

## Copy Individual Content/Tests to Another Section

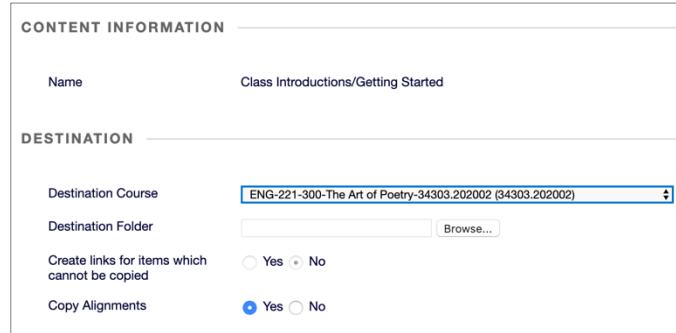
- Here's how to copy one piece of content from one Blackboard course into another.

1. Log into the class website that contains the content you want to copy.

2. Navigate to the piece of content to be copied.

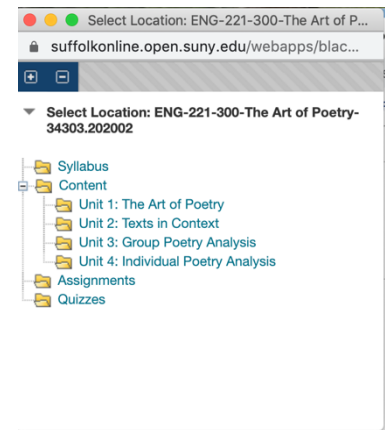
3. Click the drop-down menu immediately to the right of that content's name and select Copy.

4. In the copy menu, select the destination course from the drop-down menu provided.



5. Click Browse to the right of the search box where it says Destination Folder. A pop-up will appear that shows all of the content folders in your destination course. Click the folder where you wish this piece of content to be placed.

6. Click Submit.



- To copy a test to another section, the process is a bit different.

1. Log into the class website that contains the test you want to copy.

2. In the Control Panel at the lower left, click Tools.

3. Click Tests, Surveys and Pools and then click Tests.

4. Click the drop-down arrow to the right of the test name that you wish to copy.

5. Select Export and save the file to your computer.

6. Log into your destination class website (where you want the test copied to).

7. In the Control Panel at the lower left, click Tools.

8. Click Tests, Surveys and Pools.

9. Click Tests.
10. Click Import Test.
11. Browse your computer, locate the test you had just exported from the original course, then click Open.
12. Click Submit, then click OK.
13. Now you need to deploy the test so that it's available to students. Complete instructions are in the Blackboard Basics help file called [Create a Test \(Quizzes and Exams\)](#) in Section C.



In short:

- a) Navigate to the place in your destination course where you want students to access your test (e.g., to the appropriate Content folder or to the Tests area).
- b) Click Assessments.
- c) Select Test.
- d) Where it says Add an Existing Test, highlight the test you want to add and click Submit.
- e) Set all the test options as needed, then click Submit.