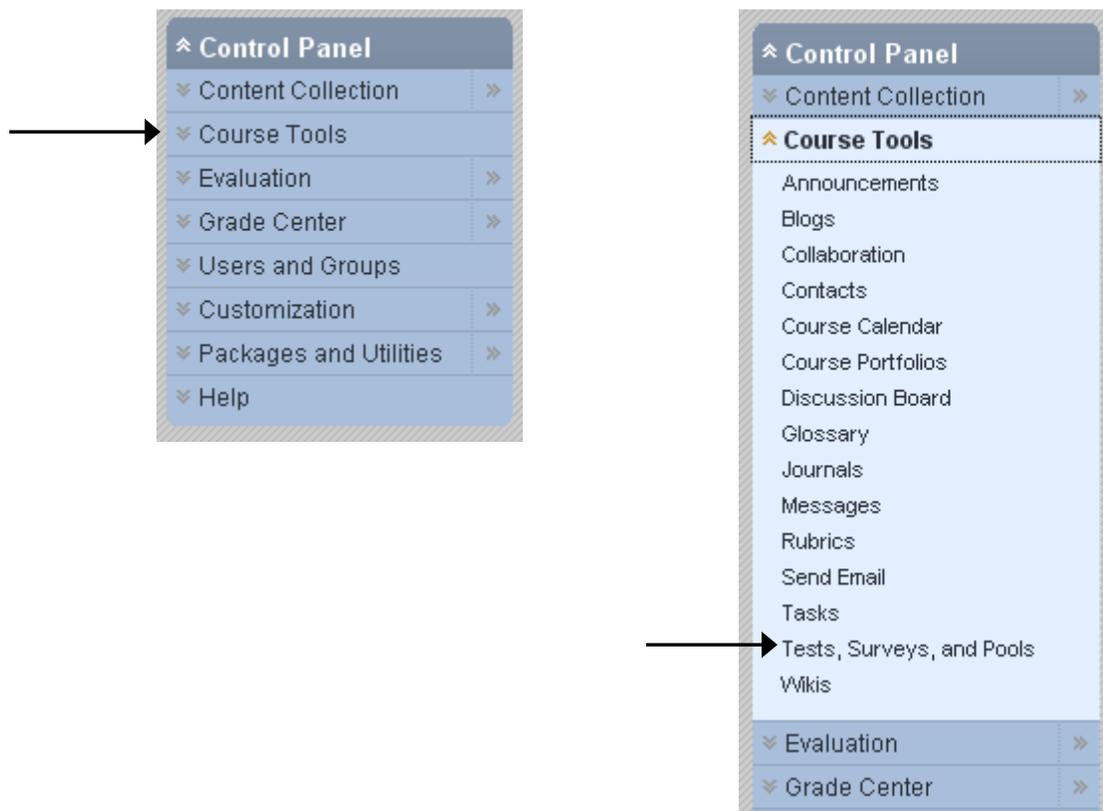


Copying a Blackboard Test or Survey from One Course to Another

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 performance. take the test. Test results are reviewed in the Grade Center. Note that some qu

» **Surveys**
Surveys are not graded. They are useful for gathering data from students that is for students to respond to the survey.

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

- Locate the test or survey you want to copy in the list. Click the Edit dropdown [] to the right of the test name and select 'Export to Content Collection.' In this example, we'll choose 'Essay Test.'
(**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.)

Name	
Biology Sample: Online "Assignment"	
Biology Sample: Online "Assignment"(150% time)	
Demo Quiz	
Demo Quiz(1)	
Essay Test	
File Response	
Jane Healy	
Language Q	
Math Test	
Module 1 Te	

