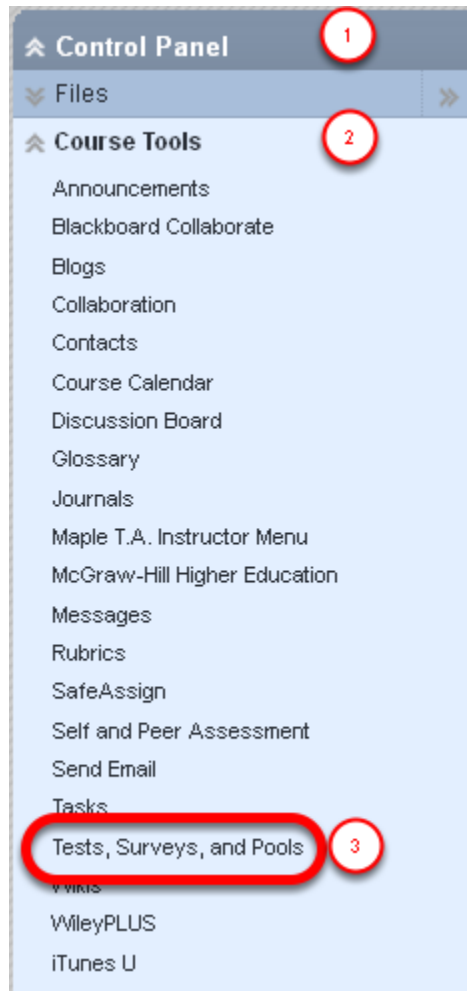



# Copying a Test from One Course into Another

Copying a test from one course into another is a different procedure than just copying other content. Here we show you how it is done.

1. Get into the course containing the test you wish to copy and under the Control Panel, click on Course Tools and then Tests, Surveys, and Pools



2. Select Tests



## Tests, Surveys, and Pools

» Tests

Tests are sets of questions that are graded to measure student learning. Test results are reviewed in the Gradebook.

» Surveys

Surveys are not graded. They are useful for gathering student feedback or for students to respond to the survey.

» Pools

Pools are sets of questions that can be added to any test or survey.

**NOTE:** If your test uses 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.

3. Find the test you want to copy and click on the contextual menu. Then click on Export:

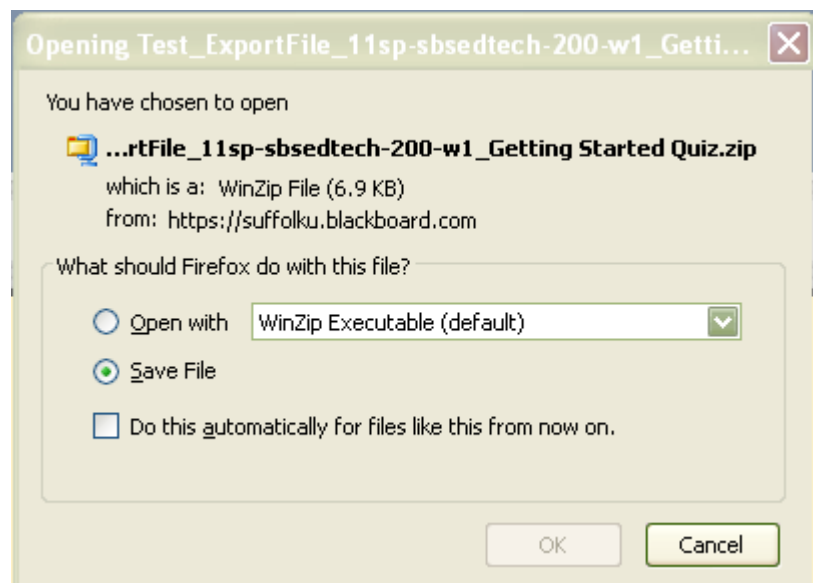
Name	Deployed
Final Course Evaluation	III. Wrap Up
Getting Started Quiz	Getting Started -

