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).

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here folder before students can take the test. Test results are reviewed in the Grade Center. Note that some q graded.

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).
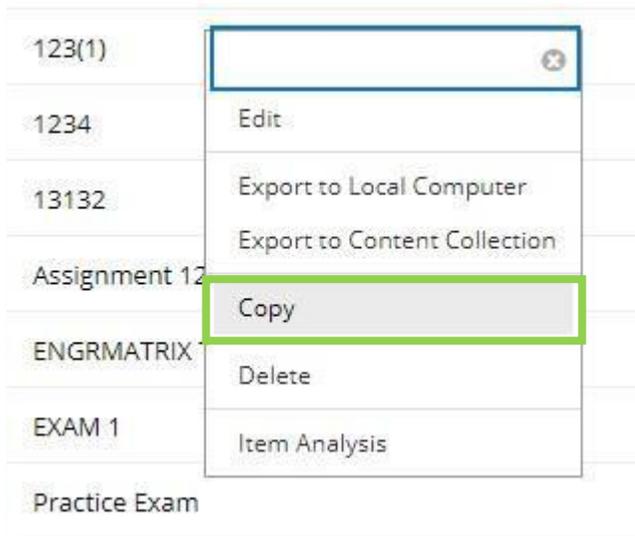

FIGURE 3

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.
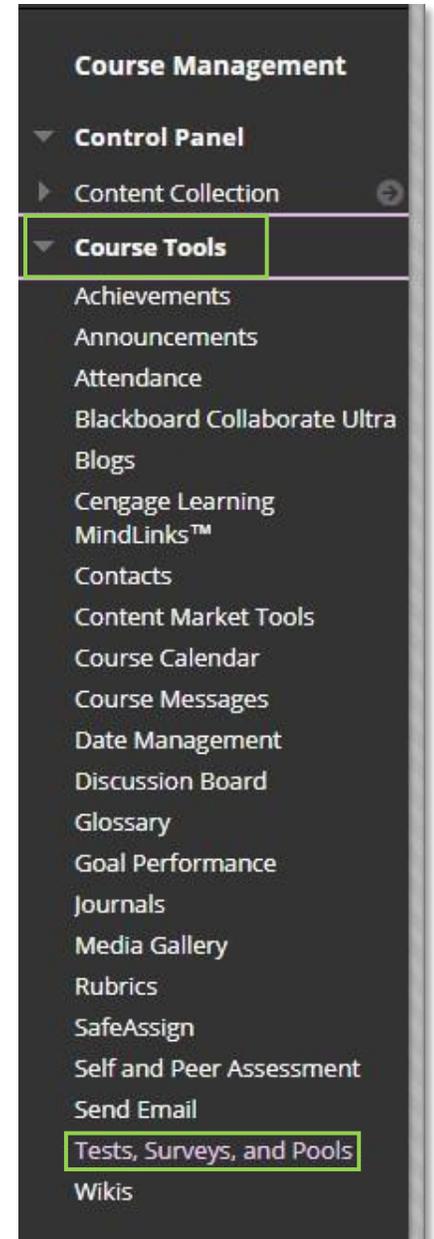

FIGURE 1

Course Management

▼ **Control Panel**

▸ Content Collection

▼ **Course Tools**

Achievements
Announcements
Attendance
Blackboard Collaborate Ultra
Blogs
Cengage Learning MindLinks™
Contacts
Content Market Tools
Course Calendar
Course Messages
Date Management
Discussion Board
Glossary
Goal Performance
Journals
Media Gallery
Rubrics
SafeAssign
Self and Peer Assessment
Send Email
Tests, Surveys, and Pools
Wikis