How to "Copy" a Test from one Blackboard Course to Another

In Blackboard, there are Import and Export functions that allow instructors to export a single test (or survey) from one course and import it into another. Using the easy, two step method listed below, instructors can "copy" a test from one Blackboard course site to another.

Step 1: Export a test
* In Blackboard, go into the course that contains the test you want to copy.
* Click on **Test Manager** from the Control Panel.
* Locate the test you want to copy. Click the **Export** button to the right of the test.
* Click **Save**.
* Choose a destination on your computer to save the file. You may rename the file
   if you like, but be sure to keep the file ending (ZIP). And **be sure** to note the
   location and name of the file that you are saving!!

Step 2: Import a test
* Go into the course that you want to copy the test to.
* Click on **Test Manager** from the Control Panel.
* Click the **Import** button.
* Click **Browse**. Locate the ZIP file you saved in step 1 above.
* Click on the file to select it and click **Open**.
* Click **Submit** to import the file, then click OK.
* The test has been copied to the new course. You may modify it, if needed, or go
   ahead and create a link to it in this course.