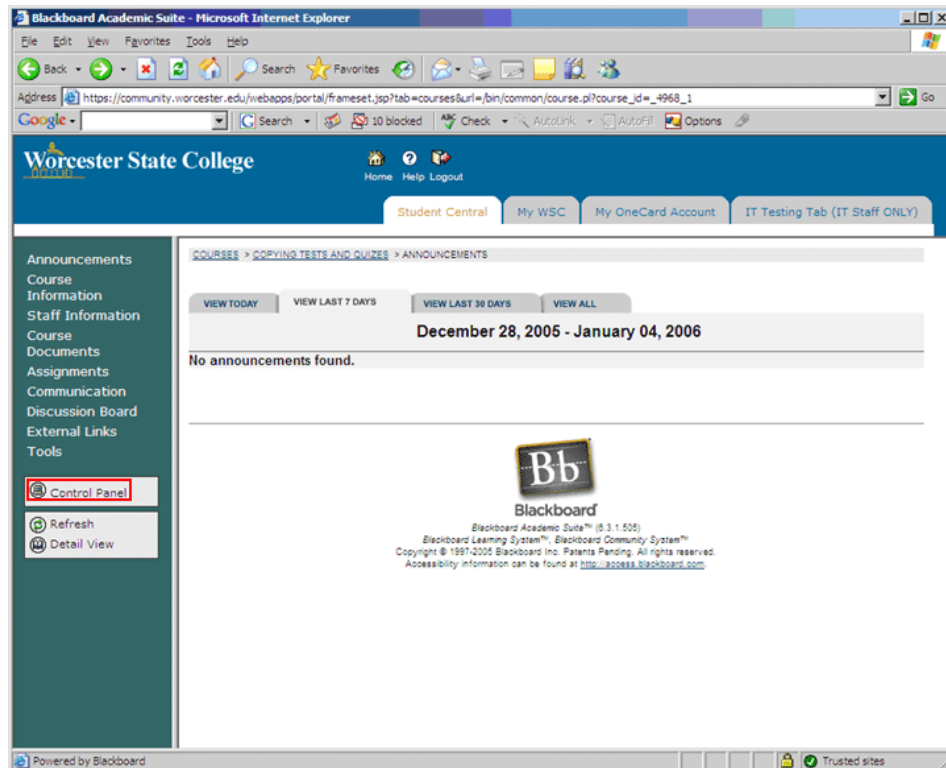


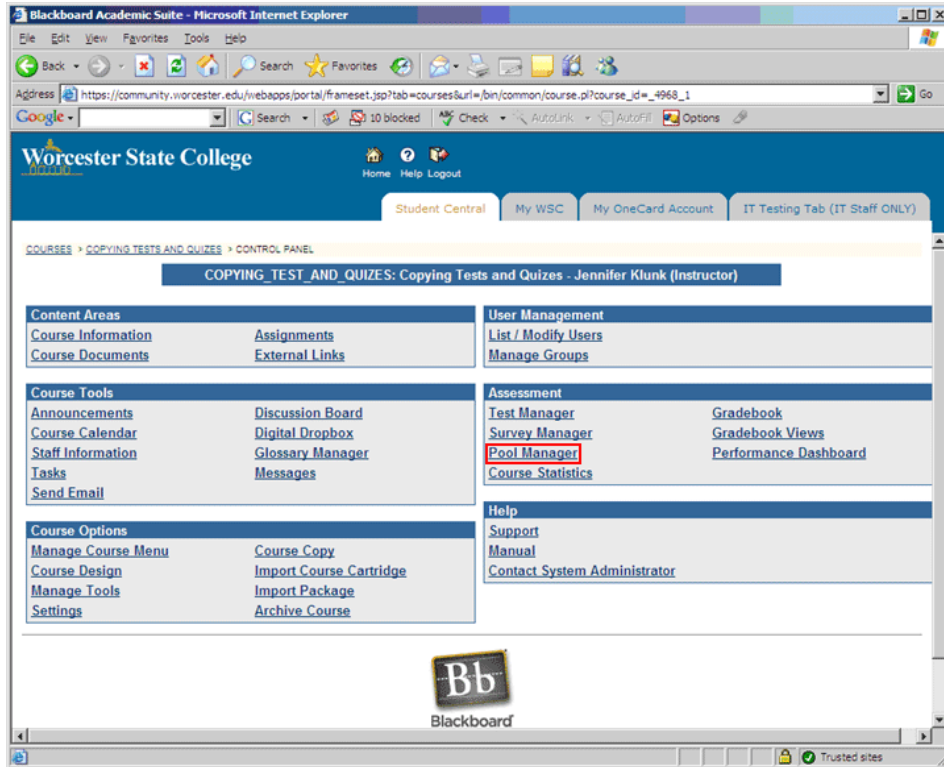
Copying a Blackboard Test or Quiz Question Pool

Copying a test or quiz question pool (this assumes that questions were created in a pool, if not see "[How do I create a question Pool in a Blackboard course](#)") is the process of taking it from one current course shell and duplicating it into a second current course shell. The process for copying a test or quiz is not the same as copying an item or folder. This short how-to guide will illustrate the process of copying a test or quiz from one course shell to another in the Blackboard Learning Management System (LMS).

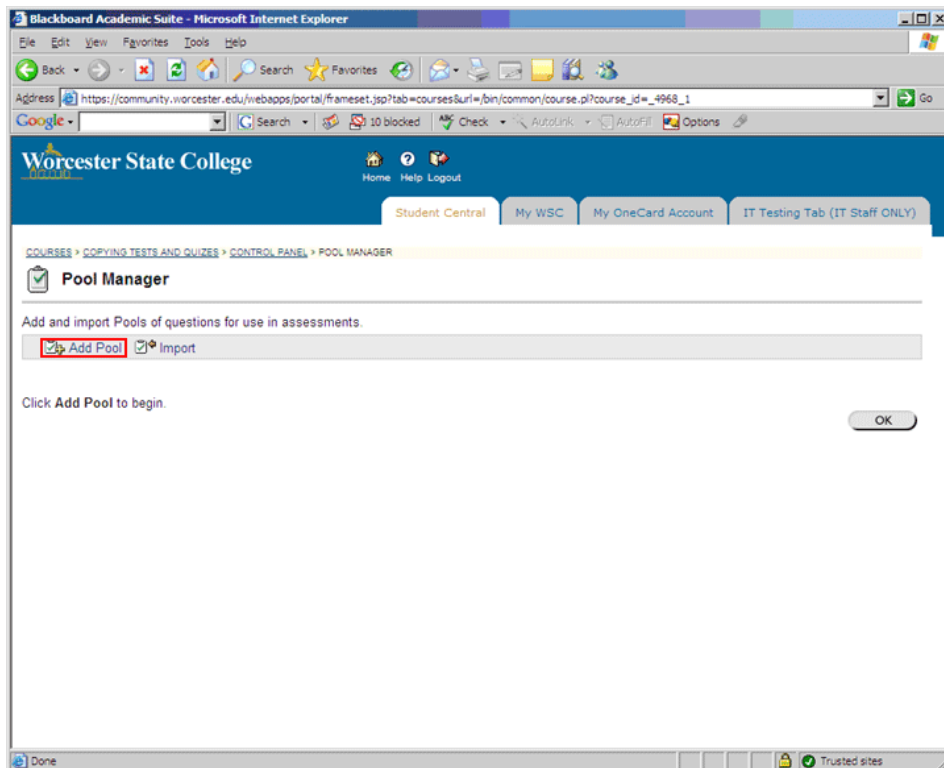
- A. Copying the Test
 1. **Login to Blackboard LMS.**
 2. **Open the course** you wish to copy. The Announcements page of the course will display.



