

Edge Hill University

# COPYING TESTS IN BLACKBOARD

## Introduction

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If you have tests in Blackboard that you want to move to another Blackboard area, there are two possible methods. You can copy tests individually or use Course Copy to copy all the tests in the area at once.

Note that copying a test does not copy the link to it. This will need recreating.

## Copying a Test

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To export a test from a Blackboard area:

- On the Control Panel, go to 'Course Tools' and click on 'Tests, Surveys and Pools'
- Select 'Tests'
- Choose the drop-down menu for the test you want to copy
- Select the Export to Local Computer option
- The quiz will download as a .zip file

To import the quiz into another area:

- On the Control Panel, go to 'Course Tools' and click on 'Tests, Surveys and Pools'.
- Select 'Tests'
- Select 'Import Test'
- Select 'Browse My Computer' and search for the .zip file
- Click 'Submit'

- Wait for the screen that confirms the quiz has been imported

To link to the imported quiz

- Go to the Content Area page where you want student to access the test
- Click on the Assessments menu and choose 'Test'
- Choose the test from the 'Add an Existing Test' list and click 'Submit'

## Copying All Tests in an Area

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To copy all tests, you can use the Course Copy tool.

- On the Control Panel, go to 'Packages and Utilities' and click on Course Copy
- For the 'Select Copy Type' option select 'Copy Course Materials into an Existing Course'
- For the 'Destination Course ID' select the ID of the course that you want to copy the tests to
- Only check the 'Tests, Surveys and Pools' box
- Click 'Submit'