Copy Tests and Quizzes in Blackboard

Blackboard allows you to re-use online tests and quizzes that you have created. This is a multi-step process where you will first "export" (copying the test from the previous course site) and then "import" (pasting the test into the new course). In order for students to take the test, you must "deploy" the test.

Part 1 - Copy (export) a test from another course site

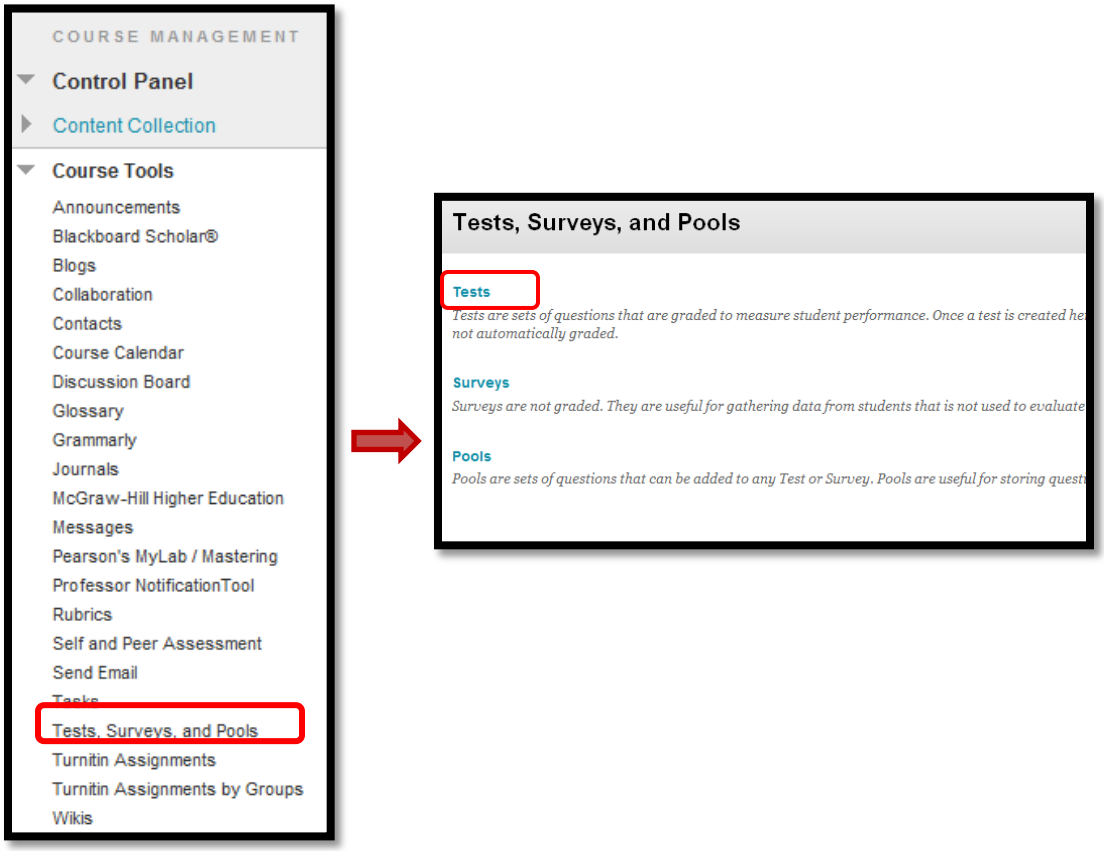
If you have created a test in a course site, you can easily export that test and import it into your current course site.

1. Log in to Blackboard http://eaglebb.coppin.edu and go into the course site that has the test you want to copy.

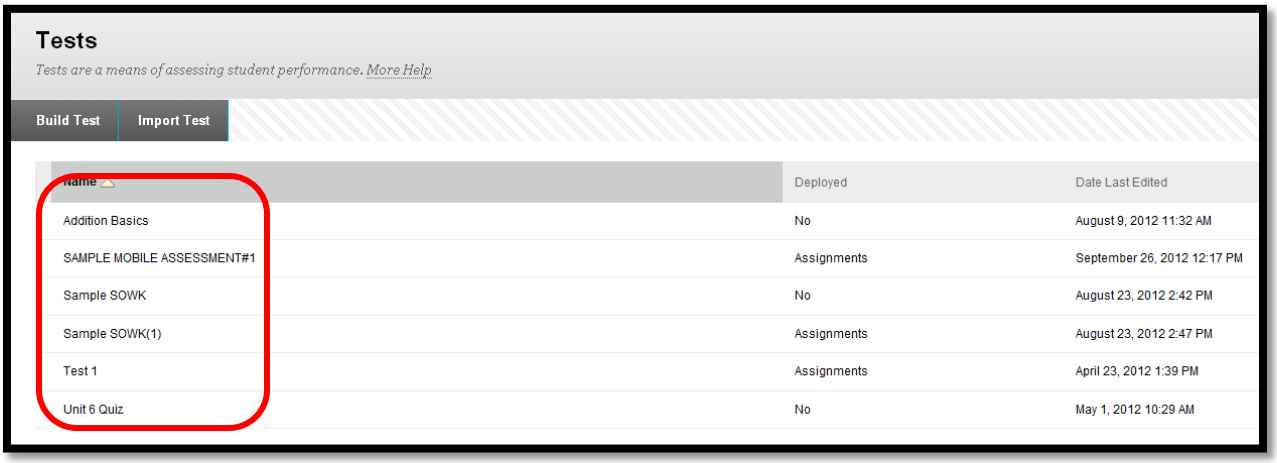
2. In the lower left Control Panel area, click **Course Tools** to expand and view the list of tools.

