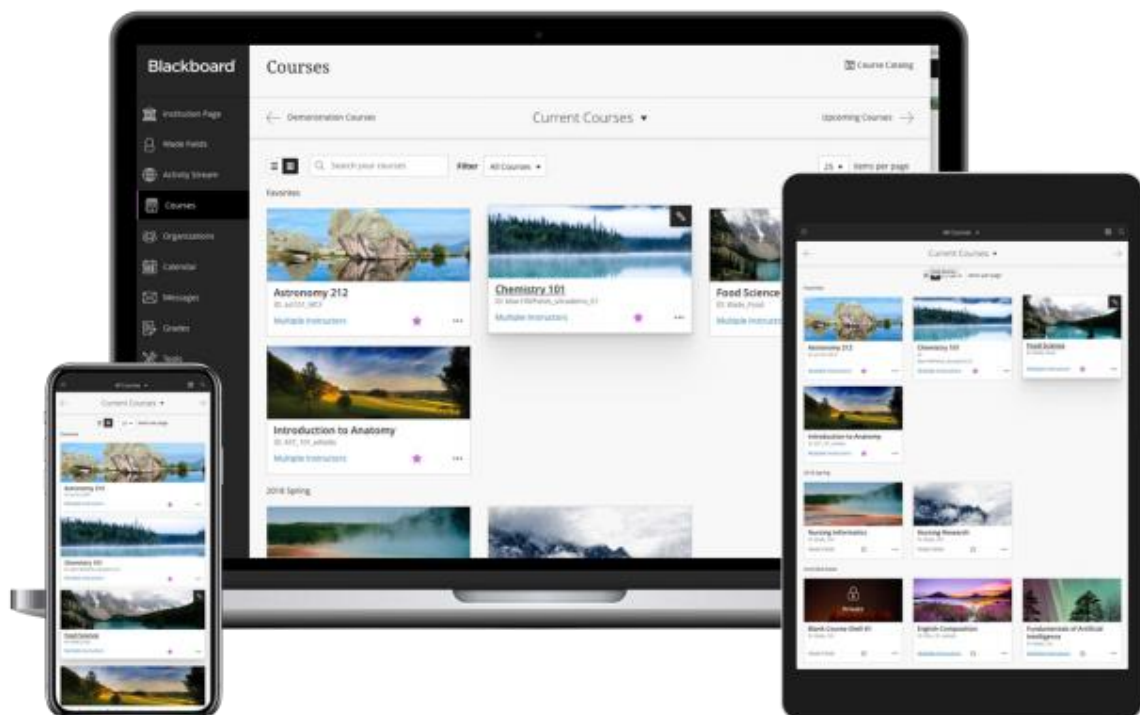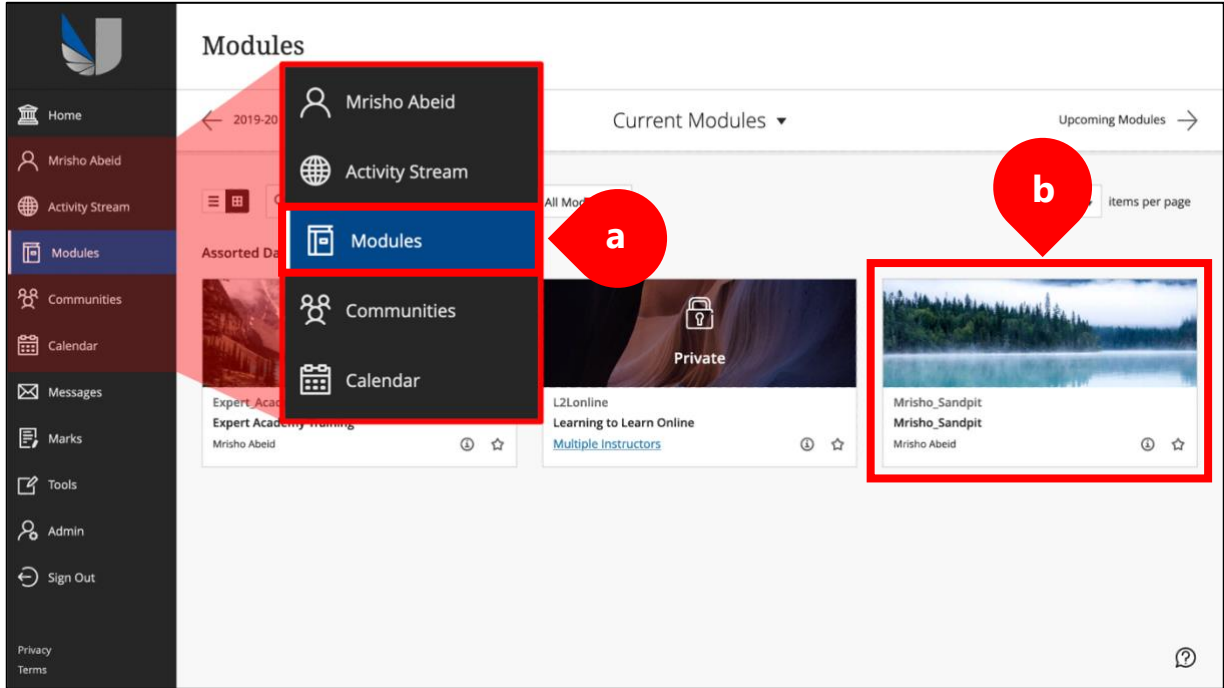# BLACKBOARD:

COPY A TEST TO ANOTHER MODULE

This document will show you how copy a test from one module/course or community to another within Blackboard. This feature requires exporting the test from one module and later importing it to the new module where it is needed.
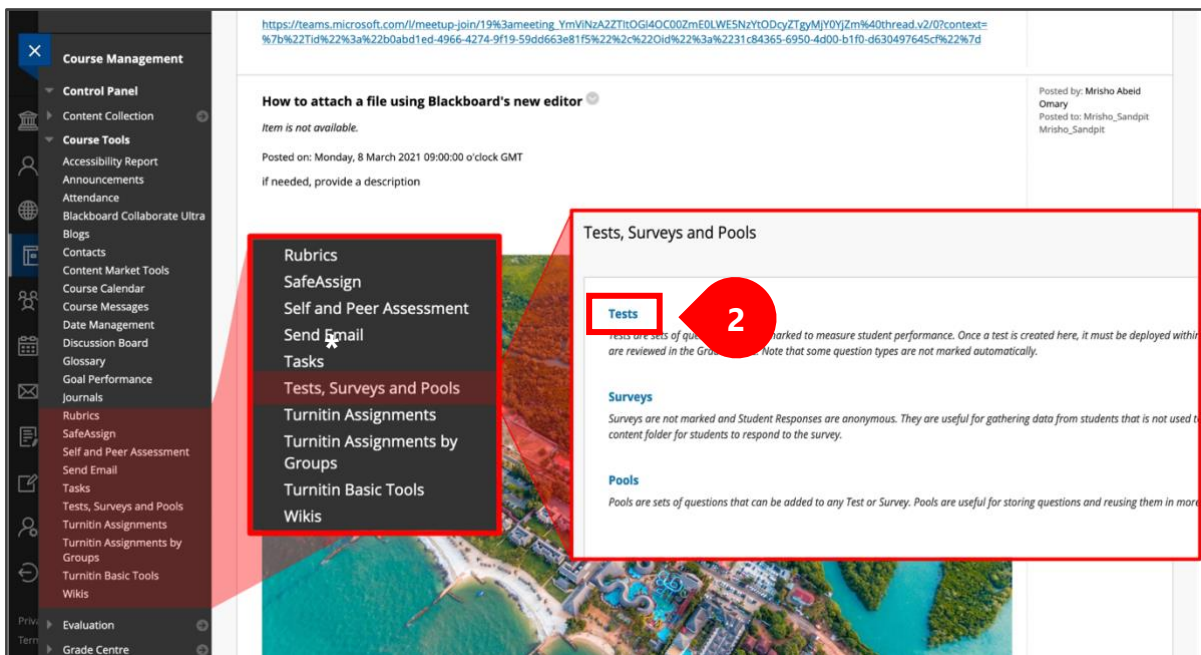