> Edit

> Export to Local Computer

> Export to Content Collection

> Copy

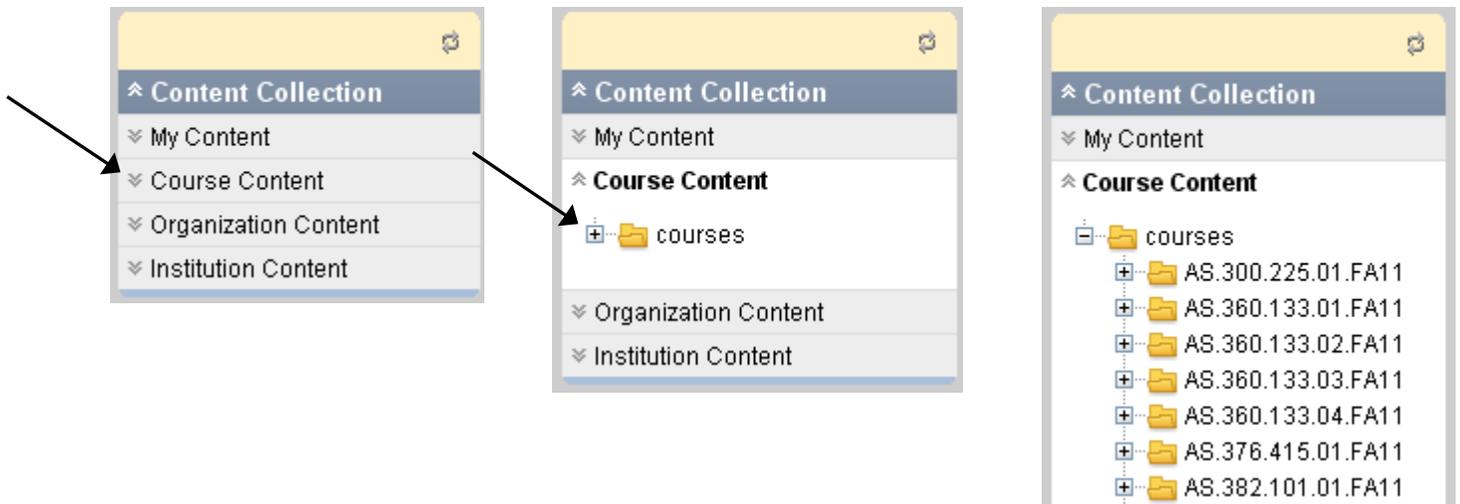
- Click 'Browse' to browse the Content Collection.

1. 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 'Course Content,' then 'Courses' to expand your available courses.



- Navigate through the list of courses and click on the name of the course that you want to copy the test or survey into.



- The right side of the dialog box should now display the files and folders that correspond to the selected course. Click the 'Select current directory' option to copy the test into the root folder of the content collection of this course. (Alternatively, you can navigate through the content collection and select a different folder.)

Select Folder

The Content Collection provides central file storage for all content. Instructors can link to items anywhere in the Content Collection when creating content for this Course. When an Instructor changes an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, Instructors can access the content in this Course, in all of the Instructor's Courses, in all of the Instructor's Organizations, or in all of the Courses in the Institution. [More Help](#)

Create Folder **Set Up Web Folder**



Course: **Bb9 Test Course**

File Type	Name	Edited	Size
	2010_04_01	Aug 24, 2010 3:05:39 PM	36.9 MB
	amy_test_course_ImportedContent_20100908112557	Sep 8, 2010 11:25:57 AM	0
	amy_test_course_ImportedContent_20110412013035	Apr 12, 2011	0

- Once a location is selected, scroll down to the bottom of the dialog window and click 'Submit.'



- Click Submit again, from the 'Export Test' screen.

1. 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

2. Submit

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

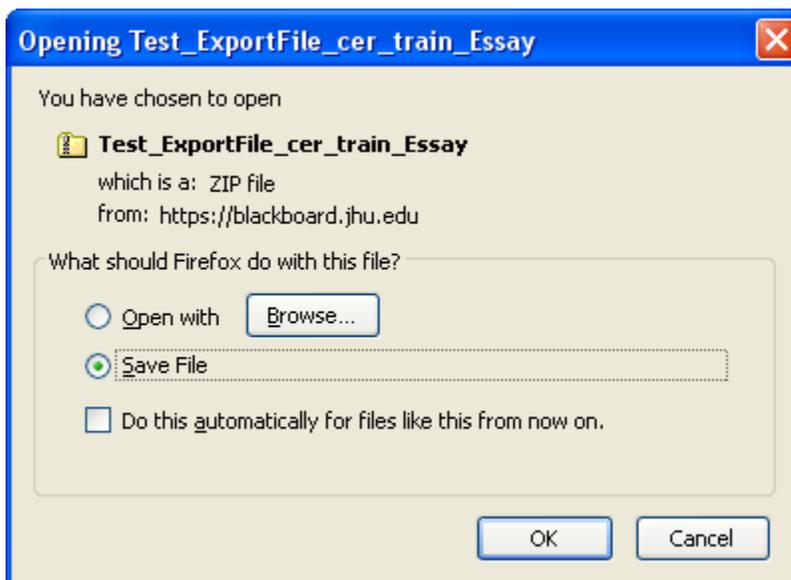


To deploy the test or survey to your course, see the 'Deploying a Test or Survey' portion of the **Tests and Surveys** tutorial.