3. Click **Tests, Surveys and Pools**.

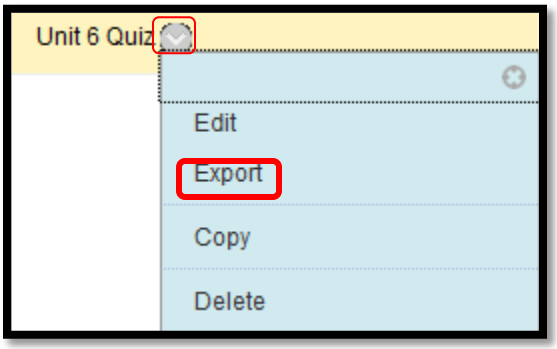
4. Click **Tests**.



You will see a list of the tests that you created.



5. Click arrow next to the test you want, and select **Export**.



6. When prompted if you want to Open, Save or Cancel, click **Save**.

7. Select a location on your computer -- for example, the Desktop, and click **Save**.

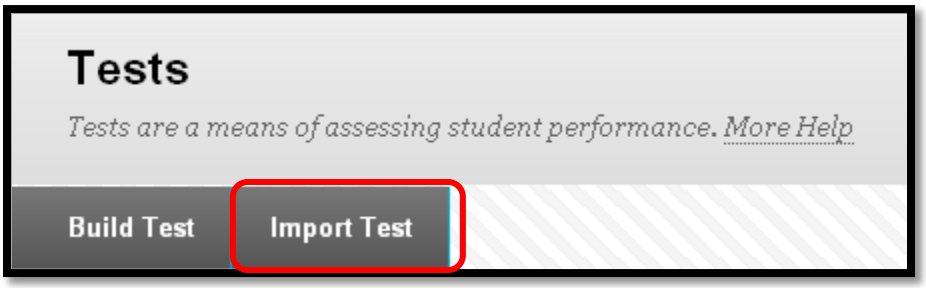
   This will save the test as a ZIP file on your computer. Do not try to open the ZIP file.

Part 2 - Paste (import) a test into your current course site

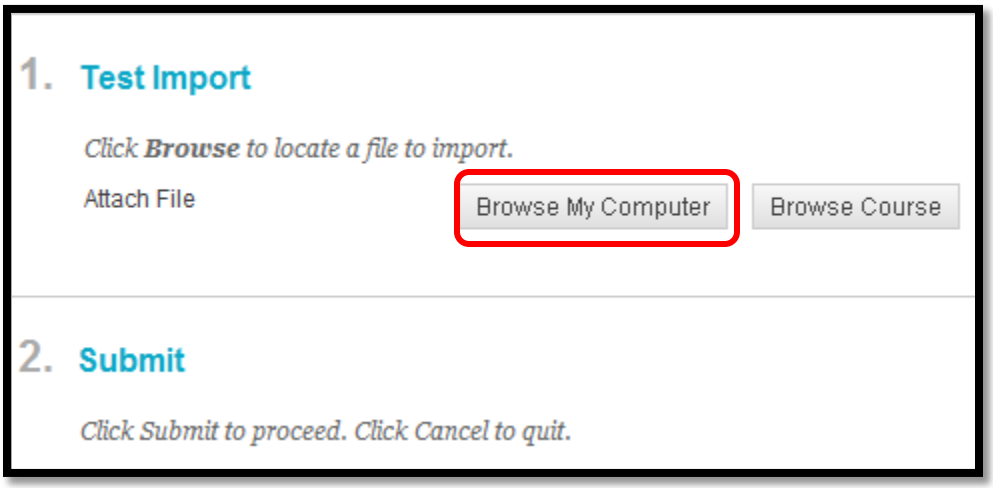
8. In Blackboard, click the **Courses** tab at the top of the web page and click the course you want to copy the test **into**.

