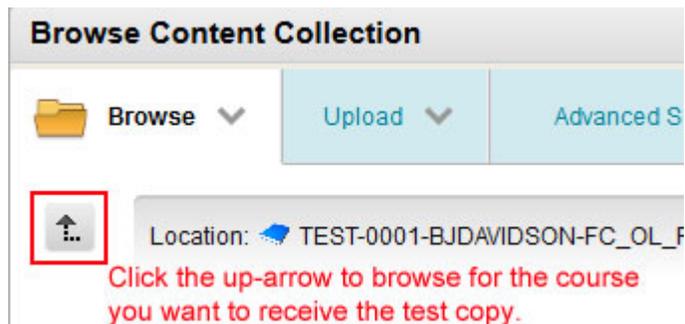


Copy a Test to a Different Course in Blackboard

You can copy a test from one Blackboard course to a different course in Blackboard, if you have Instructor rights in both courses. Follow the steps below:

1. Open the course that contains the test you want to copy.
2. In the **Course Management** area, go to **Course Tools > Tests, Surveys, and Pools**.
3. Click on **Tests**.
4. Locate the test you want to copy to a different course. Use the drop-down contextual beside the title to select **Export to Content Collection**.
5. In the **Export to Content Collection** window, click the **Browse** button.
6. In the **Browse Content Collection** window, click the *up-arrow* to go to the next highest level in your Content Collection. Then **Browse** for the course you want to receive the test copy.



7. Select the radio button for the course you want to receive the test copy. Then **Submit**.
8. On the next screen (**Export to Content Collection**), click **Submit** again.
9. Now go back to the **Courses** tab and open the course to which you copied the test.
10. In the Course Management area, go to **Course Tools > Tests, Surveys, and Pools**.
11. Click on **Tests**. Then click **Import Test**.
12. In the next screen, click **Browse Content Collection**.
13. Click the radio button for the **TestExportFile** you exported from the other course. Then **Submit**.
14. On the next screen (**Test Import**), click **Submit** again.
15. Finally, to deploy the test, go into the **Content area** and click **Assessments** (action bar at the top of the screen). Select **Test**.
16. In the **Create Test** window > from the **Add Test** box, select the test you copied and click **Submit**.
17. Set the Test Options (**Make the Link Available**, set dates, etc.).