Copy a Test

Instructors can copy a test for use in the same course. To see how to copy a test to a different course, see **Import/Export Tests**.

1. Open the **course** which contains the test you’d like to copy.
2. In the **Course Menu** on the left side of the screen, scroll down to the **Course Management** section. Click on **Course Tools**, then select **Tests, Surveys, and Pools** (Figure 1).
3. Select **Tests** (Figure 2).

4. Find the test that you want to copy and click on the **grey drop-down arrow** next to its title. Select **Copy** (Figure 3).

5. After the test is copied, you will be able to deploy it from the **Add an Existing Test** option under **Assessments** in a **Content Area**. See **Build, Import, and Deploy Tests**.