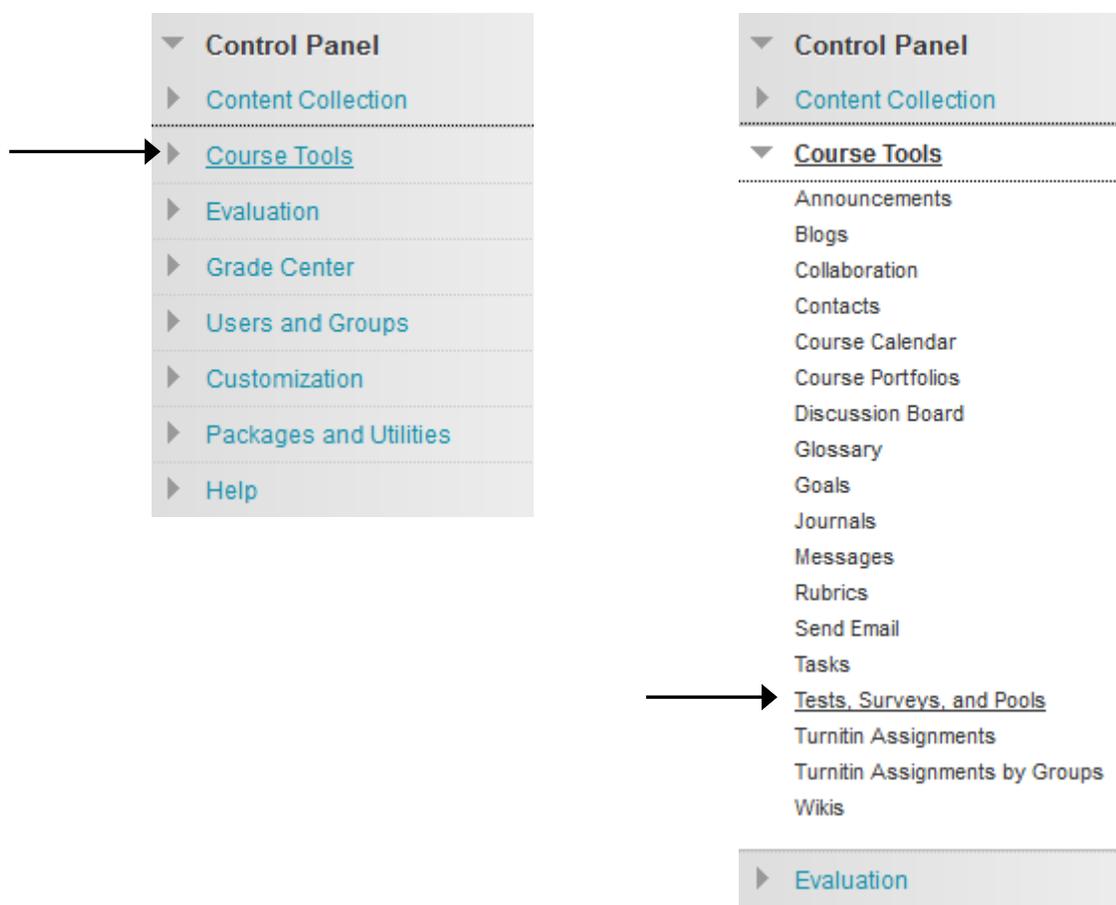


Copying a Blackboard Test or Survey from One Course to Another

It is possible to copy tests or surveys created in Blackboard from one course to another, one organization to another, or between courses and organizations. Although the following instructions address copying from course to course, they can also be used for the other two methods mentioned above.

(**Note:** The Course Copy feature can also be used to copy tests and surveys between courses. However, Course Copy will copy **all** of the tests/surveys, while this procedure will allow you to do an individual copy.)

1. Begin in the Blackboard course where the test or survey currently resides. Select the **Course Tools** link from the Control Panel (lower left hand side of the screen) to expand its options. Next, choose 'Tests, Surveys, and Pools.'



