TUHSD Tech Quick Guide: Blackboard – Copying Tests

This is a workaround for copying tests from one class to another within Blackboard Learn.

1. To copy an already-created test within Blackboard, first locate the class ID to which you would like to copy the test. This is located within the Classes page.
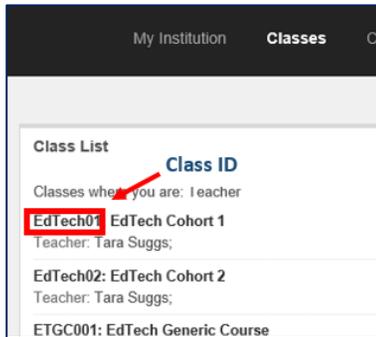
2. Next, locate the **Class Management** panel within the course that contains the test to be exported.
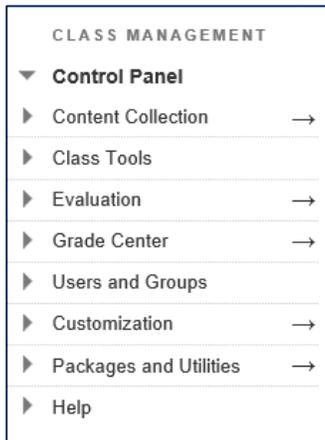
3. Select the **Class Tools** category and click **Tests, Surveys, and Pools**.
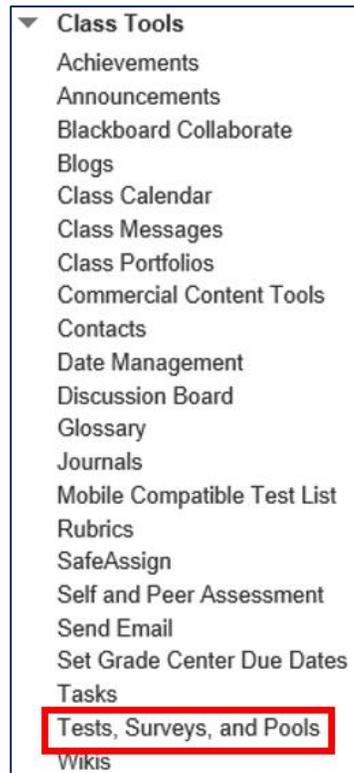
4. Click **Tests**.
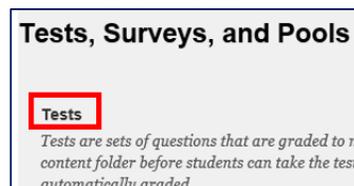
5. Locate the test you wish to copy. Click on the chevron. To access the menu options. Click **Export to Content Collection**.
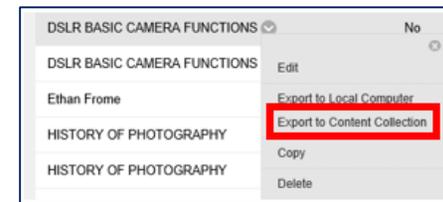
6. Click **Browse**.

7. Click this arrow and select the Class ID (from step 1) to which you will copy the test.
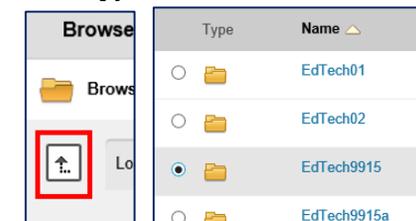
8. Scroll down the page and click **Submit**.

9. Note the status on the top of the page.

Successful export to the following destination in the Content Collection: /courses/EdTech9915

10. Select the class to which you exported the test.

11. Select the **Class Tools** category and click **Tests, Surveys, and Pools**.

▼ Class Tools
  Achievements
  Announcements
  Blackboard Collaborate
  Blogs
  Class Calendar
  Class Messages
  Class Portfolios
  Commercial Content Tools
  Contacts
  Date Management
  Discussion Board
  Glossary
  Journals
  Mobile Compatible Test List
  Rubrics
  SafeAssign
  Self and Peer Assessment
  Send Email
  Set Grade Center Due Dates
  Tasks
  Tests, Surveys, and Pools
  Wikis

12. Click **Tests**.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to m
content folder before students can take the test.
automatically graded.

13. Within the action bar, click on **Import Test**.

Tests
Tests are a means of assessing st

Build Test | Import Test

14. Select Browse **Content Collection**.

TEST IMPORT

Click **Browse** to locate a file to import.

Attach File   Browse My Computer | Browse Content Collection
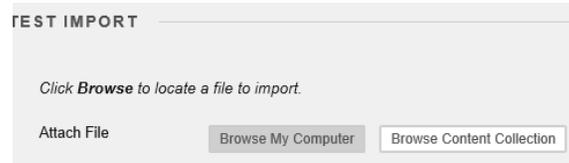
15. Select the test to be imported. Scroll down and click **Submit**.

Type	Name △
◉ 📁	PoolExportFile_ETGC001_Beowu
○ 📁	PoolExportFile_ETGC001_Sir Gav
○ 📁	PoolExportFile_ETGC001_Sir Gav

16. Click Submit on the test import page.

17. Once the import in complete, click on the content area to add the test.

+	📁
▼ EdTech Generic Cou	
Homepage	
Information ▦	
↕ Content	
Resources ▦	
Discussions	
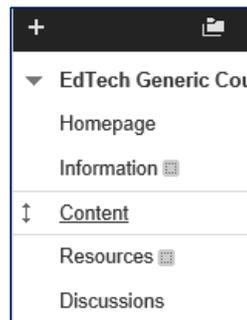
18. Select **Assessments** from the action bar and click **Test**.

Content ⊙

Build Content ⌄   Assessments ⌄

Digita   Test
            Survey
This is   Assignment
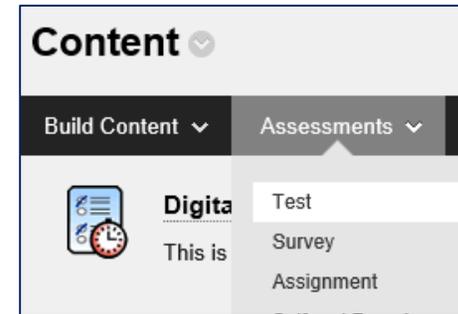
19. Locate and select the imported test from the list. Click **Submit**.

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test   Create

Add an Existing Test   -- Select Test Below --
                       vcvg
                       Test
                       Math Example
                       DSLR BASIC CAMERA FUNCTIONS
                       HISTORY OF PHOTOGRAPHY
                       DSLR BASIC CAMERA FUNCTIONS
                       HISTORY OF PHOTOGRAPHY
                       vcvg
                       vcvg
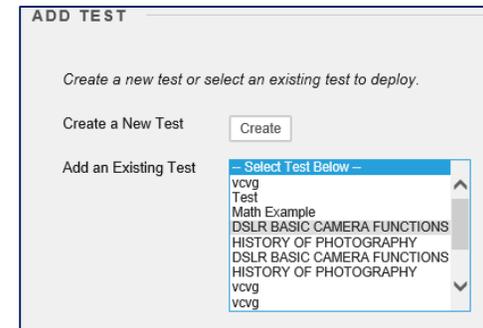
20. Complete the form to assign the test to the class.

Repeat the process to add the test to other classes.