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](image)

   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...”.

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.
   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.