

# 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.

The screenshot displays the Blackboard Course Home Page. On the left, there is a vertical navigation menu with sections for 'Course Communication', 'Student Expression', 'Lecture Recordings', and 'Student Organization Tools'. A yellow arrow points from the 'Course Tools' link in this menu to the 'Course Tools' dropdown menu on the right. The 'Course Tools' dropdown menu is open, showing a list of options including 'Announcements', 'Blackboard Collaborate', 'Blogs', 'Cengage Learning', 'MindLinks™', 'Contacts', 'Content Market Tools', 'Course Calendar', 'Course Messages', 'Date Management', 'Discussion Board', 'Glossary', 'Goals', 'Journals', 'McGraw-Hill Higher Education', 'Mobile Compatible Test List', 'Pearson's MyLab & Mastering', 'Respondus LockDown Browser', 'Rubrics', 'Self and Peer Assessment', 'Send Email', 'Student View', 'Tasks', 'Tests, Surveys, and Pools', 'Turnitin Assignments', and 'Turnitin Assignments by Group'. A blue arrow points to the 'Tests, Surveys, and Pools' option. The main content area of the page shows 'Course Home Page' with folders for 'Assignments', 'Readings', and 'Syllabus'. The top navigation bar includes 'My Institution', 'My Courses', 'Community', and 'Content Collection'. The user's name 'Rick Dowling' and a power icon are visible in the top right corner.

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

The screenshot shows the Blackboard interface for a course. The top navigation bar includes 'My Institution', 'My Courses', 'Community', and 'Content Collection'. The main content area is titled 'Tests, Surveys, and Pools' and contains three sections: 'Tests', 'Surveys', and 'Pools'. A blue arrow points to the 'Tests' section header.

This will display the tests available in the course.

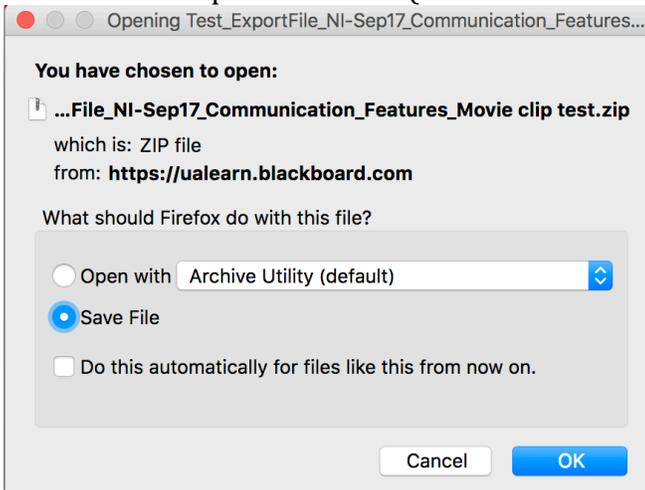
The screenshot shows the 'Tests' page with a table of available tests. The table has columns for 'Name', 'Deployed', and 'Date Last Edited'. There are two tests listed: 'Movie clip test' and 'Photoshop Test'. Below the table, there are buttons for 'Build Test' and 'Import Test', and a status bar indicating 'Displaying 1 to 2 of 2 items' with 'Show All' and 'Edit Paging...' buttons.

Name ▲	Deployed	Date Last Edited
Movie clip test ▼	No	November 13, 2013 3:13 PM
Photoshop Test ▼	No	December 11, 2017 2:15 PM