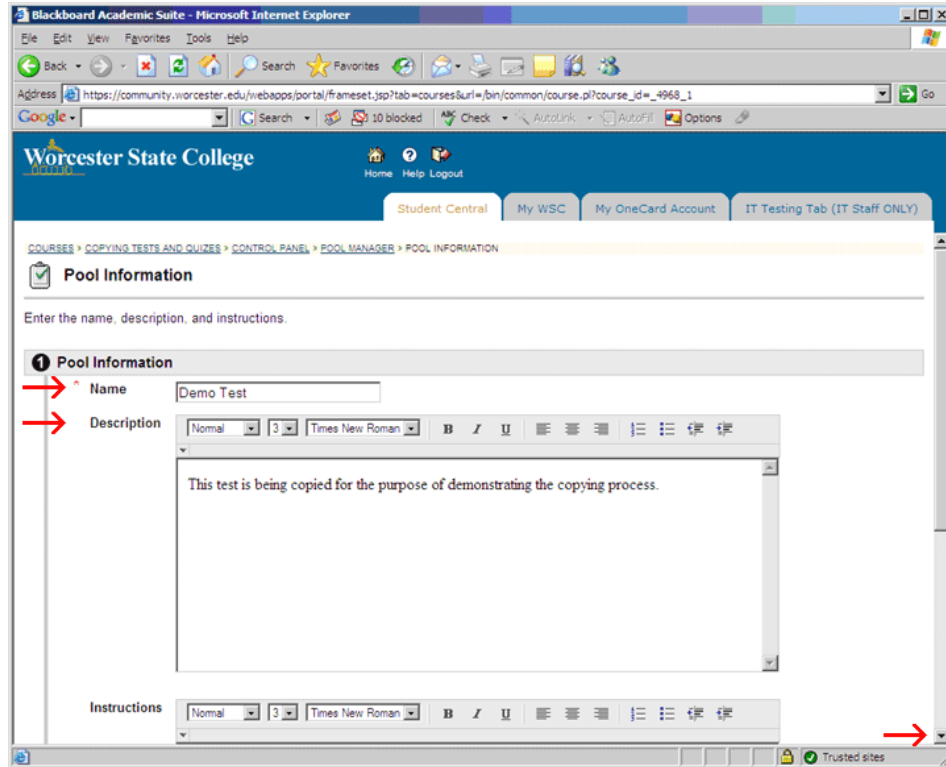
3. **Click the Control Panel link** on the side of the page. The Control Panel page will open.



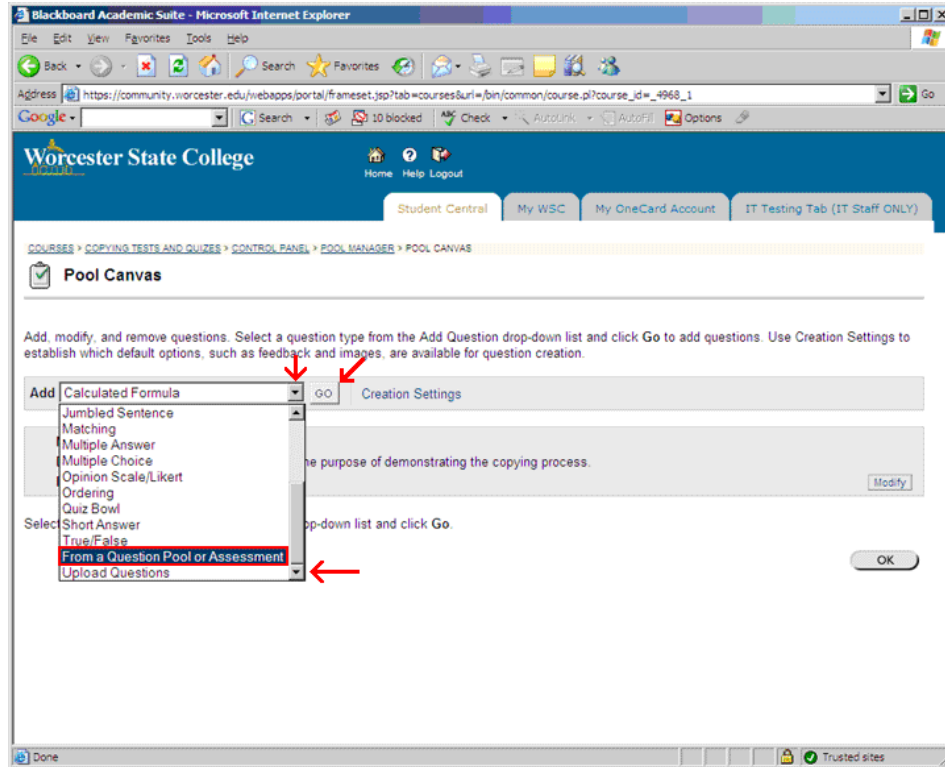
4. Click the **Pool Manager** link. The Pool Manager page will open.



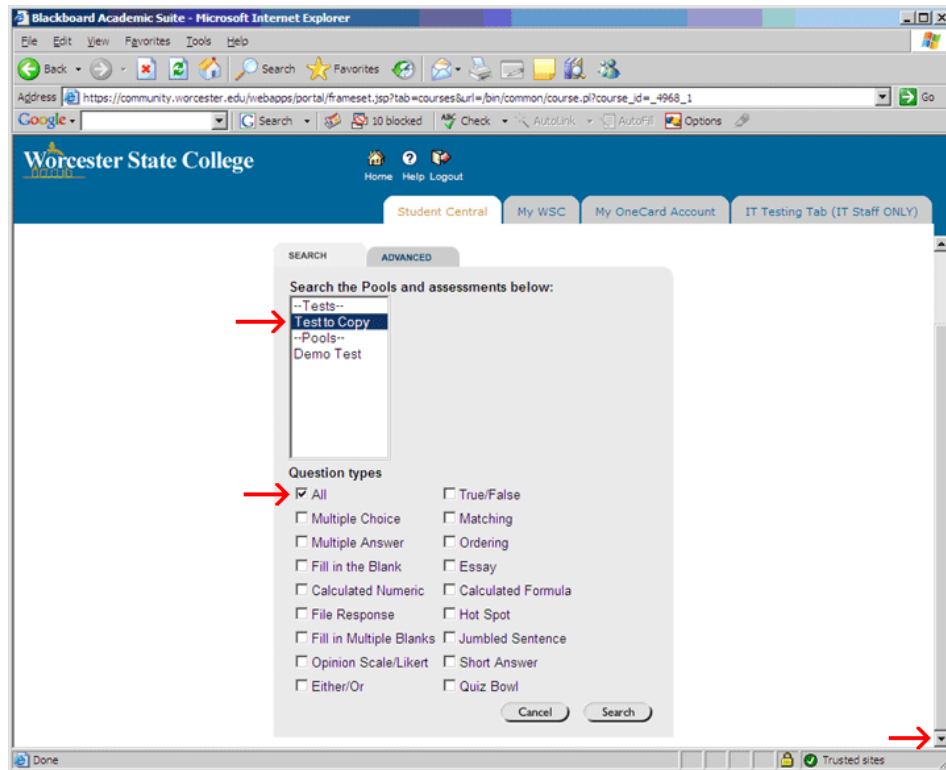
5. Click the **Add Pool** link. The Pool Information page will open.