9. Repeat steps 2, 3 and 4.

10. Click **Import Test** .



11. Click **Browse My Computer**.

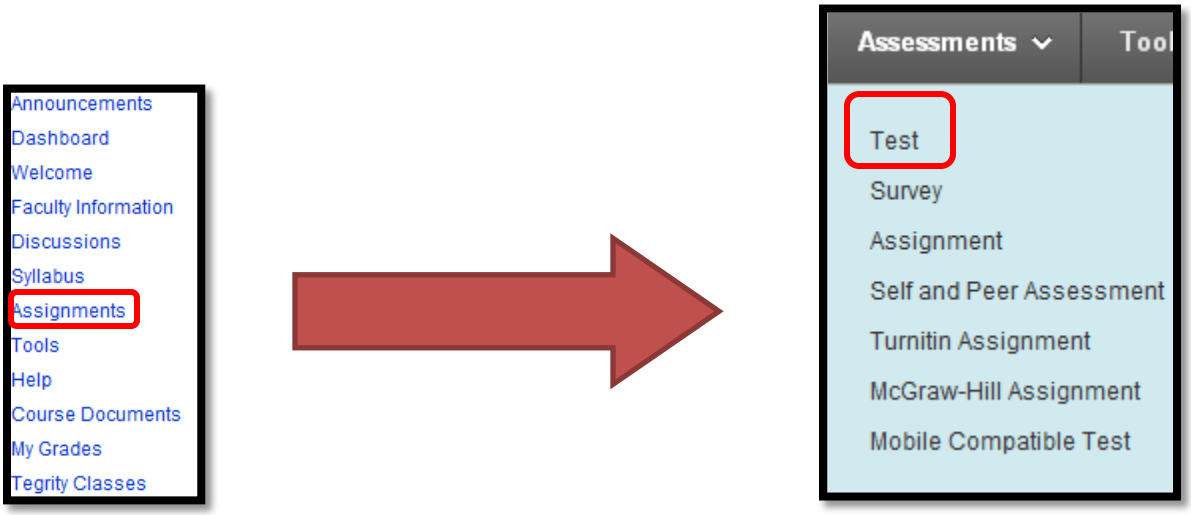


12. Select the first file to import, then click **Open**.

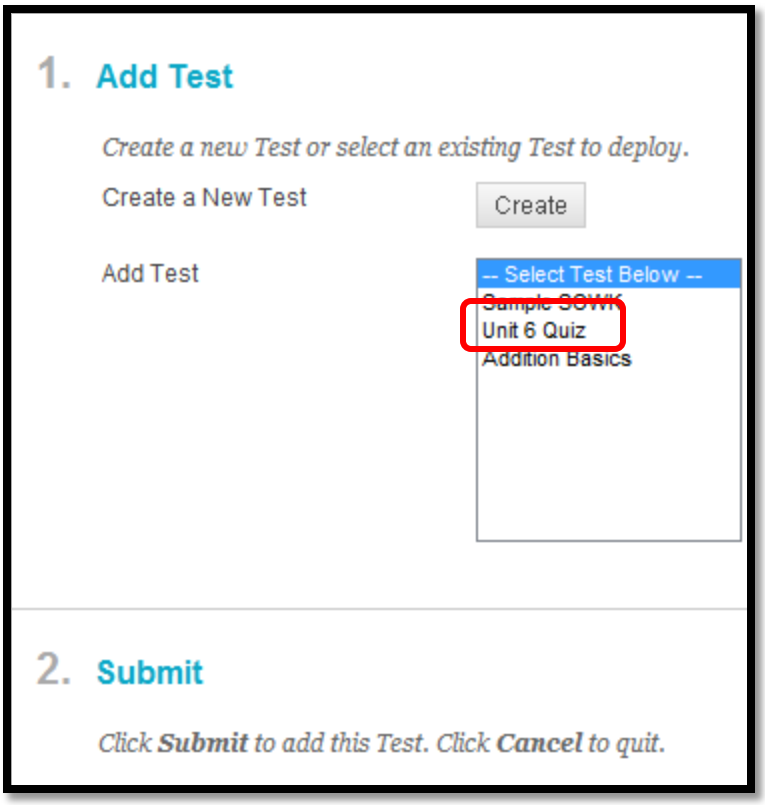
13. Click **Submit** to import the test.

Part 3 - Deploy the test so that students can take it

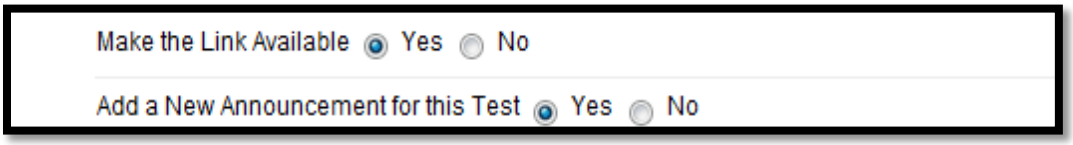
1. In the course menu on the left, click the **Assignments** area. Click **Create Assessment** and then select **Test**.



2. You will see a list of the tests that you imported -- select the test that you want to give to students and click **Submit**.



3. Set the options for taking the test... for example, make sure you select "**Yes**" to "Make the Link Available"



4. Scroll down and click **Submit.**

   The students will now be able to see and take the test.

   Congratulations! You have just copied the test(s) from your previous course into your

Where to Get Help: Faculty & Staff

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/TLT**
- HelpDesk: **410-951-3888**
- Instructional Technology & Training Center, located in Grace Jacobs, Room 106: **410-951-2643**

Where to Get Help: Students

- Training sessions, tipsheets, and recorded tutorials are available on the Instructional Technology and Training Website: **www.coppin.edu/ITSSC**
- IT Student Service Center, located in Grace Jacobs, MC-16: **410-951-3872**