Copying a Test to Another Course
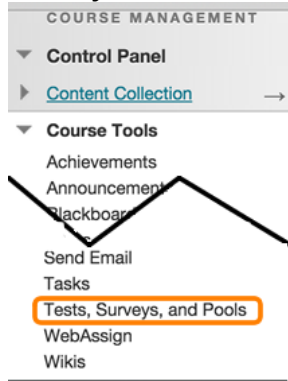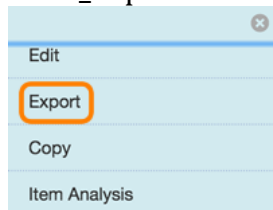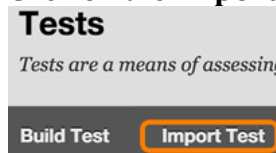
1. Export the test from the Bb Learn Course.
   a. Under **Course Management → Course Tools**, click on **Tests, Surveys, and Pools**.

   COURSE MANAGEMENT
   ▼ **Control Panel**
   ▶ Content Collection →
   ▼ Course Tools
   Achievements
   Announcement
   Blackboar
   Send Email
   Tasks
   Tests, Surveys, and Pools
   WebAssign
   Wikis

   b. Click on **Tests**.
   c. Click on the chevron ⌄ associated with the test you want to copy, select the **Export** option. This action will result in the creation of a zip file that is downloaded to your computer. The file name will start with "Test_ExportFile…".

   Edit
   Export
   Copy
   Item Analysis

2. Import the Test_ExportFile into the other Bb Learn course.
   a. Under **Course Management → Course Tools**, click on **Tests, Surveys, and Pools**.
   b. Click on **Tests**.
   c. Click on the **Import Tests** button.

   Tests
   Tests are a means of assessing
   Build Test   Import Test

   d. On the **Test Import** screen, click the **Browse My Computer** button. Then follow the prompts to locate the Test_ExportFile… downloaded and select the file.
   e. Click the **Submit** button.