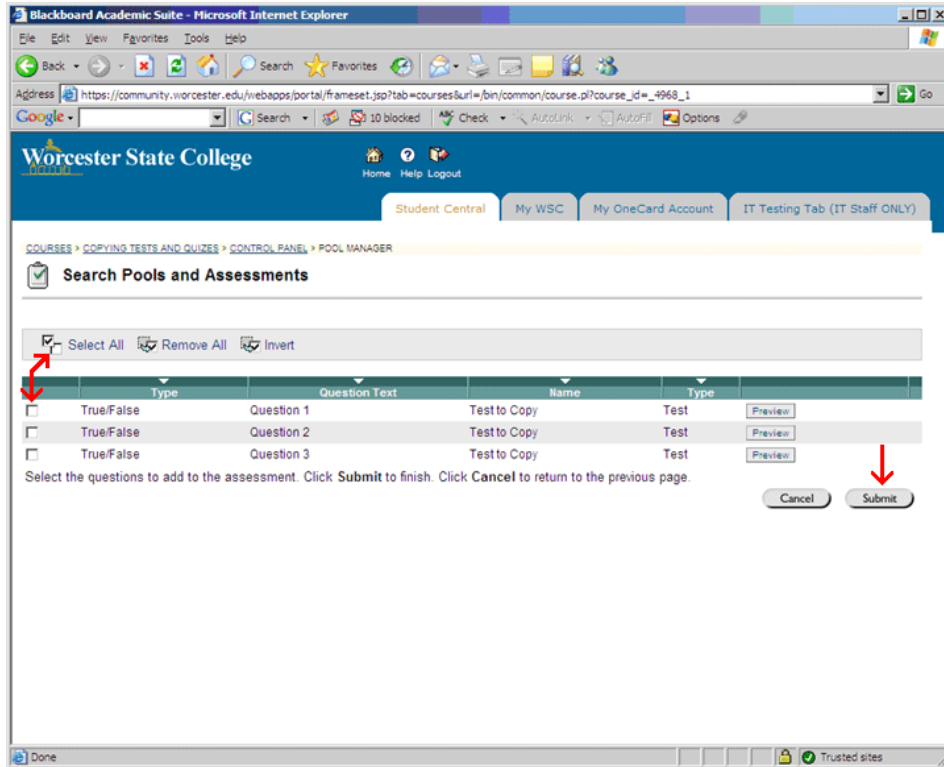
6. **Click in the Name field** and **type a name** for the test or quiz.
7. **Click in the Description field** and **type a description** of the test or quiz you are copying.
8. **Scroll down** to the bottom of the page.
9. **Click the Submit button.** The Pool Canvas screen will open.



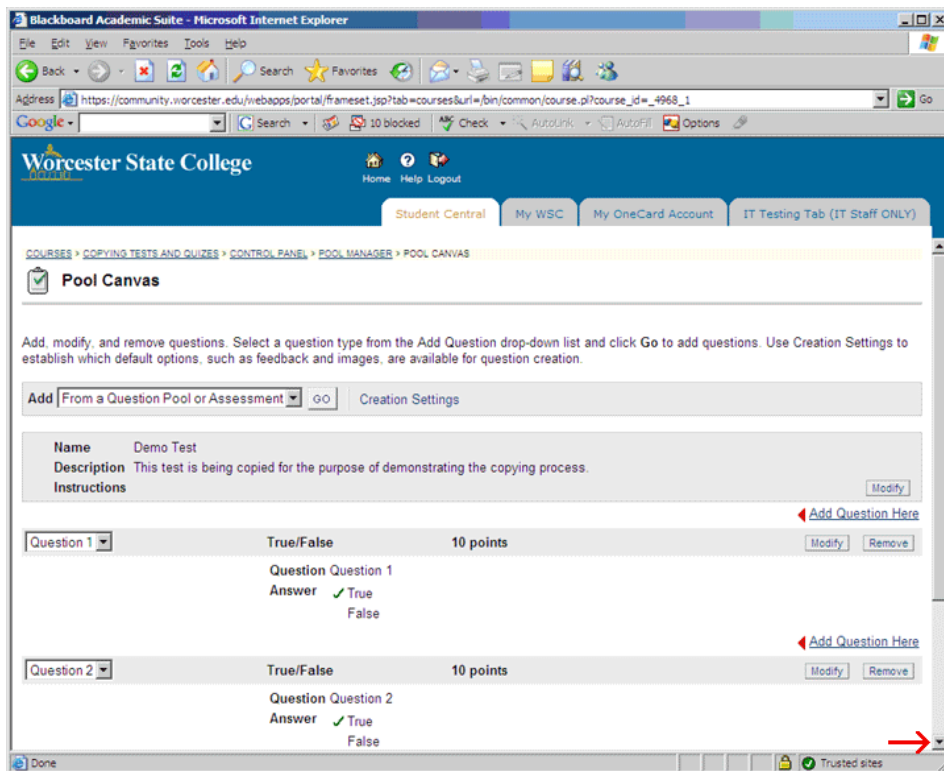
10. **Click the arrow** at the end of the Add field to view the dropdown menu.
11. **Scroll down** to the bottom of the menu.
12. **Click From a Question Pool or Assessment.**
13. **Click OK.** The Search Pools and Assessments screen will open.



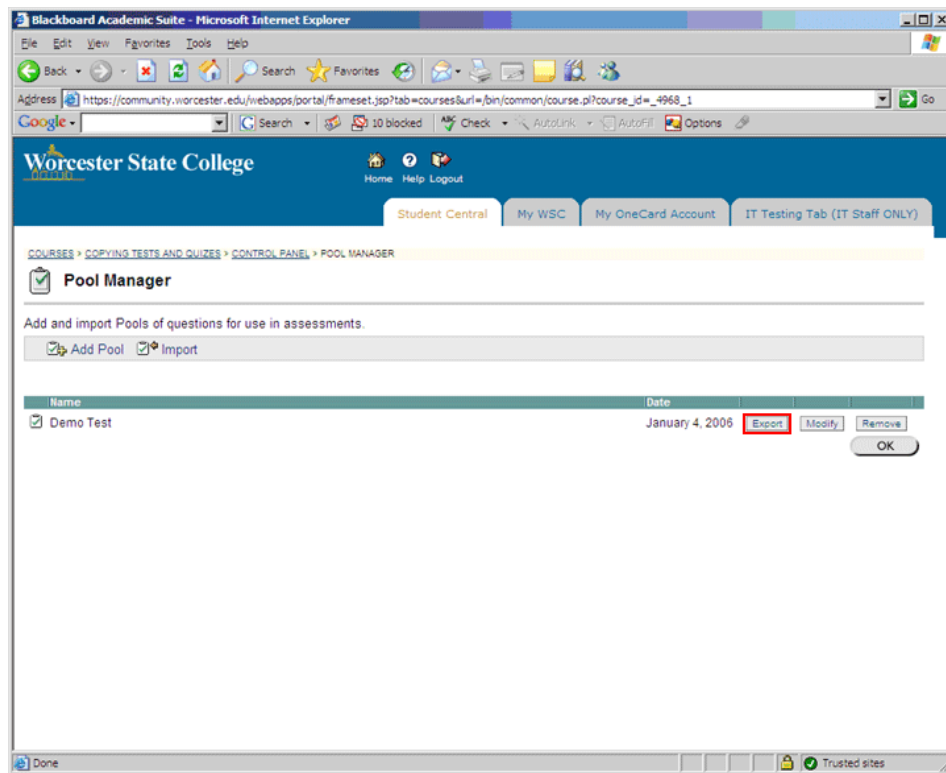
14. Under Tests, **click Tests to Copy** to select it.
15. **Scroll down** to the bottom of the page.
16. **Click to select the question types** you wish to copy. If you wish all of the questions to be copied, **click All**.
17. **Click Search**. The Search Pools and Assessments screen will open.



