How to…Copy a Quiz, Test, or Exam to a Different Course
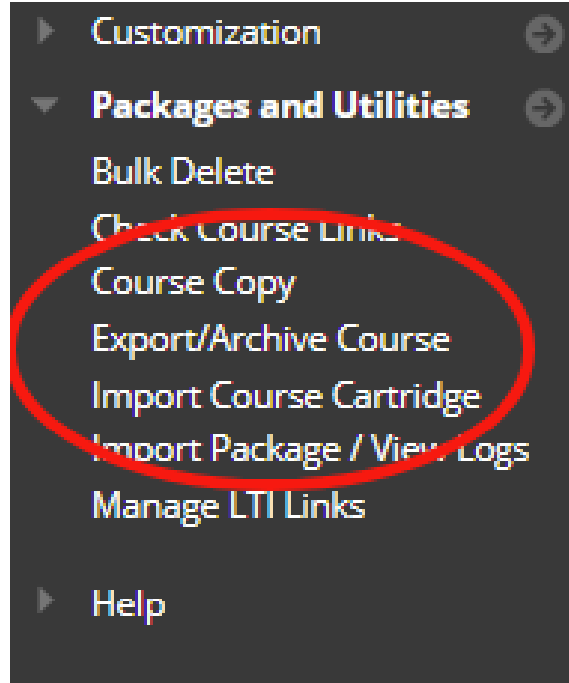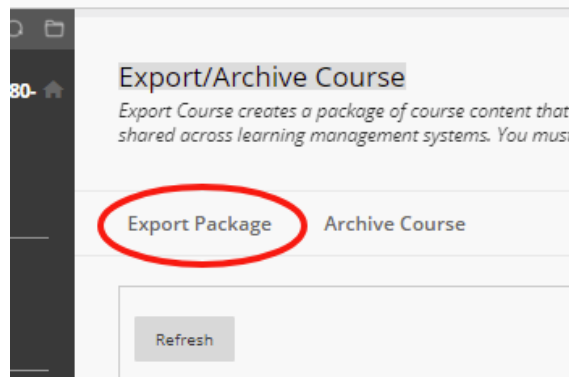
To copy a specific quiz or other Blackboard assessment, take the following steps.

1. Open the course that contains your assessment. Then navigate to the Control Panel.
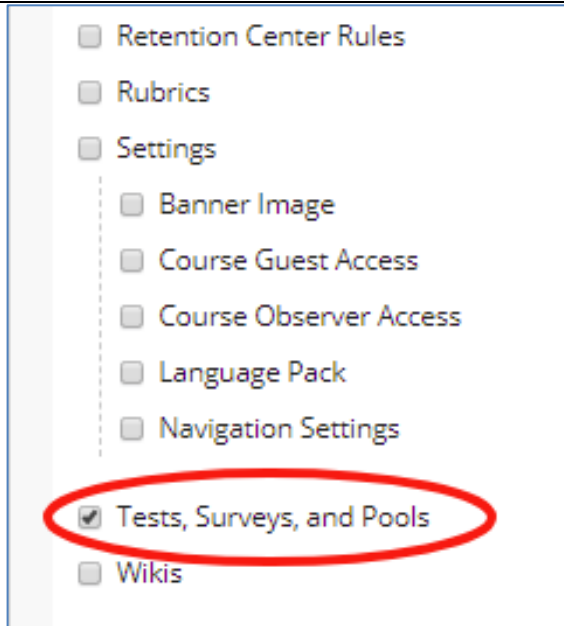2. Click Export/Archive Course.

3. On the resulting page, click the Export Package link.

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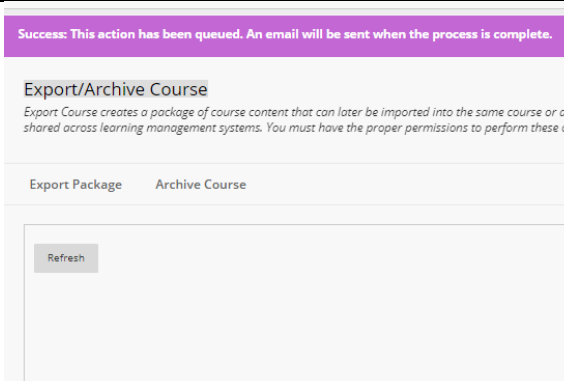|		
4.	Leave the File Attachment Settings as they are. In the Select Course Materials section, add a check to the Tests, Surveys, and Pools. Then click submit.	
5.	The yellow success ribbon will be displayed if everything went normally.	

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6. When the export is finished, you will receive an email. You will also be able to return to the Export page and see an export package file.
7. Click the file to download it to your computer or portable storage.