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1. After logging into Blackboard and while on the base navigation,
   a. open **modules** (*for courses and modules*)
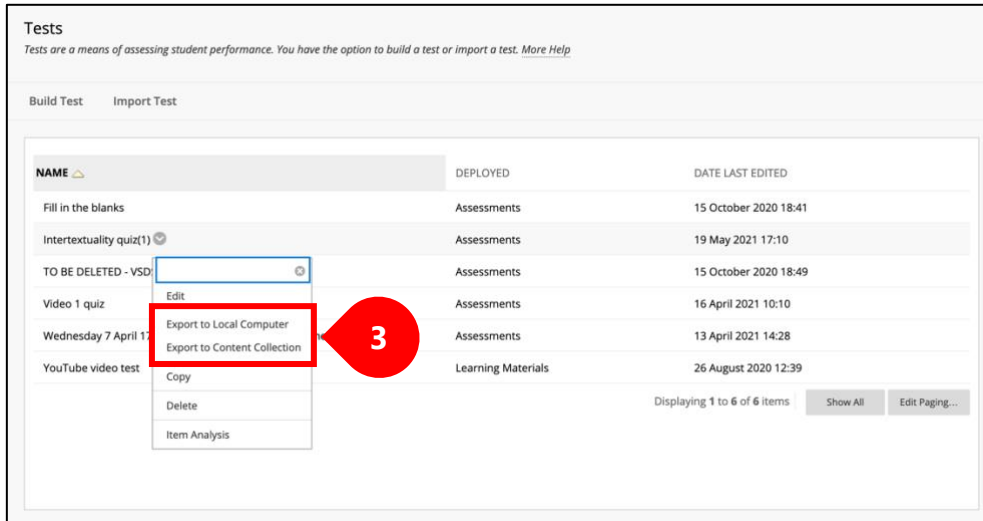   b. select a module in which the test resides

   * *please be advised that tests cannot be copied between modules, they can only be exported and imported as needed*
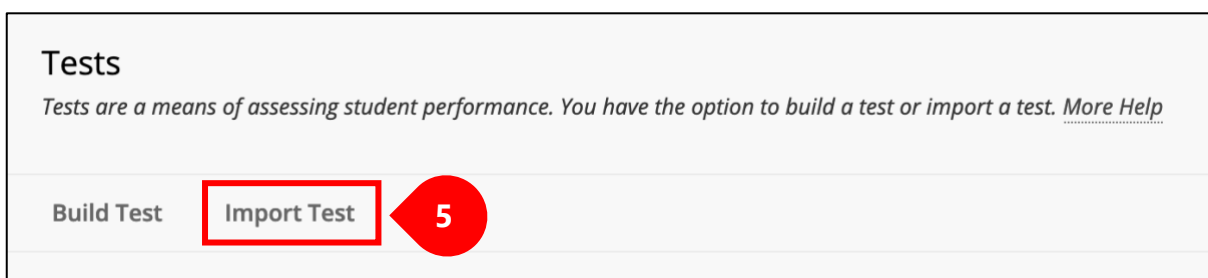

2. While in the module/course or community scroll down to **course/organisation management > course tools > tests, surveys & pools > tests**:
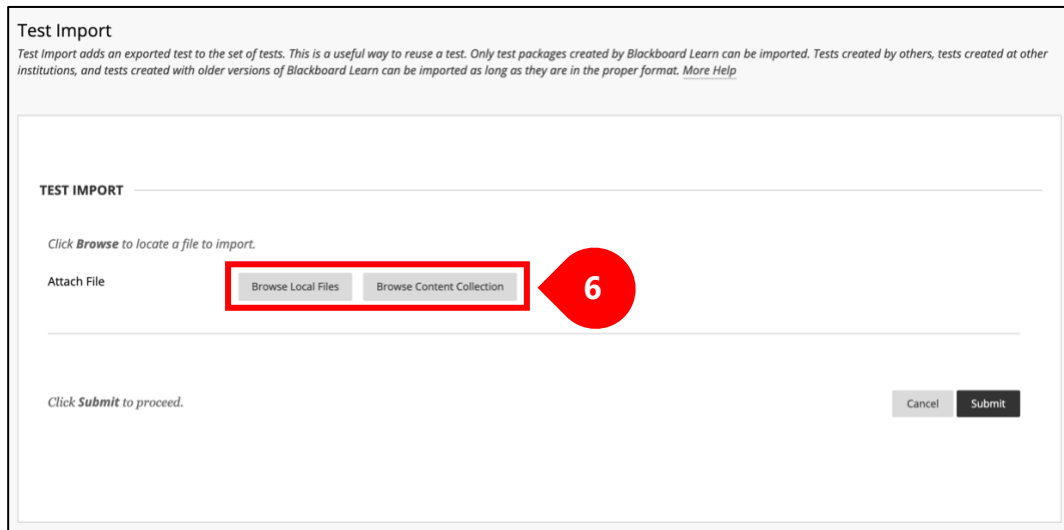
3. You will see a table showing you all available tests in the module/course or community.
   a. **name** – shows the name of the test
   b. **deployed** – shows whether it has been used and where that is
   c. **date last edited** – shows the last dates changes were made to the test

