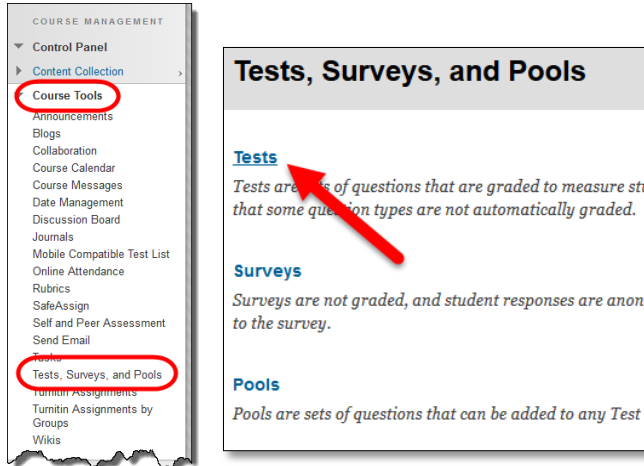


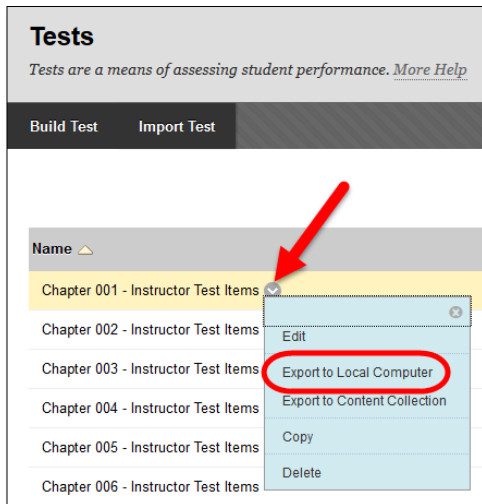
MOVING A TEST FROM ONE COURSE TO ANOTHER

IN TO THE COURSE THAT CONTAINS THE TEST:

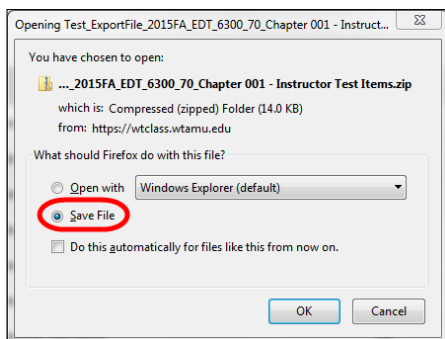
1. Go to **Control Panel > Course Tools > Tests, Surveys and Pools > Tests.**



2. Select the dropdown menu to the right of the test to copy, and select **Export to Local Computer.**

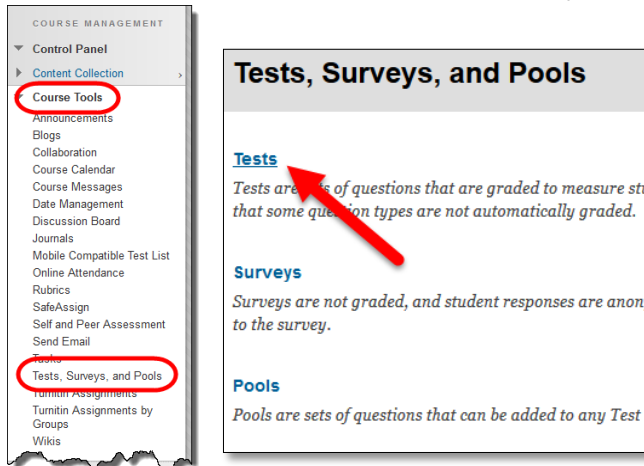


3. **Save** this file to your computer.

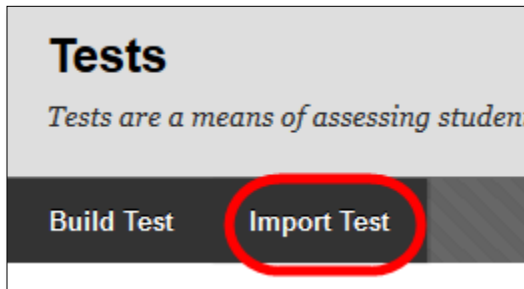


GO TO THE COURSE YOU WOULD LIKE TO COPY THIS TEST INTO:

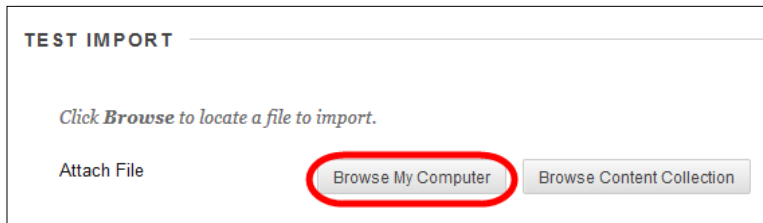
- Return to **Control Panel > Course Tools > Tests, Surveys and Pools > Tests.**



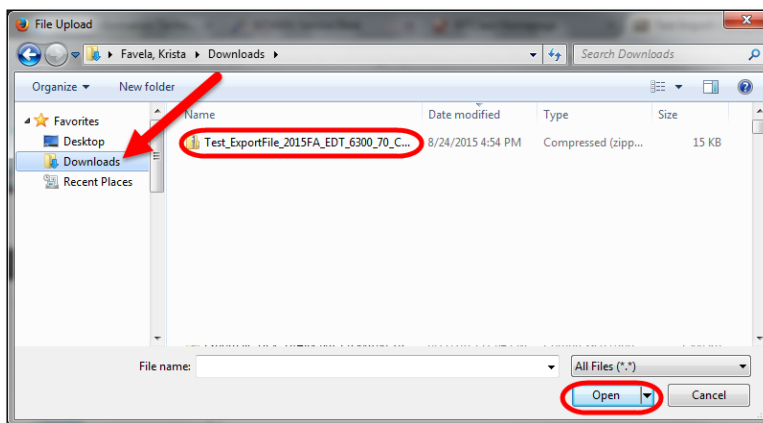
- Select **Import Test.**



- Select **Browse My Computer.**



- Locate the zip file that was saved earlier (typically in the Downloads folder). Select **Open.**



8. Click **Submit**.
9. Click **OK** on the Test Import Complete page.
10. The test should then appear with “No” under the Deployed column.

The screenshot shows a web interface for managing tests. At the top, there is a header with the title "Tests" and a subtitle "Tests are a means of assessing student performance. [More Help](#)". Below the header is a navigation bar with two buttons: "Build Test" and "Import Test". The main content area contains a table with two columns: "Name" and "Deployed". The table has one row with the text "Chapter 001 - Instructor Test Items" in the "Name" column and "No" in the "Deployed" column.

Name ▲	Deployed
Chapter 001 - Instructor Test Items	No

11. You will need to Deploy the test for students to be able to access.

If you do not see your test after import, the test is likely corrupted and will need to either be rebuilt, or pulled from another source (such as ANGEL).