Copying a Quiz from one Bb Course to Another

If you have a quiz (or other item) in a course that you wish to copy into another one of your Blackboard courses, use this tutorial. (Additionally, the “Export” and “Import” functions are the same for other items you may wish to copy. If you would like help copying a different kind of item, please contact E-Learning.)

In this tutorial, you will learn how to:
- Export a Quiz or Test from your Blackboard course
- Import a Quiz or Test to a different Blackboard course

I. Exporting a Quiz/Test

1. Navigate to the course that contains the quiz you want to copy. Go to the Control Panel, select “Course Tools,” and click on “Tests, Surveys, and Pools.”

![Control Panel image]

[Image of Control Panel with an arrow pointing to “Tests, Surveys, and Pools.”]
2. Click on “Tests.”

3. Next to the Quiz or Test you want to copy, click on the Action Link arrows and choose “Export.”

4. The quiz will automatically download to your default downloads folder on your computer. This will be a .zip file. It is important that you keep the file in this format, as this is the required format for importing.

II. Importing a Quiz/Test

1. Navigate to the course where you want to put the quiz. Go to the Control Panel, select “Course Tools,” and click on “Tests, Surveys, and Pools.”
2. Click on “Tests.” Now, click on the blue “Import Test” button.
3. Click on “Browse My Computer” and select the downloaded .zip file for the quiz.
4. Click “Submit.”

5. The file will then upload to the course. The quiz is not yet deployed, however. To deploy the quiz, navigate to the content area where you wish the quiz to be accessed and use the “Create Assessment → Test” dropdown option. You will see the quiz listed for selection. When you select the quiz, it will deploy it in that content area.

If you have further questions, please submit a ticket to SCC E-Learning here.