i. Select **export (*to computer or content collection*)** to get a copy of the test.
   - *to computer*: will download the test to your personal computer and save it to your downloads folder by default
   - *to content collection*: will save a copy of the test in default storage location of your choice within Blackboard itself

4. Once you have exported a copy of the test, you will:
   i. navigate back to your list of modules, courses or communities and select the one in which you would like to use the test
   ii. go back to tests area is course tools to import the test

5. Once in the tests area of the new module, select **import test**

6. Select where the test will be imported from (*this is where you exported and saved it from the previous module*).

Test Import

Test Import adds an exported test to the set of tests. This is a useful way to reuse a test. Only test packages created by Blackboard Learn can be imported. Tests created by others, tests created at other institutions, and tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. More Help

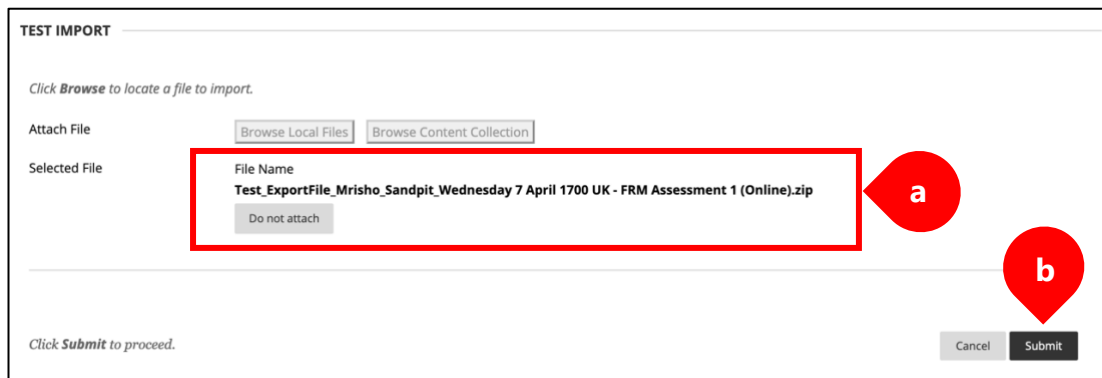**TEST IMPORT**

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

Attach File   [Browse Local Files] [Browse Content Collection]   **6**

Click **Submit** to proceed.   [Cancel] [Submit]

a. Once you have selected the file, its name will be displayed as seen below
b. Then select **submit** to accept the file and process the importation of the test

TEST IMPORT

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

Attach File   [Browse Local Files] [Browse Content Collection]

Selected File   File Name
Test_ExportFile_Mrisho_Sandpit_Wednesday 7 April 1700 UK - FRM Assessment 1 (Online).zip   **a**
[Do not attach]

b

Click **Submit** to proceed.   [Cancel] [Submit]

c. When the test has been uploaded successfully, the following message will be displayed. Then press **OK** to confirm.

Test Import Complete

The package has been processed. The log file is below.
29-Jun-2021 12:30:00 - [WARNING] Status: The operation import has completed.

Tuesday, 29 June 2021 12:30:00 o'clock BST

c

← OK

7. You will then be redirected back to the table showing the list of tests available, including the latest test you have imported*.

NAME △	DEPLOYED	DATE LAST EDITED	
Correct the tenses	Assessments	26 October 2020 10:50	
Intertextuality quiz	Assessments	09 December 2020 10:29	
Test 1: Week 1 information check	Assessments	13 January 2021 14:22	
Wednesday 7 April 17:00 UK - FRM Assessment 1 (Online)	No	29 June 2021 12:29	NEW

Displaying **1** to **4** of **4** items   Show All   Edit Paging...

** With the successful importation of the test to the new module, you then be able to navigate to the section in the module where you would like to deploy the test. As seen, once importation is completed, the test set to **NO** under deployed to indicate it has yet to be used in the module.*