Alternative Instructions – Export to Local Computer

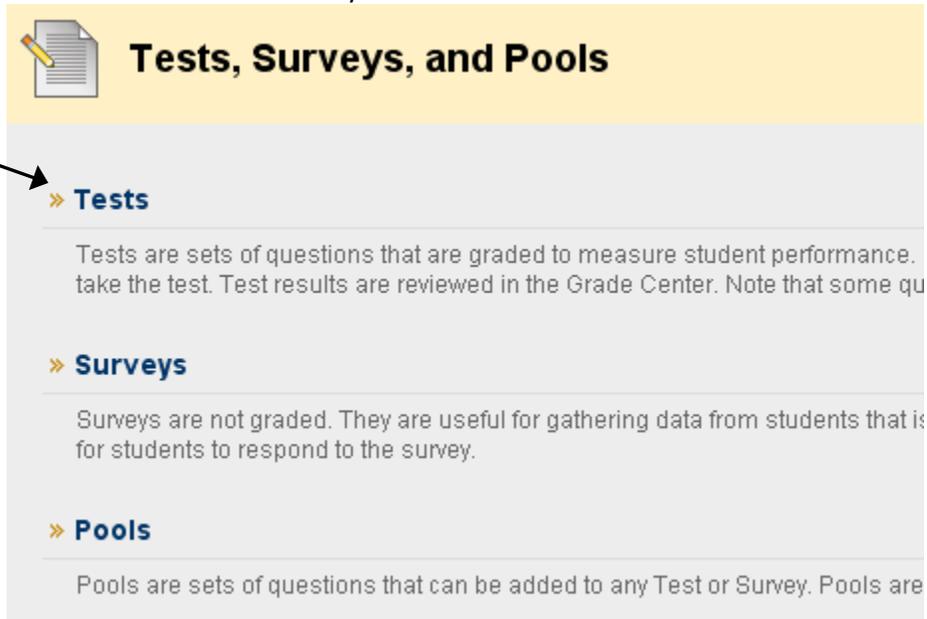
(Continuing from Step 3, above)

4. If you've selected to export the test or survey to your local computer, save the file somewhere on your PC:



5. Once the file has been saved, navigate to your other course in Blackboard, where you want to import the test.

- Again, select the **Course Tools** link from the Control Panel (lower left hand side of the screen) to expand its options and choose 'Tests, Surveys, and Pools.'
- Click the 'Tests' or 'Surveys' link.



Tests, Surveys, and Pools

» **Tests**

Tests are sets of questions that are graded to measure student performance. take the test. Test results are reviewed in the Grade Center. Note that some qu

» **Surveys**

Surveys are not graded. They are useful for gathering data from students that is for students to respond to the survey.

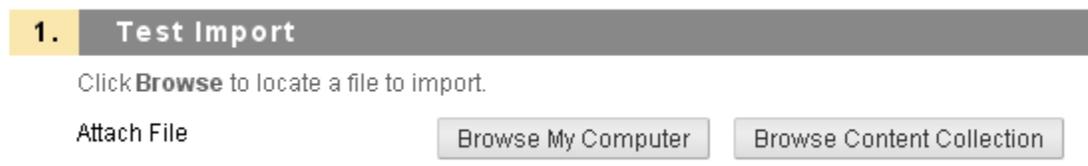
» **Pools**

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

- Click the 'Import Test' or 'Import Survey' button at the top.



- Click 'Browse My Computer' and locate the saved test file. The name of the file will start with 'Test_ExportFile_'



1. Test Import

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

Attach File

- Once the file has been located and selected, click Submit. You will receive a confirmation message that the test has now been added to your course.



Test Import Complete

The package has been processed. The log file is below.
Oct 11, 2011 11:11:13 AM - Status: The operation import has completed.

To check that your test has truly been imported into the course, navigate once again to the Control Panel > Course Tools > Tests, Surveys, and Pools > Tests. The imported test should be listed:

Build Test **Import Test**

Name	
1 Ksp prelab hw	⌵
4 kinetics prelab hw	⌵
Biohazard Safety	⌵
→ Essay Test	⌵
Laser Safety	⌵
Oral comprehension 5	⌵

To deploy the test to your course, see the 'Deploying a Test or Survey' portion of the **Tests and Surveys** tutorial.