Exporting & Importing Tests Between Courses
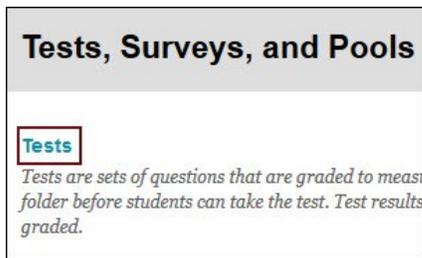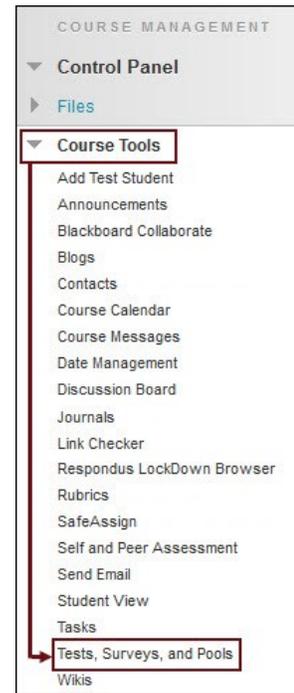
To copy ONLY your tests from one Blackboard Learn course to another, follow these instructions. This is a two-step process: first you'll export your test(s) from the older course, then you'll import them into the newer course.
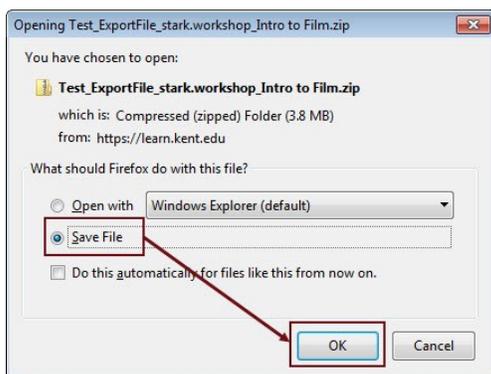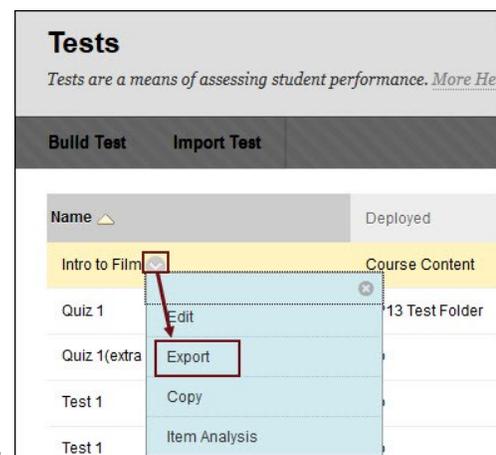
Note: If you want to copy the entire course, please use the Course Copy feature instead.

To Export Your Test(s):

1. Log into Blackboard Learn and enter the course FROM WHICH you want to export the test(s).

2. In the **Control Panel** on the left side of the screen, click on **Course Tools**, then select the **Tests, Surveys, and Pools** link from the expanded menu.

3. On the Tests, Surveys, and Pools page, click the **Tests** link.

4. On the Tests page, you will see all of the tests that exist within your course. Click on the **Action Link (grey drop-down arrow)** next to the test you want, then select **Export** from the drop-down menu.

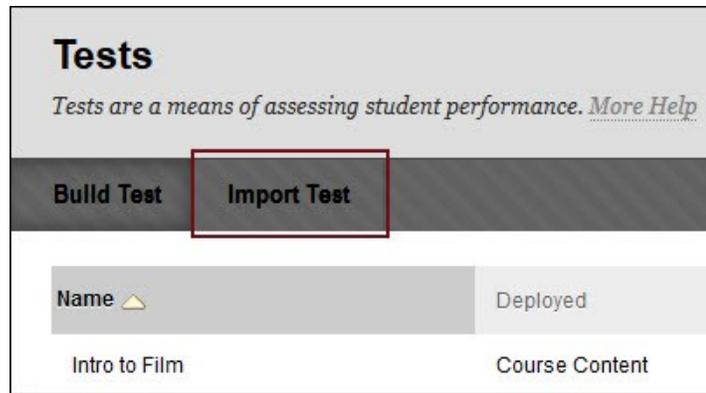5. A dialog box will pop up. Select **Save File**, then click **OK**.

Note: Depending on your browser settings, you may be prompted to select a location to save your file. If not, it is likely that your file will be saved to your default Downloads folder. Make sure you know where you are saving your file, as you will need to locate it in Step 11.

Your test will be downloaded as a .zip file. DO NOT OPEN OR UNZIP THIS FILE.

Repeat this process for each test you want to export.

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To Import Your Test(s):

6. Enter the course INTO WHICH you want to import the test(s).

7. Navigate to the Tests page (Steps 2-3 from the previous page).

8. On the Tests page, click the **Import Test** button.

9. On the Test Import page, click the **Browse My Computer** button.

10. A dialog box will pop up. **Locate and select** the .zip file you saved in Step 5.

11. Back on the Test Import page, you'll see the name of the .zip file listed. Click the **Submit** button to perform the import. This may take several minutes.

Your test will be imported and will now appear on the Tests page.

Repeat this process for each test you want to import.

Note: You will still need to deploy the test (add it to a Content area/folder and set the test options) in order for your students to be able to take the test.