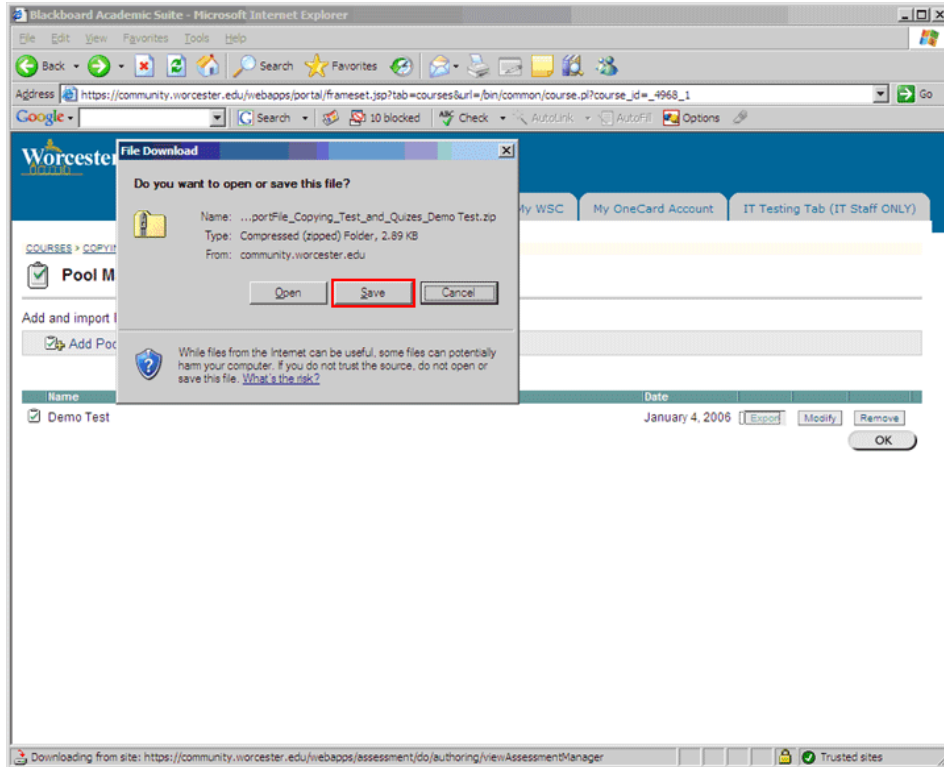
18. **Click the questions** you wish to copy **or** click **Select All** to select all questions listed.
19. **Click the Submit button.** The Pool Canvas screen will open.



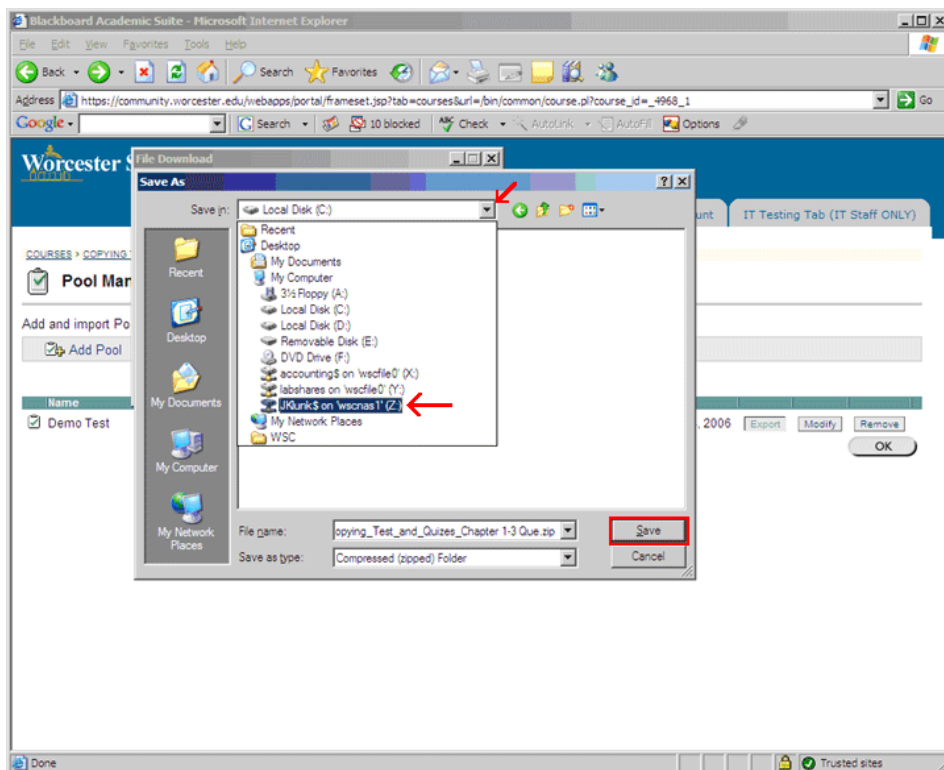
20. All of the questions added will list on the page.
21. **Scroll down** to the bottom of the page.
22. **Click the Submit button.**



23. **Click the Export button.** The File Download popup window will open.



24. **Click the Save button.** The Save As popup window will open.



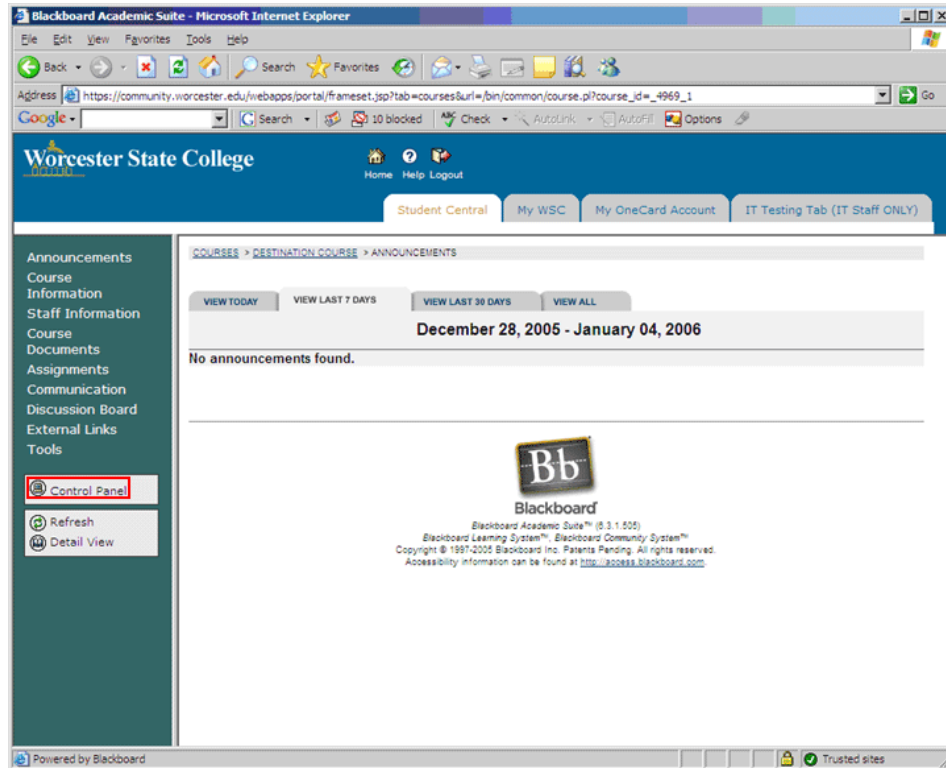
25. **Click the arrow** at the end of the Save in field to view the dropdown menu. IT recommends creating a folder for Blackboard tests and quizzes on your Z drive.