2. Click the 'Tests' or 'Surveys' link. In this example, we'll choose 'Tests.'

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student learning. They are deployed in a content folder before students can take the test. Test results are graded.

Surveys

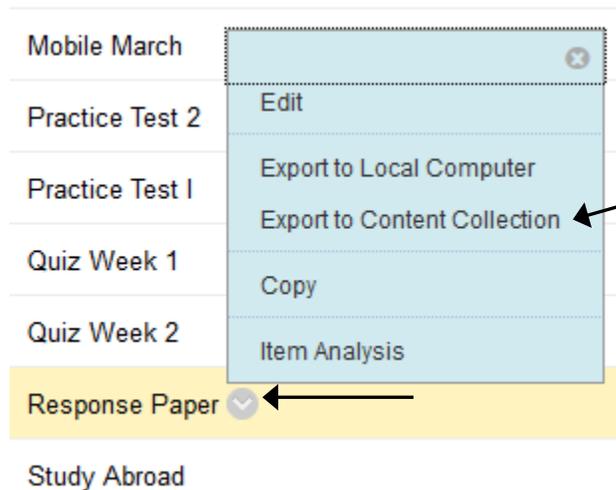
Surveys are not graded. They are useful for gathering student feedback. They are deployed in a content folder for students to respond to.

Pools

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

3. Locate the test or survey you want to copy in the list. Click the edit dropdown to the right of the test name (icon appears when name is hovered over with mouse) and select 'Export to Content Collection.' In this example, we'll choose 'Response Paper.'

(**Note:** You can alternatively select 'Export to Local Computer' if you prefer. Please see alternative instructions towards the end of this tutorial which continue from this step.)



A screenshot of a list of tests and surveys. The list includes: Mobile March, Practice Test 2, Practice Test I, Quiz Week 1, Quiz Week 2, Response Paper (highlighted in yellow), and Study Abroad. A context menu is open over the 'Response Paper' item, showing options: Edit, Export to Local Computer, Export to Content Collection (indicated by an arrow), Copy, and Item Analysis. The 'Response Paper' item has a dropdown arrow next to its name, also indicated by an arrow.

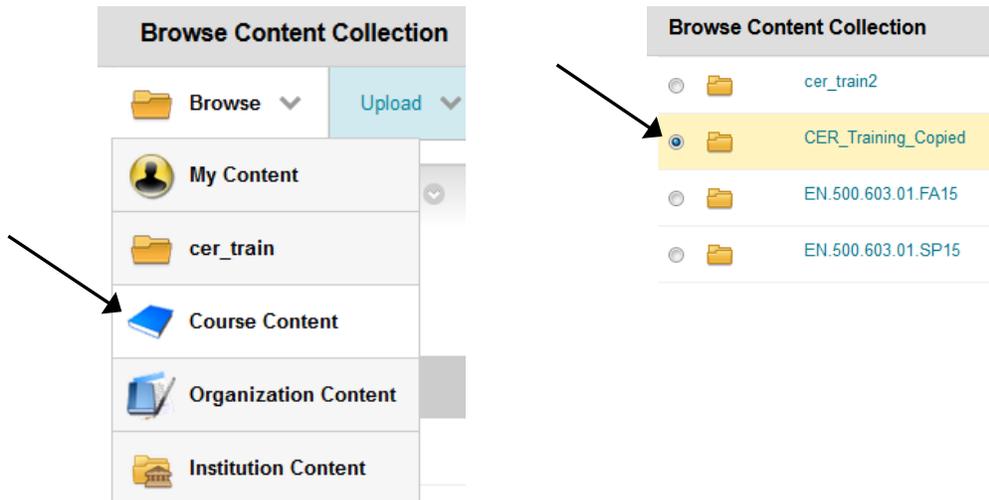
4. Click 'Browse' to browse the Content Collection.

