

TUTORIAL

COPYING A TEST TO ANOTHER COURSE

This tutorial describes how to copy a test from one course to another course.

1. Enter the source course with the test to copy.
2. Expand the **Control Panel** (arrow points down) by clicking the expansion arrow.
3. Click, **Course Tools**.
4. Click, **Tests, Surveys and Pools**.
5. Hover your mouse over the name of the desired test to reveal the down arrow.
6. Click the down arrow and select, **Export**.
7. Save the file to your local computer.
8. Exit the source course and enter the destination course.
9. Perform steps #2-#4 above.
10. Click, **Import Test**.
11. Click, **Browse My Computer** and locate the downloaded test zip file.
12. Click, **Submit**.