Use of the Z drive ensures accessibility on the entire campus and security of data with regularly performed server backups.

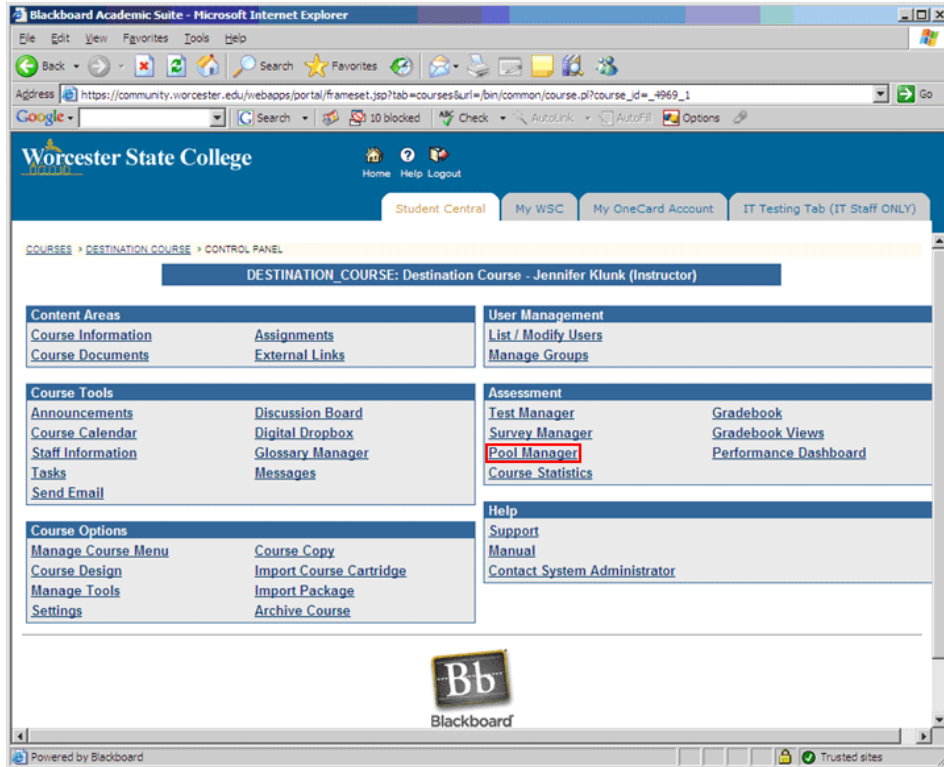
26. From the dropdown menu, **select the Z drive**.
27. **Choose or create a folder for Blackboard tests**.
28. **Click the Save button**. The test or quiz has been copied.

B. Importing the Test

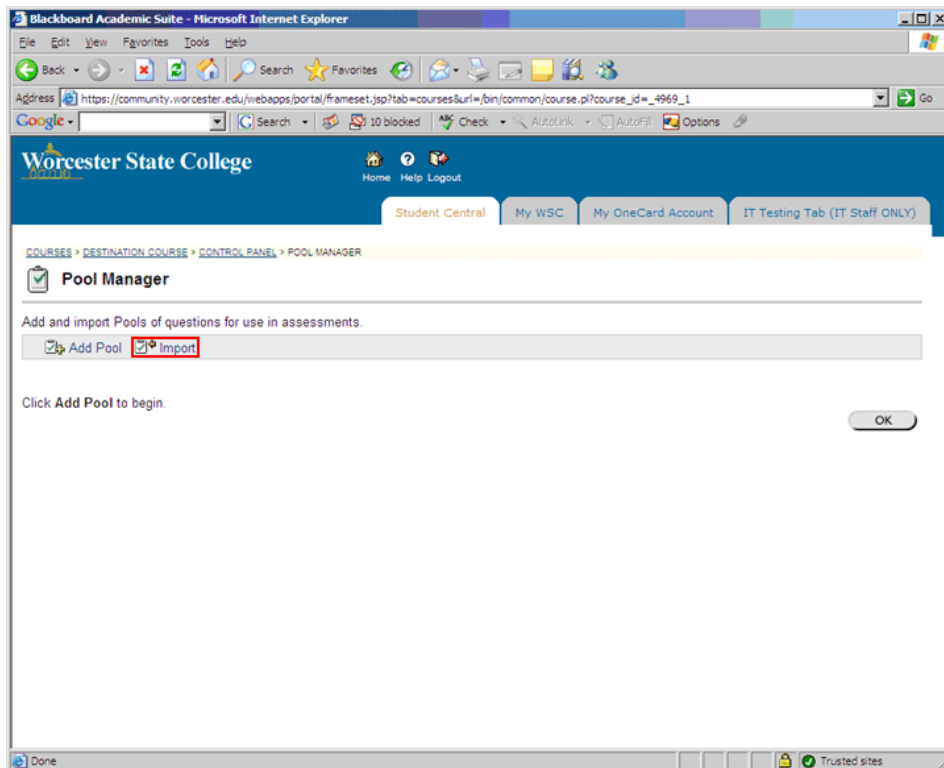
1. **Open the course** into which the test or quiz will be placed. The Announcements page of the course will display.