» Edit

» Export

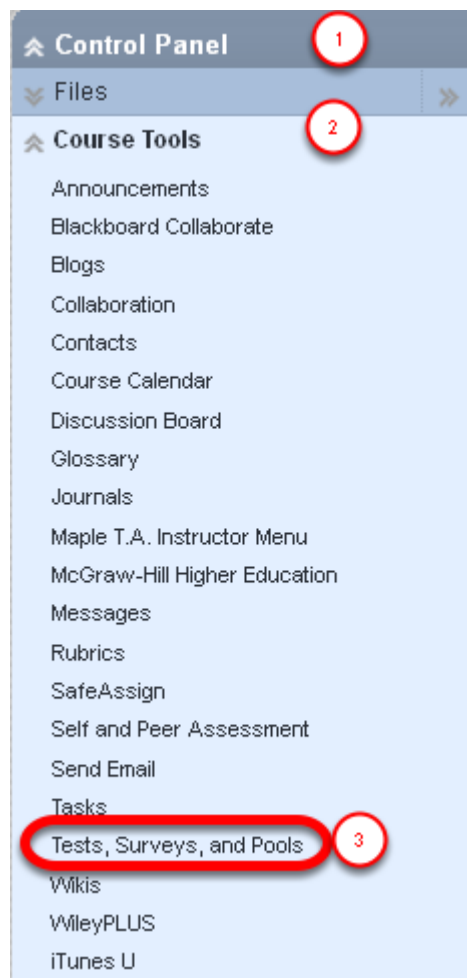
» Copy

4. You will be prompted to save the .zip file

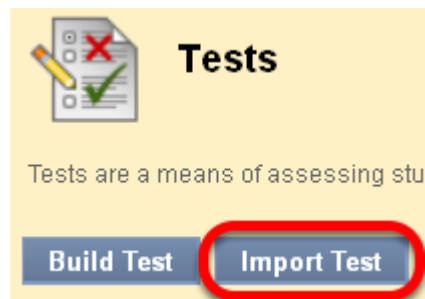


**NOTE:** Make sure that the file does not automatically unzip AND that you know where you are saving the file.

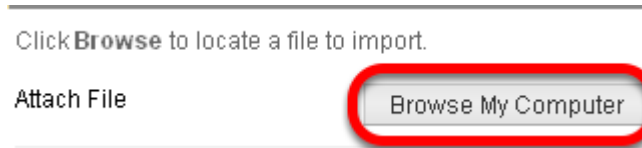
5. Go into the course you want to copy the test into and click on Control Panel/Course Tools, and then Tests, Surveys and Pools



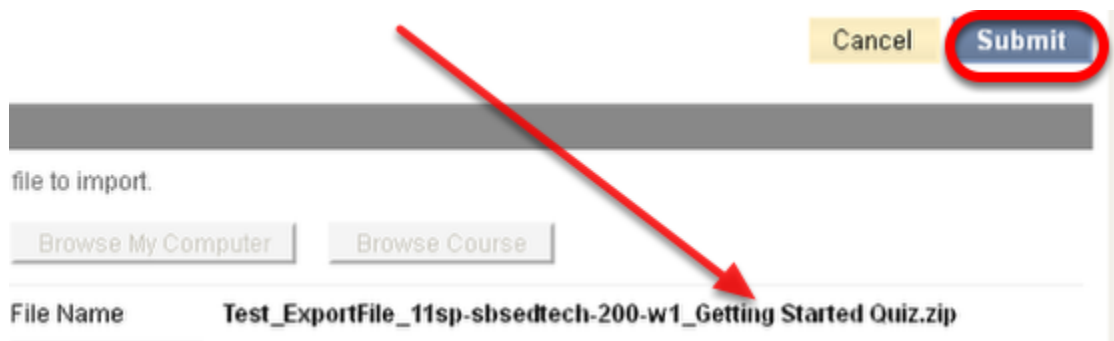
6. Click on Tests, and Import



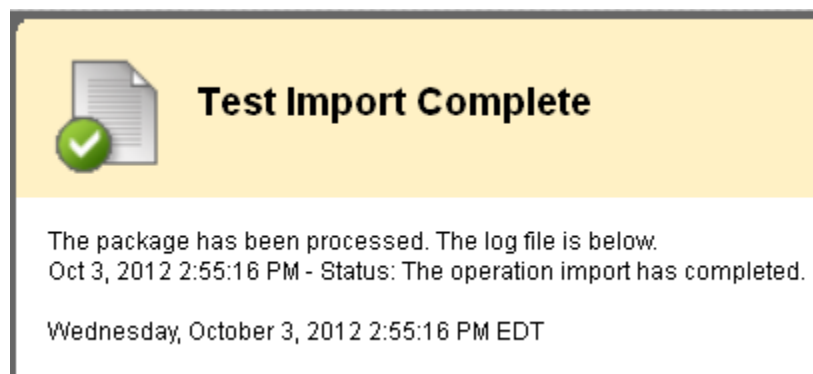
7. Browse your computer for the test you previously exported



8. After verifying it is the correct file, click Submit

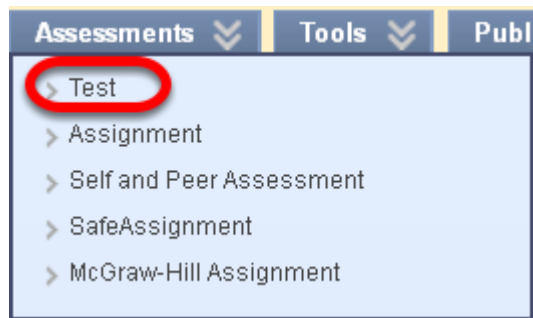


9. You'll get a Test Import completion message



**NOTE:** You will then need to deploy the Test.

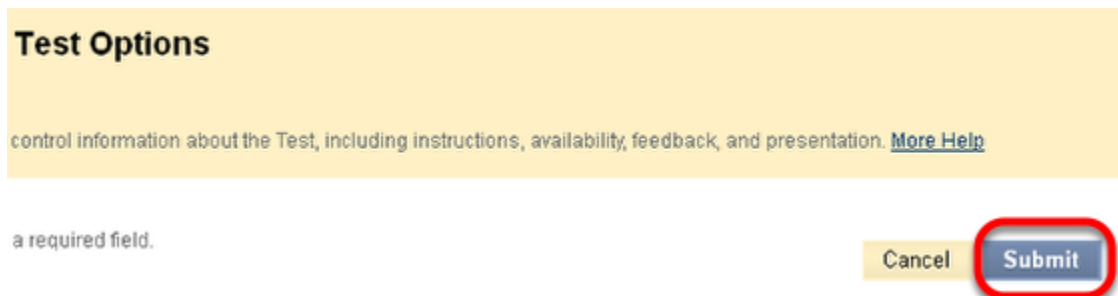
10. Go to the content area where the students will access their tests. Click on Assessments and then on Test



11. Select the test you just imported and click Submit



12. Review the Test Options and select Submit



**NOTE:** You should now be all set. For more about Test Options, see the [Knowledge Base tutorial](#).