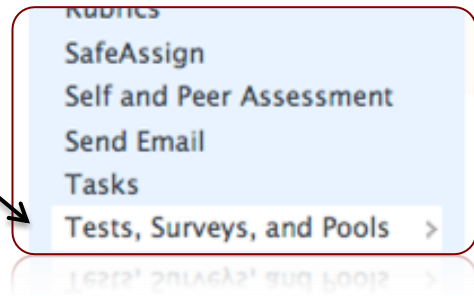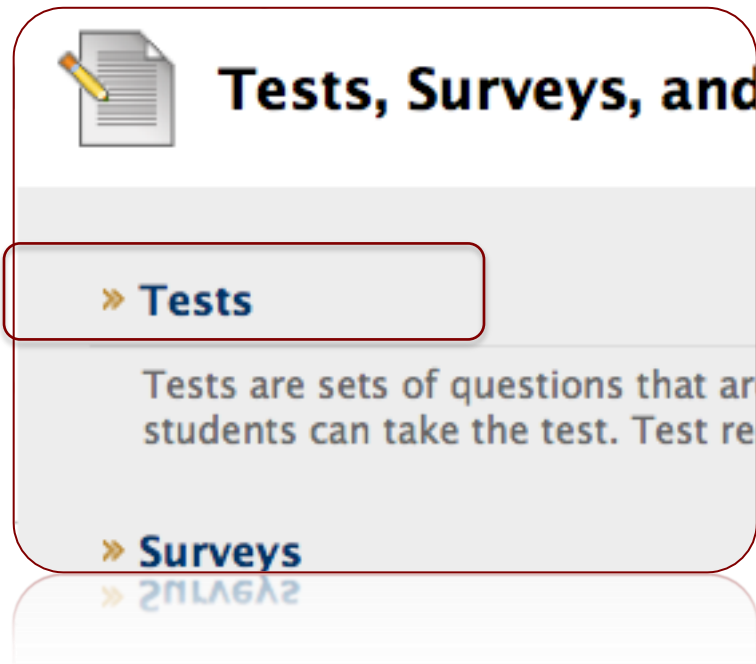# Copying a Test from One Section to Another
eLearning Blackboard Learn 9.1 for Faculty

To move a test from one course to another without copying the entire course you will need to first go to the test you wish to copy. To do this, go to Course Management and then to **Tests, Surveys and Pools:**


*Before continuing, note that if your test use a question set that is imported from a pool, you cannot use this method. Please look for the tutorial on copying a course, and when you get to the final step, select only the **tests, surveys, and pools.**
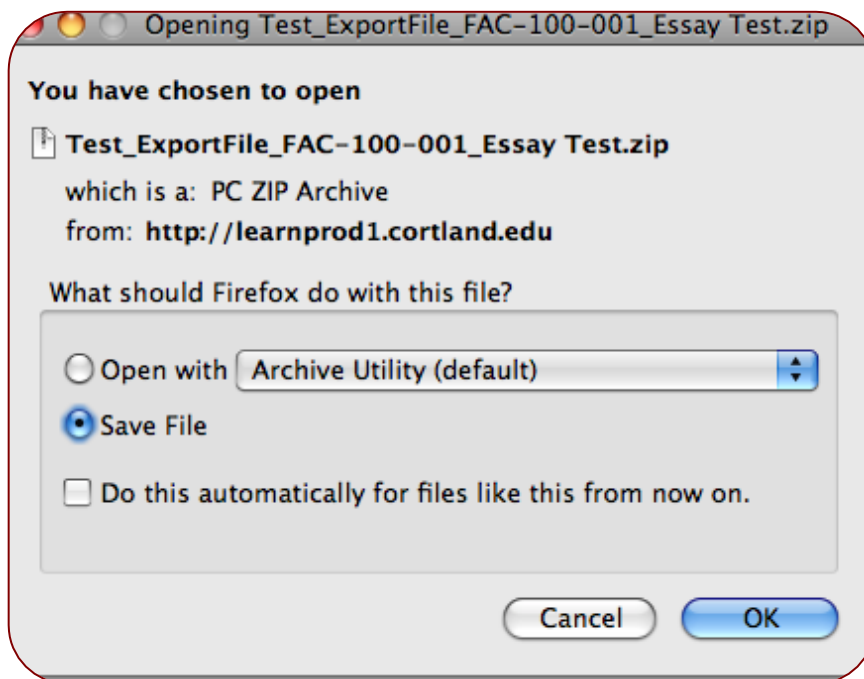
Click on **Tests**

Find the test you want to export/import and click on the associated **action menu**. Then click on **Export**:
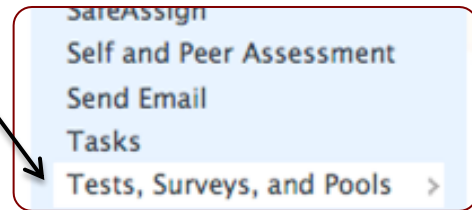
Name