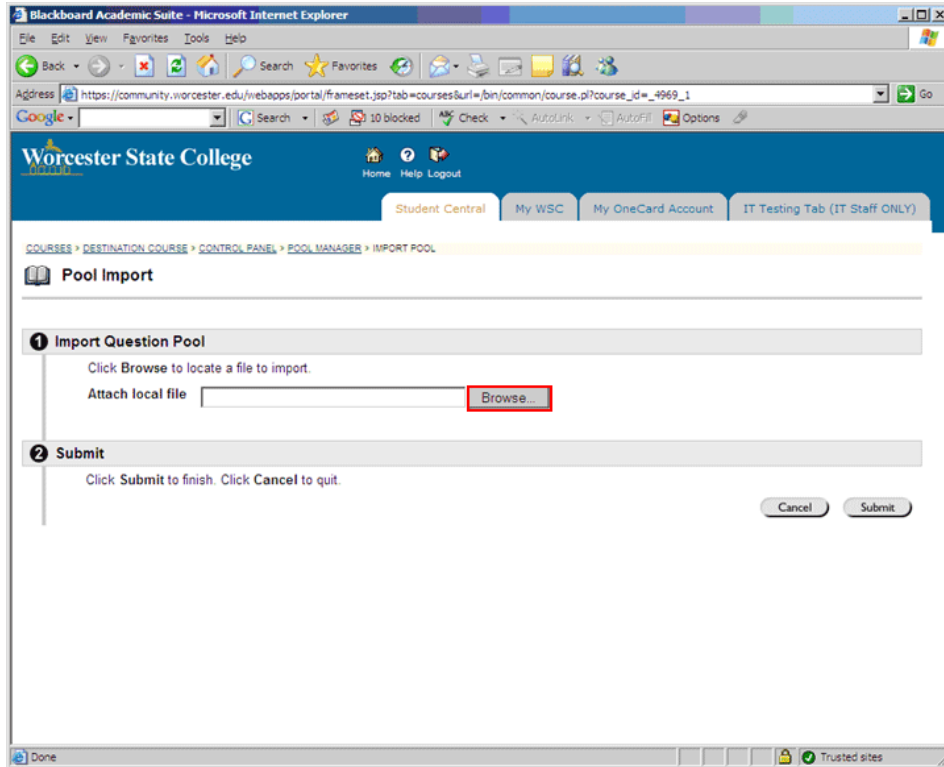
2. **Click the Control Panel link**.



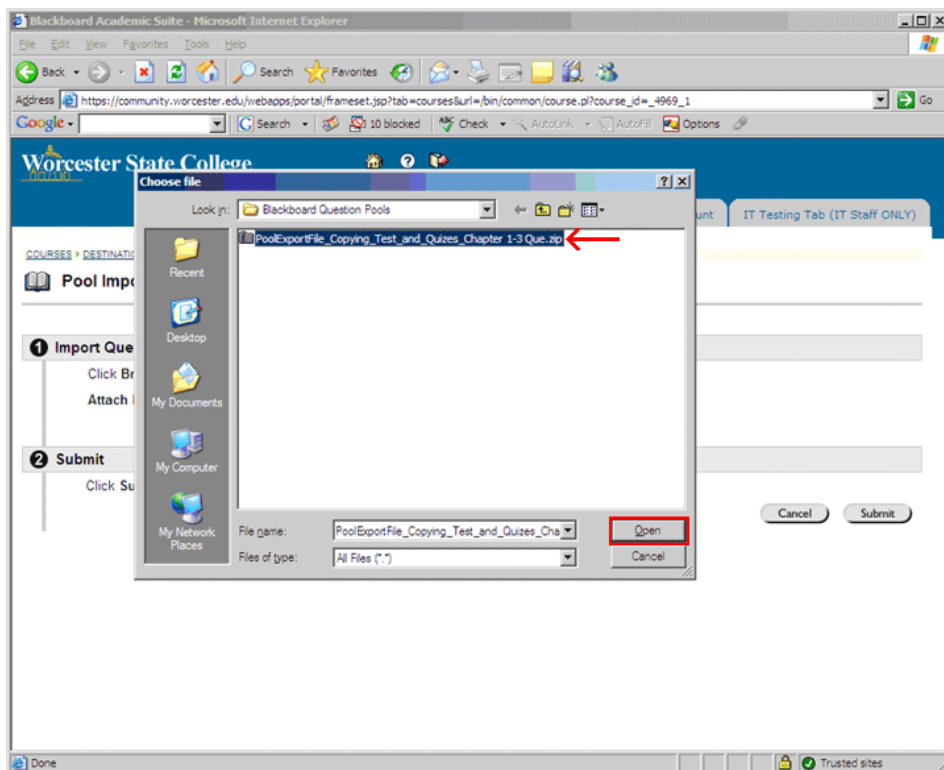
3. Click the **Pool Manager** link. The Pool Manager screen will open.



