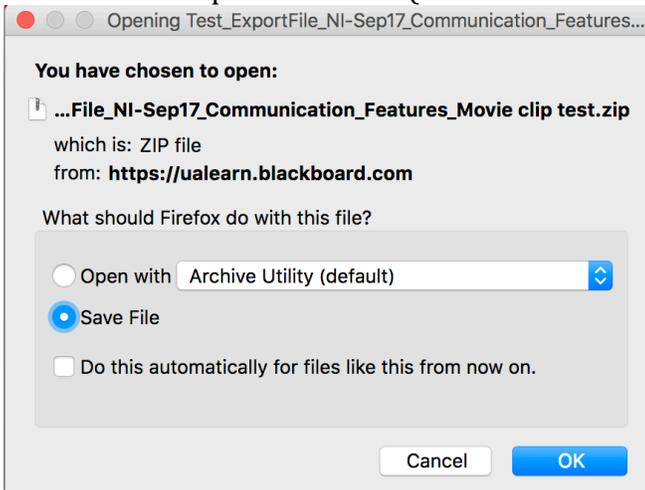
Navigate to the course you'd like to copy the text into, and select "Tests, Surveys and Pools" from the Course Tools menu.
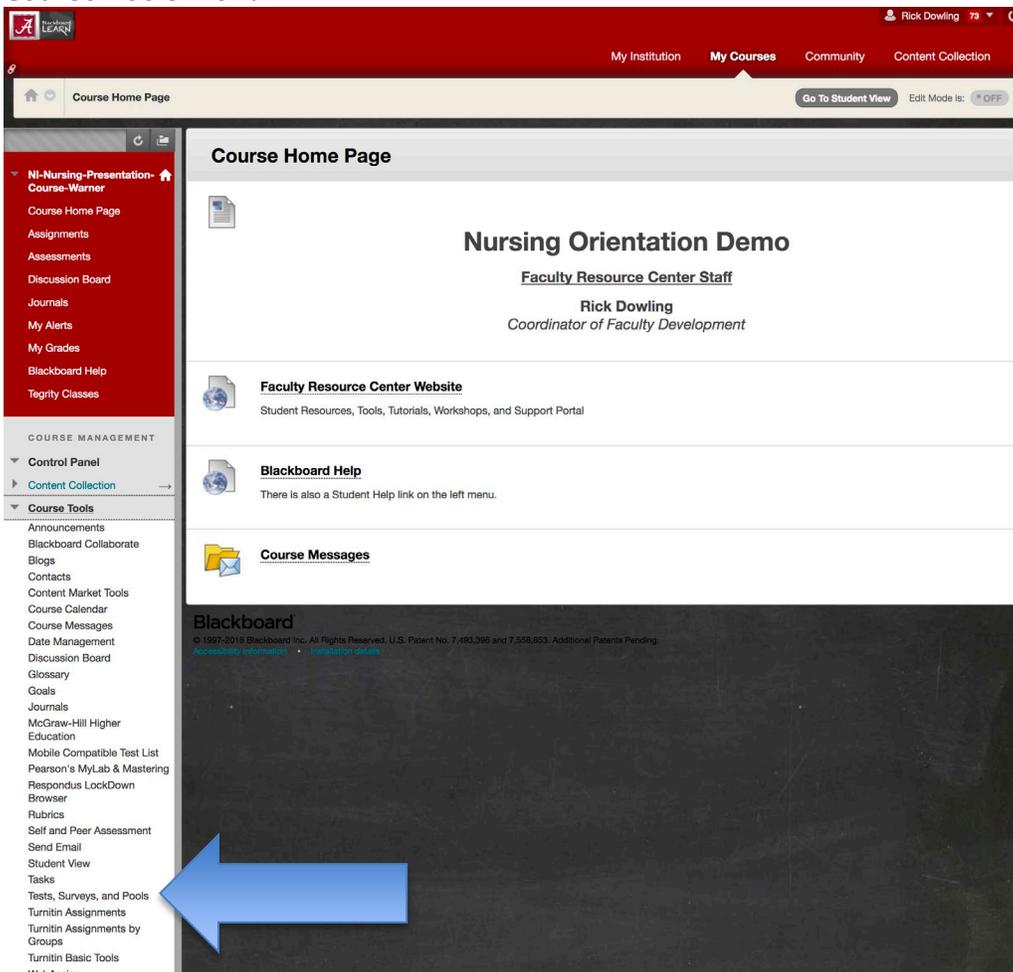
This will open the Tests, Surveys, and Pools menu. Select Tests.