EXPORT TEST

*Export a Test to the Content Collection. Enter the Content Collection destination for the Test or **Browse** to select a destination.*

* Content Collection destination

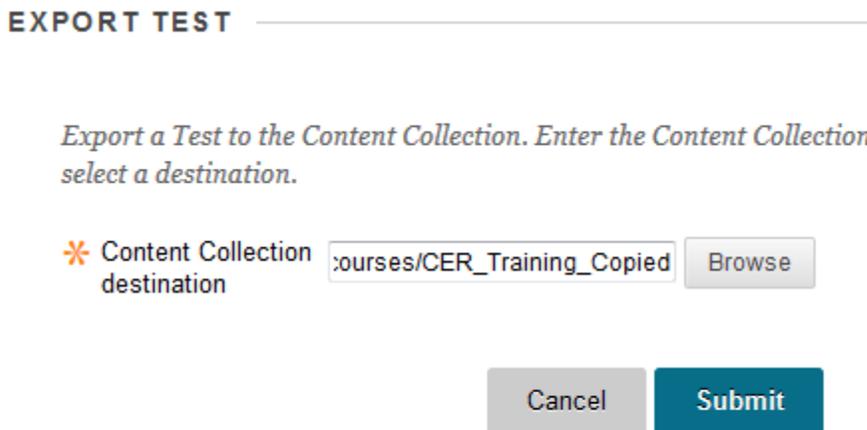
- In the upper left of the dialog window that appears, click Browse > Course Content, to display your list of available courses. Scroll through the list to locate the name of the course you want to copy the test or survey into. Click the radio button to copy the test into the root folder of the content collection of this course. (Alternatively, you can double click on the name of the course to navigate through the content collection and select a different folder.)



- Click Submit in the dialog window.



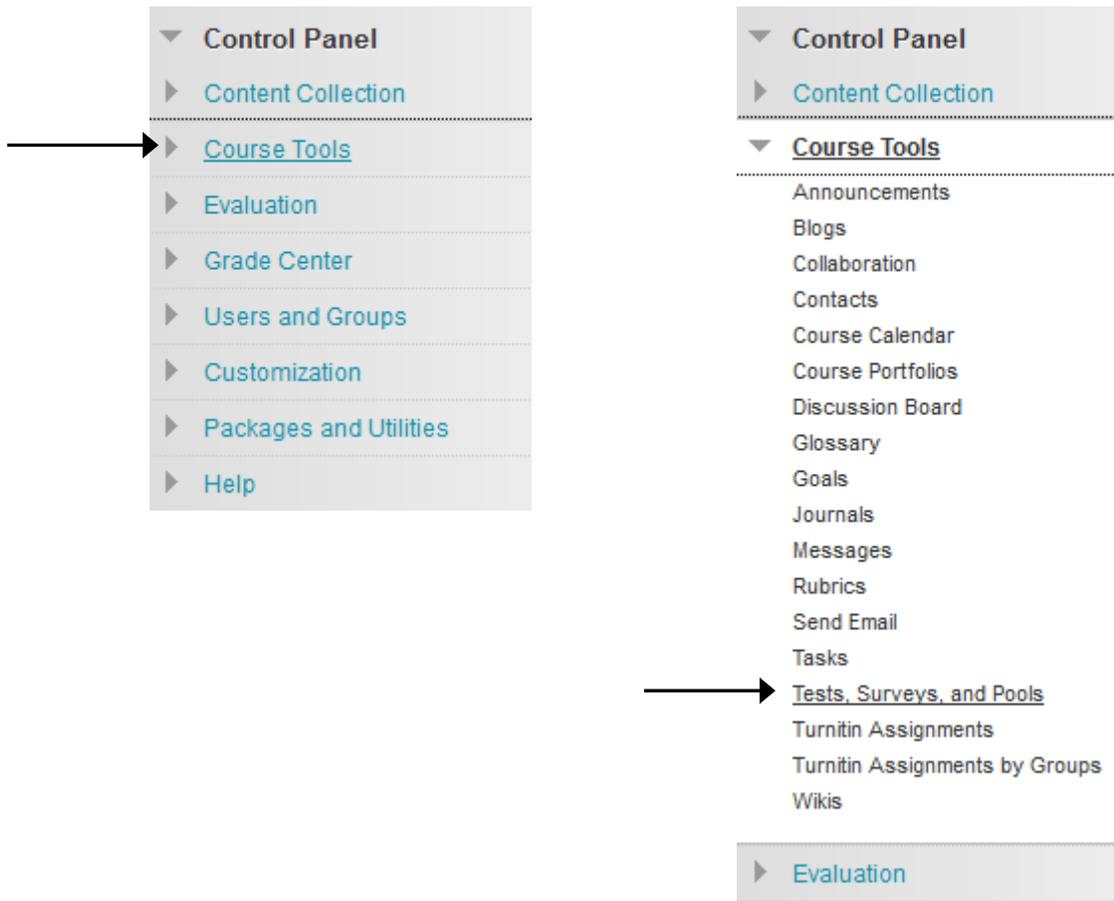
- The selected destination course should now be displayed. Click Submit.