Essay Test

Test 1

> Edit

> Export
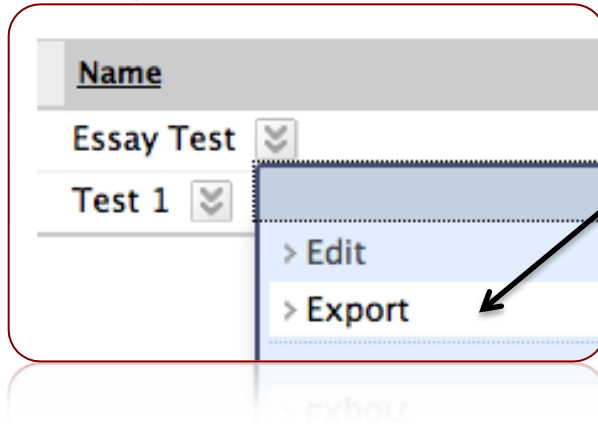
You will be prompted to save the .zip file. Make sure that the file does not automatically unzip AND that you know where you are saving the file.
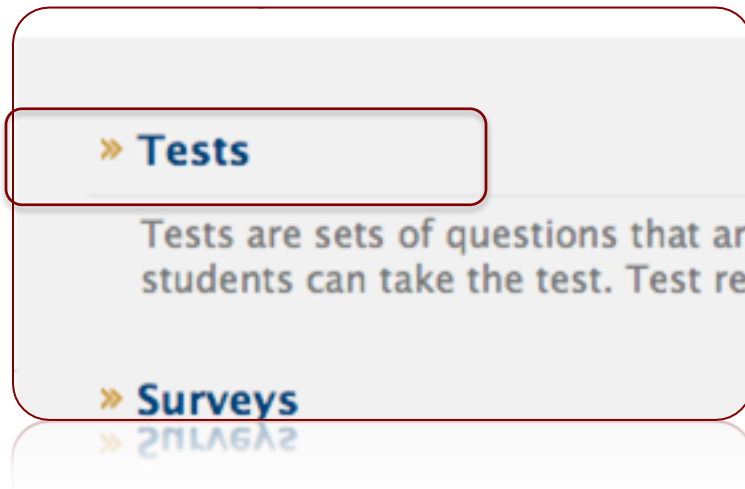
Opening Test_ExportFile_FAC–100–001_Essay Test.zip

You have chosen to open

Test_ExportFile_FAC–100–001_Essay Test.zip

which is a: PC ZIP Archive

from: **http://learnprod1.cortland.edu**

What should Firefox do with this file?

○ Open with Archive Utility (default)

● Save File

☐ Do this automatically for files like this from now on.

Cancel   OK

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Copying a Test from One Section to Another
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Once you have downloaded the file, go into the course you want to import *into*.

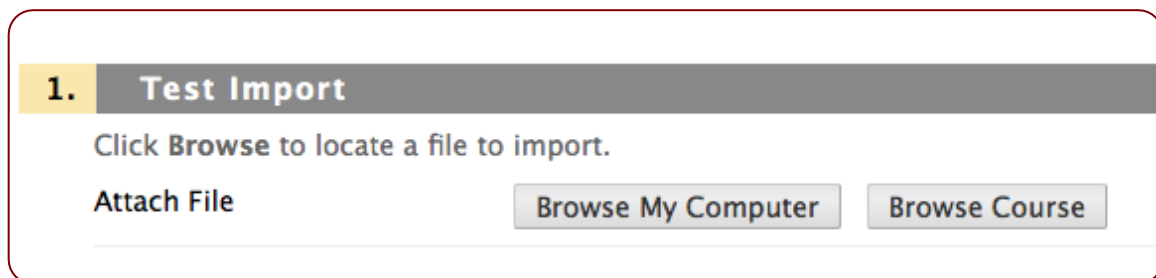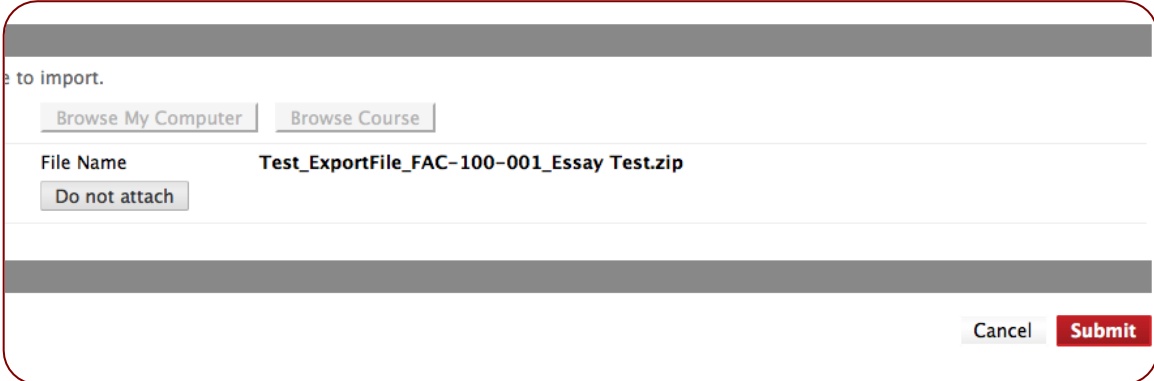To Import the test click on **Tests, Surveys and Pools** in the new course:

> SafeAssign
> Self and Peer Assessment
> Send Email
> Tasks
> Tests, Surveys, and Pools   >

Click on **Tests**

> » **Tests**
>
> Tests are sets of questions that ar
> students can take the test. Test re
>
> » **Surveys**

Click on **Import Test**

Browse your computer for the test you previously exported:

1.   Test Import

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

Attach File   [Browse My Computer]   [Browse Course]

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Make sure the file is the correct file and then click on submit. *If you have attached the wrong file then click on Do Not Attach and find the correct file.*

You will receive a confirmation that the test has been imported.

You will then need to deploy the Test. Go to a content area on the course menu where the students will access their tests. Click on Create Assessment and then on Test:
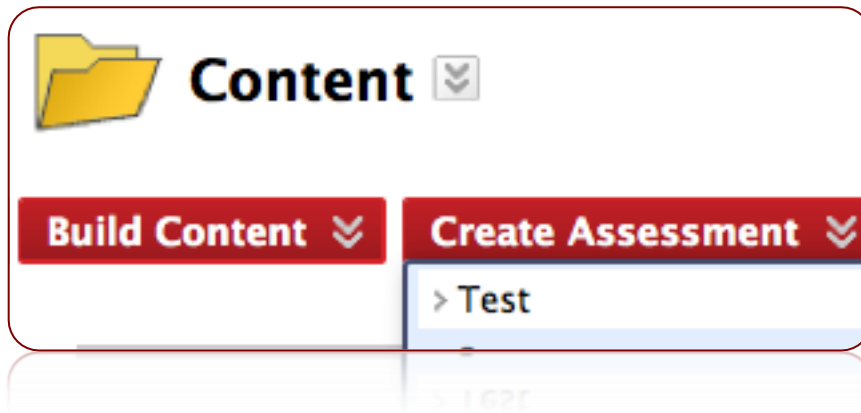
Click on the Test from the list shown (it will be there once you have imported it) and then click on Submit.
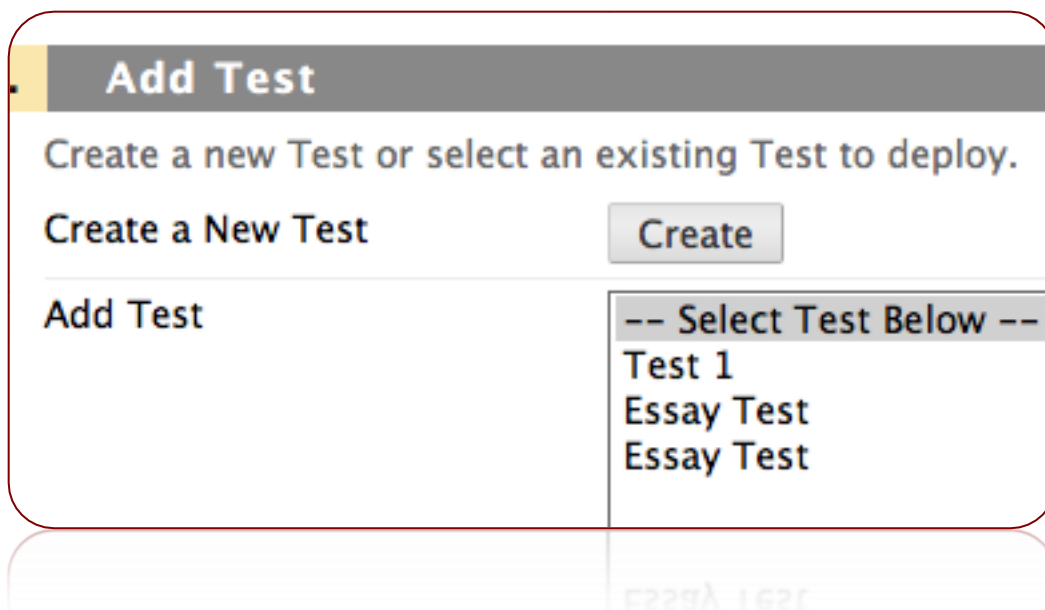
You will need to set-up the availability for the students and then you should be all set!