Tests, Surveys, and Pools

Tests

Tests are sets... questions that are graded to measure student performance. Once a can take the test. Test results are reviewed in the Grade Center. Note that some ques

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for
Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful

When the Tests dialog window opens, click Import Test.

Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. _More Help_

Build Test	Import Test

Name △	Deployed	Date Last Edited
3rd mobile test ⌄	No	October 3, 2018 12:49 PM
Quiz 1 ⌄	Assessments	August 24, 2018 11:55 AM
Quiz 1 ⌄	No	October 3, 2018 3:45 PM

This is a table showing the attributes of a collection of items.

Displaying **1** to **3** of **3** items | Show All | Edit Paging…

This will open the Test Import dialog window. Click the Browse My Computer button and locate the .zip file you just downloaded. (NOTE: Do not unzip this file. Unzipping breaks it.)

Test Import

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_

TEST IMPORT

Click **Browse** to locate a file to import.
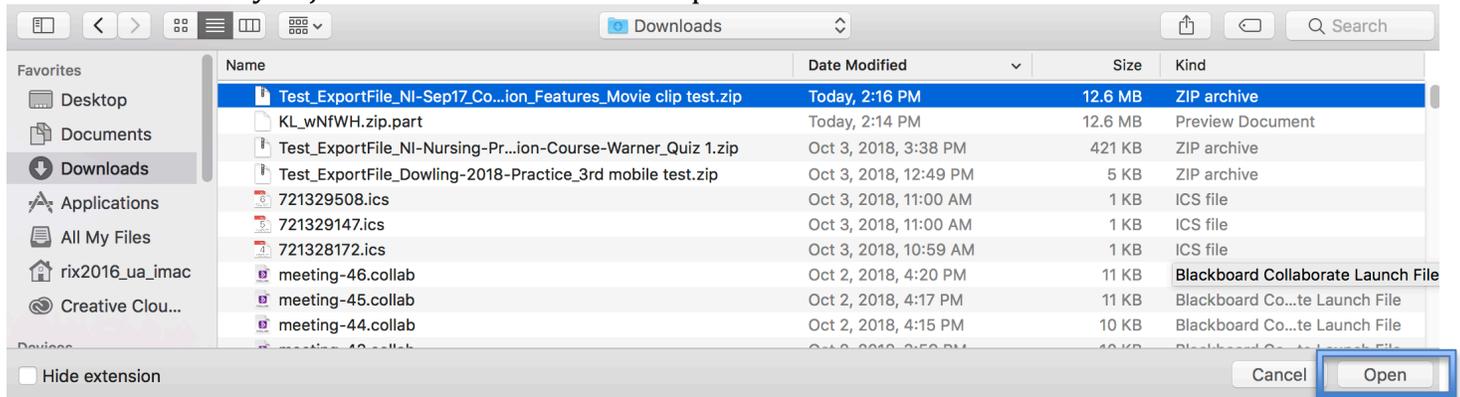
Attach File   Browse My Computer   ...se Content Collection

Click **Submit** to proceed.

Cancel   Submit

Select the test file you just downloaded and click Open.

The test will appear by Selected File Name. Click Submit in the Test Import dialog window.

Test Import

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

TEST IMPORT

*Click **Browse** to locate a file to import.*

Attach File	Browse My Computer	Browse Content Collection
Selected File	File Name	**Test_ExportFile_NI-Sep17_Communication_Features_Movie clip test.zip**
	Do not attach	

*Click **Submit** to proceed.*

Cancel   **Submit**

A Test Import Complete message will display. Click OK.

Test Import Complete

The package has been processed. The log file is below.
Oct 9, 2018 2:26:57 PM - Status: The operation import has completed.

Tuesday, October 9, 2018 2:26:57 PM CDT

← OK

The Tests dialog window will display again, and the test you just imported will appear.

Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. <u>More Help</u>

Build Test	Import Test

Name △	Deployed	Date Last Edited
3rd mobile test ⌄	No	October 3, 2018 12:49 PM
Movie clip test ⌄	No	October 9, 2018 2:26 PM
Quiz 1 ⌄	Assessments	August 24, 2018 11:55 AM
Quiz 1 ⌄	No	October 3, 2018 3:45 PM

Displaying **1** to **4** of **4** items   Show All   Edit Paging…

The imported test can now be deployed to your Blackboard course.

For more information, contact the Faculty Resource Center at 205.348.3532
or <u>frc@ua.edu</u>
or visit our website at <u>http://frc.ua.edu</u>.

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