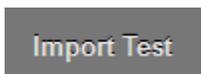
- You will get a confirmation message letting you know the test or survey has been successfully exported to the content collection of the new course.

Successful export to the following destination in the Content Collection: /courses/CER_Training_Copied

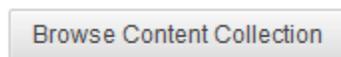
- Navigate to the course where the test was just exported to. Go to the Control Panel > Course Tools > Tests, Surveys, and Pools > Tests.



10. At the top of the Tests area, click the 'Import Test' button.



11. Click 'Browse Content Collection' to view the content collection for this course.



12. Scroll or page through the content collection files to locate the 'TestExportFile' that was exported to this course. (Note: Click one of the column headings to sort the files, such as 'Last Modified,' to sort by date, if needed, to help locate the file.)

Browse Content Collection

Click to sort by date

Available Quota: 1,177.27 MB (57%)

Page 1 of 4

Type	Name	Versions	Last Modified	Size
Folder	Files for Training		Sep 5, 2012 10:42:16 AM	3.23 MB
Folder	Images2		Aug 28, 2012 2:01:33 PM	0
Folder	CER_Training_Copied_ImportedContent_20120824103834		Aug 24, 2012 10:39:34 AM	658.7 MB
Folder	CER_Training_Copied_ImportedContent_20110624031727		Jun 24, 2011 3:17:32 PM	109.3 MB
Folder	Survey		Oct 8, 2010 2:49:50 PM	61.6 MB
Folder	Images		Oct 8, 2010 2:49:49 PM	75.8 KB
Folder	CMS Sandbox		Oct 8, 2010 2:49:48 PM	12.6 MB
Folder	brian2		Oct 8, 2010 2:49:48 PM	358.9 KB
Folder	brian		Oct 8, 2010 2:49:46 PM	1.87 MB
Folder	TestExportFile_cer_train_Response Paper.zip	Off	Apr 18, 2016 2:06:24 PM	6.5 KB
File	iMovie_tutorial(7).pdf	Off	Mar 8, 2016 12:20:04 PM	122.4 KB

13. Once the file has been located and selected, click Submit in the dialog box.



14. The selected file name should display the name of the TextExportFile. Click Submit.

TEST IMPORT

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

Attach File

Selected File File Name

Click **Submit** to proceed. Click **Cancel** to go back.



15. You should receive a message that the test import is complete.

Test Import Complete

Note: The test will still need to be deployed to the course by navigating to a content area, selecting the assessments dropdown at the top, and choosing 'test.' For additional help deploying the test, please see the 'Deploying a Test or Survey' portion of the **Tests and Surveys** tutorial.