Export/Archive Course
Export Course creates a package of course content that can later b shared across learning management systems. You must have the p

Export Package   Archive Course

Refresh

FILE NAME

ExportFile_50910.118211_20190416121701.zip
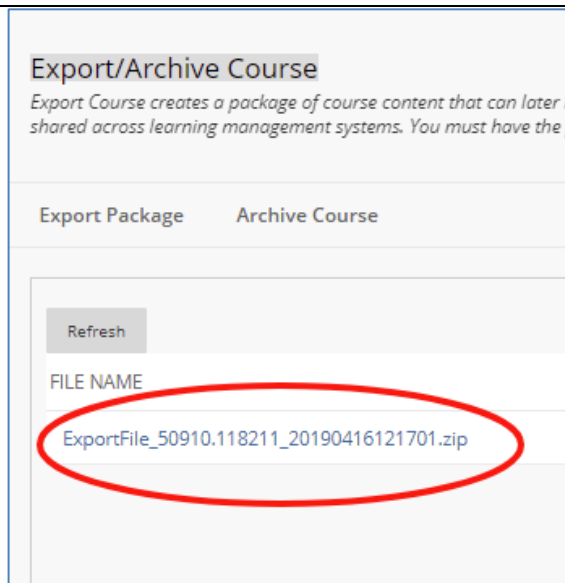
8. In the new course, navigate to the Control Panel and then expand Packages and Utilities.
9. Click Import Package/View Logs.

Packages and Utilities

Bulk Delete
Check Course Links
Course Copy
Export/Archive Course
Import Course Cartridge
Import Package / View Logs
Manage LTI Links

Help

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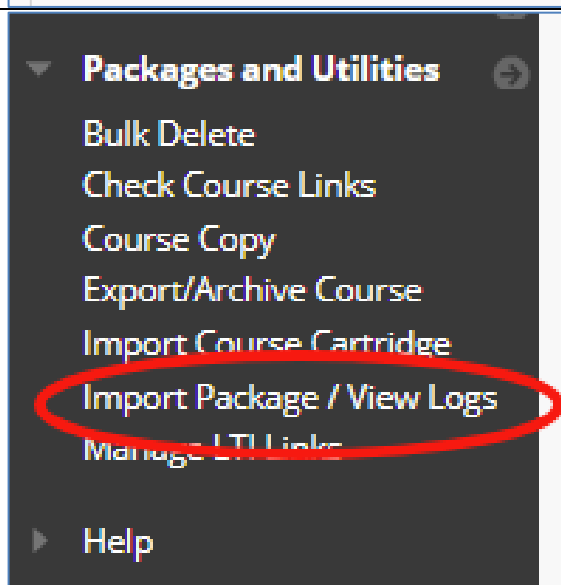
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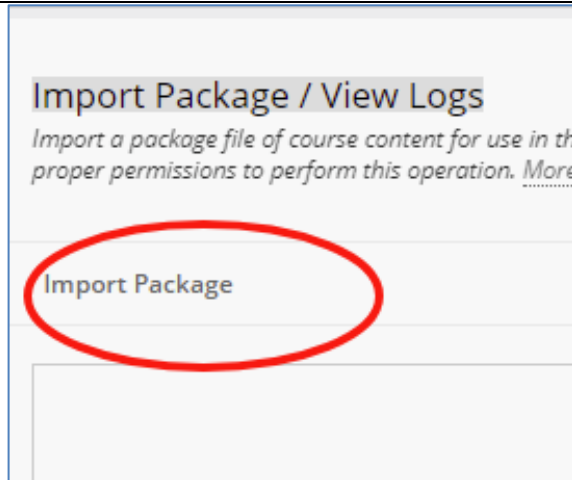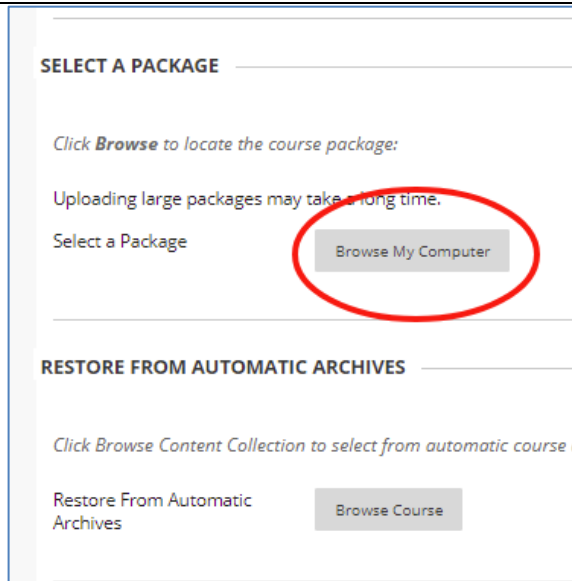|	
10. Don the resulting page, click Import Package.	**Import Package / View Logs** Import a package file of course content for use in th proper permissions to perform this operation. More Import Package
11. Navigate to the Select a Package area and click the Browse My Computer button. This will allow you to sect the previously downloaded zip file.	**SELECT A PACKAGE** Click **Browse** to locate the course package: Uploading large packages may take a long time. Select a Package — Browse My Computer **RESTORE FROM AUTOMATIC ARCHIVES** Click Browse Content Collection to select from automatic course Restore From Automatic Archives — Browse Course

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12. Then, in the Select Course Materials area, add a check to the Tests, Surveys, and Pools.	☐ Retention Center Rules
	☐ Rubrics
	☐ Settings
	    ☐ Banner Image
	    ☐ Course Guest Access
	    ☐ Course Observer Access
	    ☐ Language Pack
	    ☐ Navigation Settings
	    ☑ Tests, Surveys, and Pools
	☐ Wikis

13. Click the Submit button in the bottom right-hand portion of the browser. 14. You will see the magenta success ribbon if everything went normally and receive an email when it is complete. Note: importing the assessment does not deploy it in the course content.	Cancel Submit

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