4. Click the **Import** button. The Pool Import screen will open.

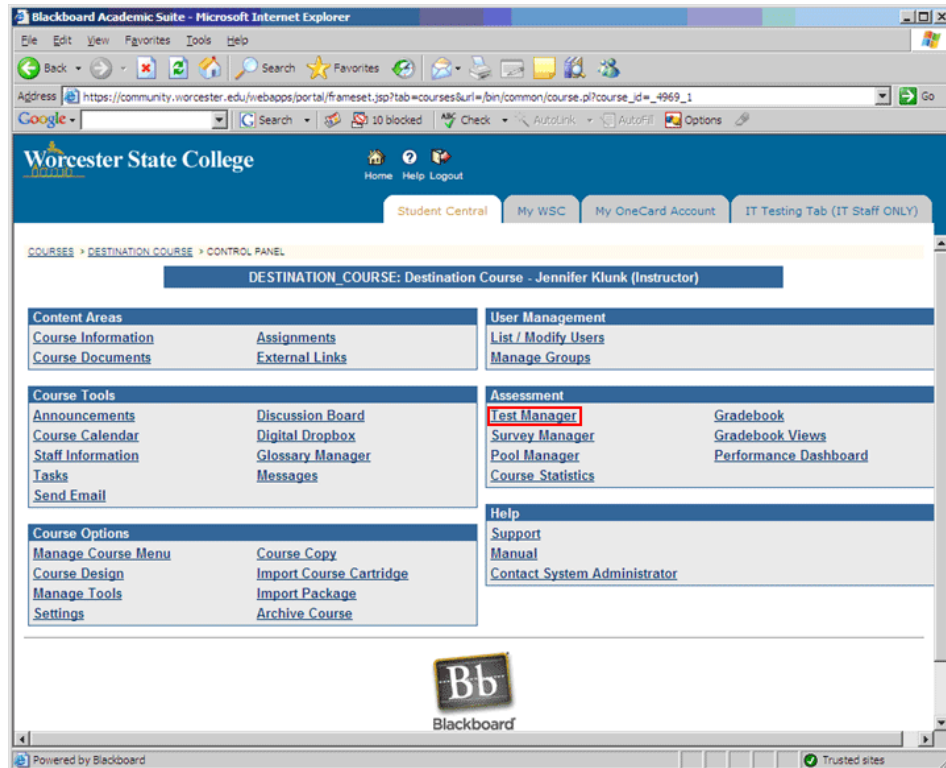


5. Click the **Browse** button. The Choose file popup window will open.

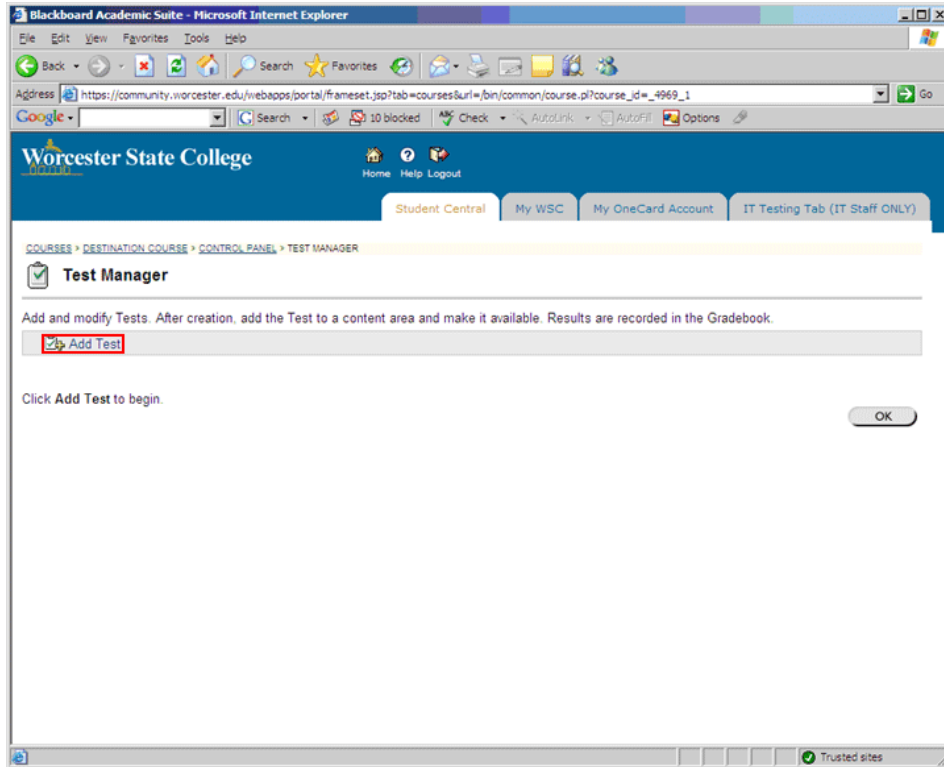


6. **Locate and select the file** you saved in the steps above.
7. **Click Open.**

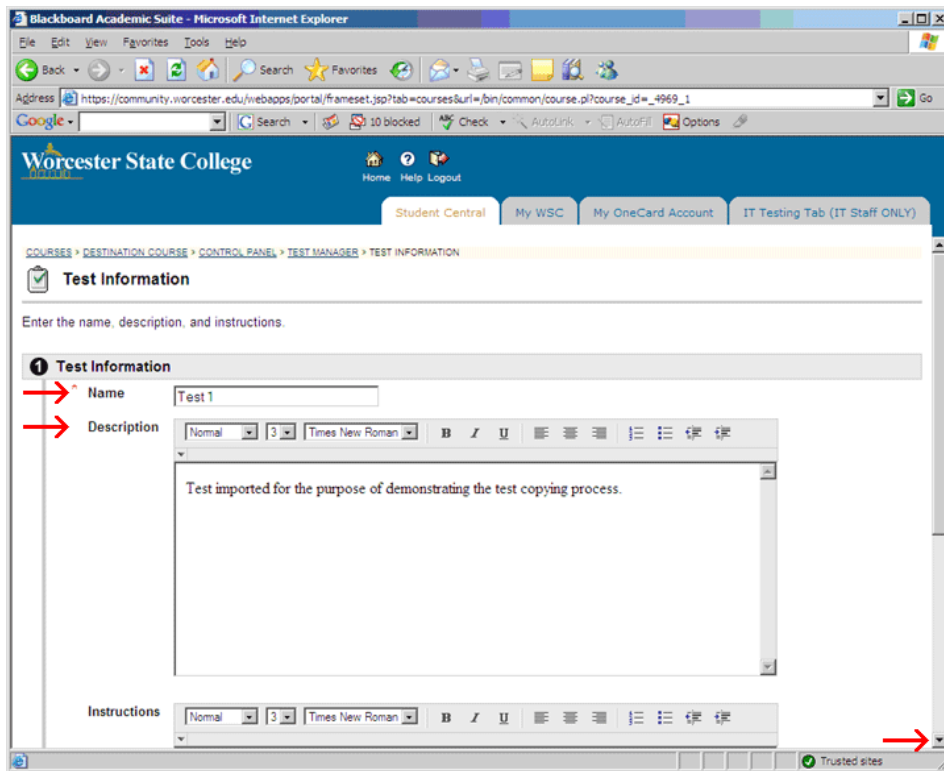
8. **Click the Submit button.**
9. When the Pool Import Complete screen appears, **click the OK button.** You will be returned to the Pool Manager screen.
10. **Click the OK button.** You will be returned to the Control Panel.



11. **Click the Test Manager link.** The Test Manager screen will open.



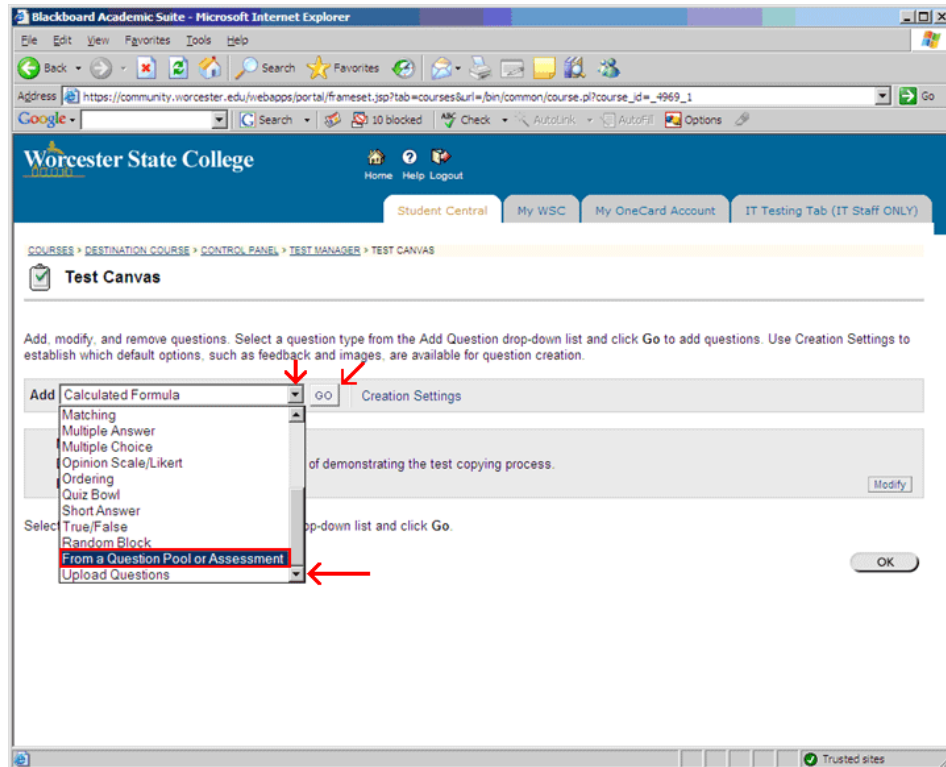
12. Click the **Add Test** link. The Test Information screen will open.