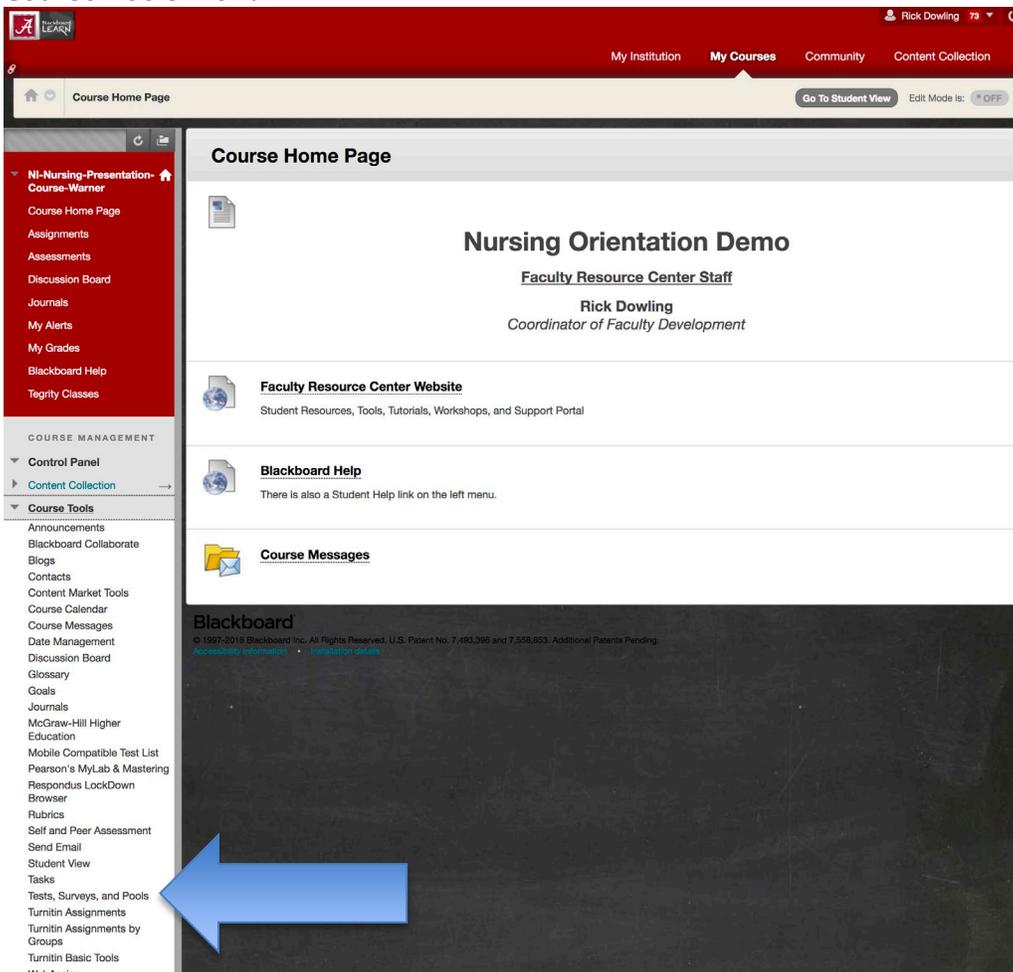
Click the chevron next to the test you'd like to copy, and select Export to Local Computer.

The screenshot shows the 'Tests' page with a context menu open for the 'Photoshop Test'. The menu options are: Edit, Export to Local Computer, Export to Content Collection, Copy, and Delete.

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 of questions that are graded to measure student performance. Once a test is taken, test results are reviewed in the Grade Center. Note that some questions may be graded differently than others.

### Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering feedback. 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 for creating tests and surveys.

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

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

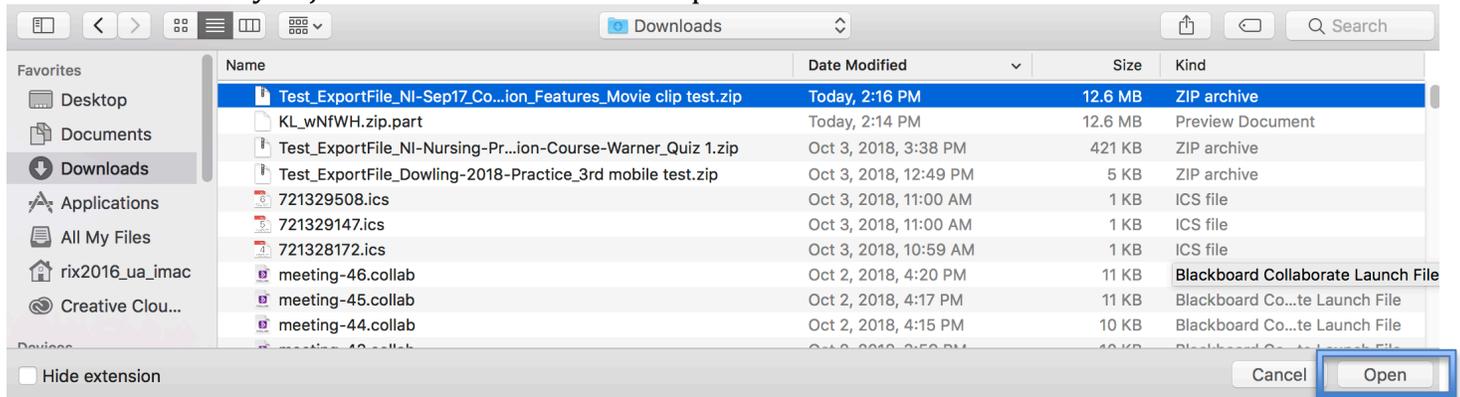
Use Content Collection

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

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### TEST IMPORT

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

Attach File

Selected File

File Name

Test\_ExportFile\_NI-Sep17\_Communication\_Features\_Movie clip test.zip

Click **Submit** to proceed.

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

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. [More Help](#)*

**Build Test**   **Import Test**

Name ▲	Deployed	Date Last Edited
3rd mobile test ▼	No	October 3, 2018 12:49 PM
<b>Movie clip test ▼</b>	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     

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

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

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