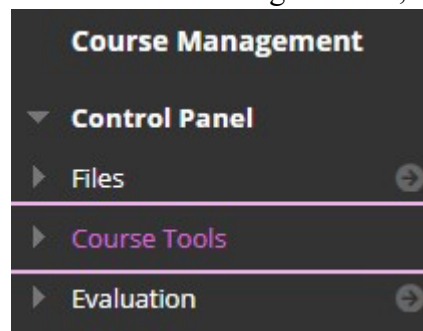


Copying a Blackboard test from one Blackboard course to another (such as a previous year's course unit)

This guide explains step-by-step how to copy a Blackboard test from one Blackboard course to another. To do this, you must export the test from the original Blackboard course and then import it into the new Blackboard course.

Exporting a Test

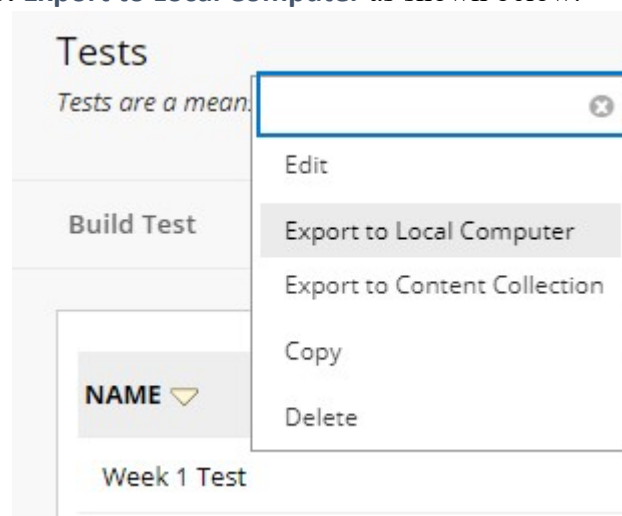
- To export a Blackboard test, log into Blackboard and open the Blackboard course where the test is located.
- Under **Course Management** in the left navigation bar, open **Course Tools**.



- Then select **Tests, Surveys & Pools**.

Tests, Surveys and Pools

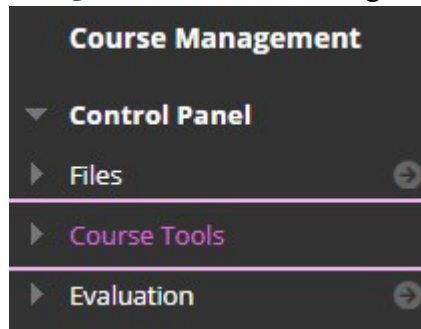
- Open the **Tests** page and a list of all tests in the Blackboard course will appear.
- Find the test you would like to copy, click on the drop-down arrow next to the test name and select **Export to Local Computer** as shown below.



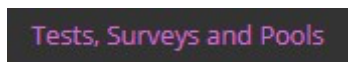
- Save the exported file to a location on your computer. You will need to find this file to import to the new Blackboard course.

Importing the Test

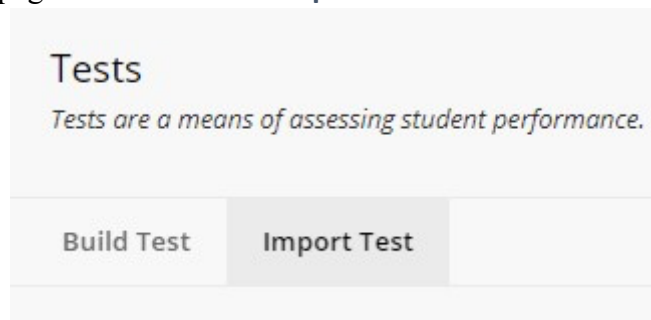
- To import the test, open the new Blackboard course where you would like to add the test. □ Under **Course Management** in the left navigation bar, open **Course Tools**.



- Then select **Tests, Surveys & Pools**.



- Open the **Tests** page and click on the **Import Test** button as shown below.



- Then click on the **Browse My Computer** button, open the exported zip file and click **Submit**.

TEST IMPORT

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

Attach File

Selected File

- A new page will appear with a message to say import has completed, click on the **OK** button. □ The test has successfully been copied and will appear on the **Tests** page.

Safari Users

Sometime your MAC is configured to open Zip file automatically when downloaded. To enable the export/download > Import of the same zip file you need to turn this feature off.

- Open Safari
- Click **Preferences**
- Under the General tab, uncheck the option **Open "safe" files after downloading**