

## 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

	Modules			
🚊 Home	← 2019-20	Mrisho Abeid	Current Modules 🔻	Upcoming Modules $\rightarrow$
A Mrisho Abeid	•	Activity Stream		h
Activity Stream		Modules		items per page
Modules	Assorted Da	Woodles		
쓙 Communities	<u> </u>	Communities	<b>A</b>	States a state of the first of the second
Calendar			Private	
Messages	Expert_Acad	Calendar	L2Lonline	Mrisho_Sandpit
🗐 Marks	Expert Academy Hon Mrisho Abeid	·····。 ④ ☆	Learning to Learn Online Multiple Instructors	Mrisho_Sandpit Mrisho Abeid ② ☆
Tools				
Admin				
😔 Sign Out				
Privacy Terms				Ø

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

ild Test Import 1	Test					
			DEPLOYED	DATE LAST EDITED		
Fill in the blanks		Assessments	15 October 2020 18:41			
Intertextuality quiz(1)	3		Assessments	19 May 2021 17:10		
TO BE DELETED - VSD	0	]	Assessments	15 October 2020 18:49		
Video 1 quiz	Edit		Assessments	16 April 2021 10:10		
Wednesday 7 April 17	Export to Local Computer Export to Content Collection	3	Assessments	13 April 2021 14:28		
YouTube video test	Сору		Learning Materials	26 August 2020 12:39		
	Delete			Displaying 1 to 6 of 6 items	Show All	Edit Paging
	Item Analysis					

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 <u>you would like to use the test</u>
  - 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

<b>Tests</b> Tests are a meau	ns of assessing student performance. You have the option to build a test or import a test. More Help
Build Test	Import Test 5
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6. Select where the test will be imported from (*this is where you exported and saved it from the previous module*).

est Import est Import adds an exporte stitutions, and tests create	ed 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 id with older versions of Blackboard Learn can be imported as long as they are in the proper format. <u>More Help</u>
TEST IMPORT Click Browse to locat Attach File	te a file to import. Browse Local Files Browse Content Collection
Click <b>Submit</b> to proc	veed. Cancel Submit

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

TEST IMPORT	
Click <b>Browse</b> to locate a fi	le 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 Do not attach
Click <b>Submit</b> 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	
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7. You will then be redirected back to the table showing the list of tests available, including the latest test you have imported\*.

	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.