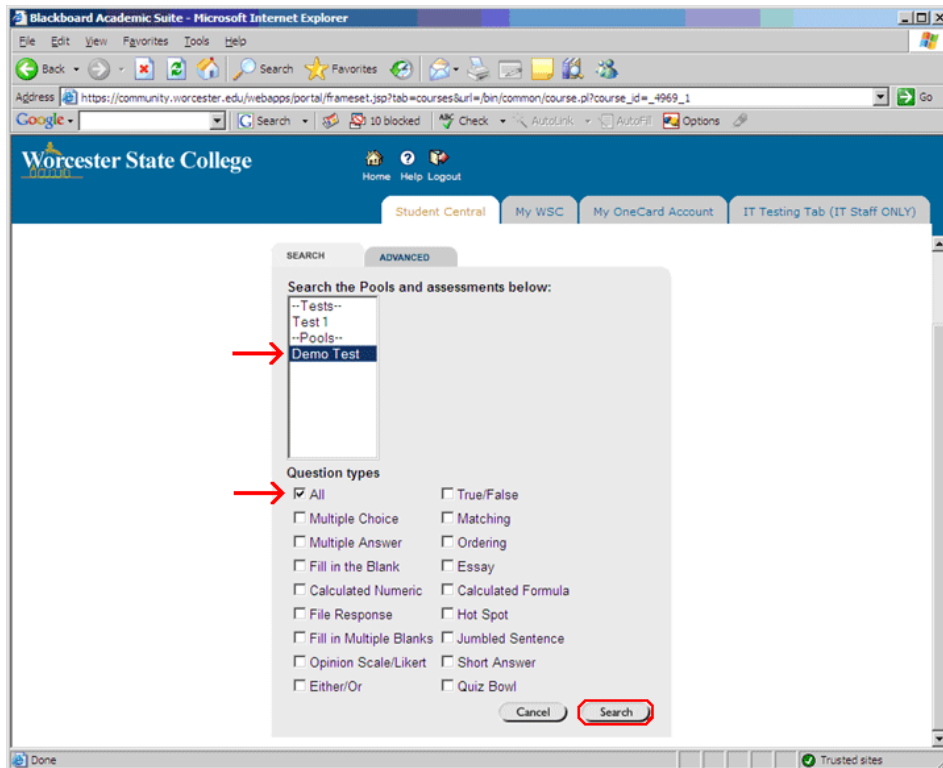
29. Click in the **Name** field and **type a name** for the test or quiz.

30. Click in the **Description** field and **type a description** for the test or quiz.

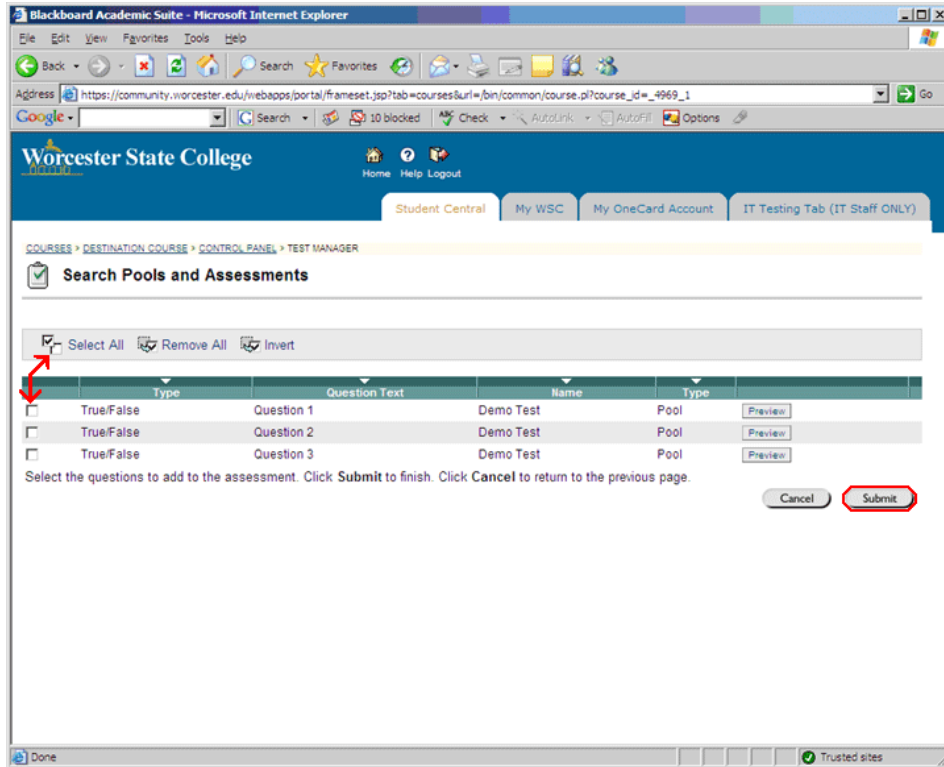
31. **Scroll down** to the bottom of the page.
13. **Click the Submit button.** The Test Canvas screen will open.



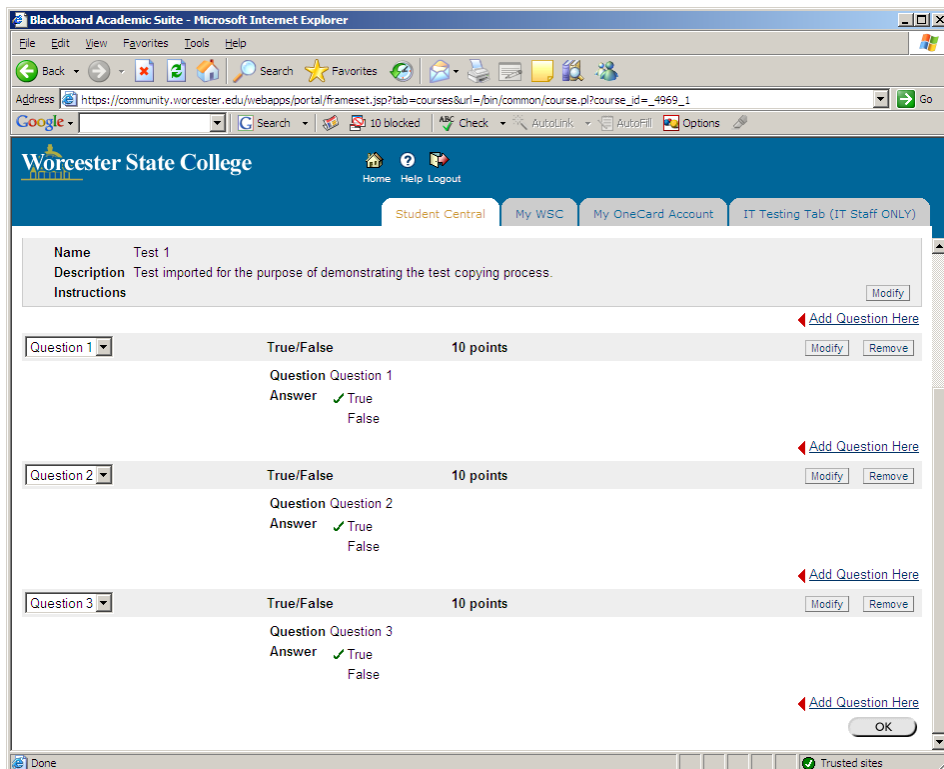
32. **Click the arrow** at the end of the Add field to view the dropdown menu.
33. **Scroll down** to the bottom of the menu.
34. **Click From a Question Pool or Assessment.**
14. **Click OK.** The Search Pools and Assessments screen will open.



35. Under Test 1, **click the name of the test** you wish to import.
36. **Scroll down** to the bottom of the page.
15. **Click to select the question types** you wish to import. If you wish all of the questions to be copied, **click All**.
16. **Click Search**. The Search Pools and Assessments screen will open.



17. Click the checkbox beside the questions you wish to appear on the test or click **Select All** to choose all listed questions.
18. Click the **Submit** button. The Test Canvas screen will open.



19. All questions selected will be listed. **Scroll down** to the bottom of the page.
20. **Click the OK button.**
21. The test is now ready to be made available to students.