**Faculty Tutorial:**

**Export/Import a Test**

**Purpose:** To demonstrate to faculty members how to export a test from one course, and then import it into another course. This process can also be used for "Surveys" and "Pools."

Start in the course from which you would like to export a test. Click "**Course Tools**," which is located in the "Course Management" menu.
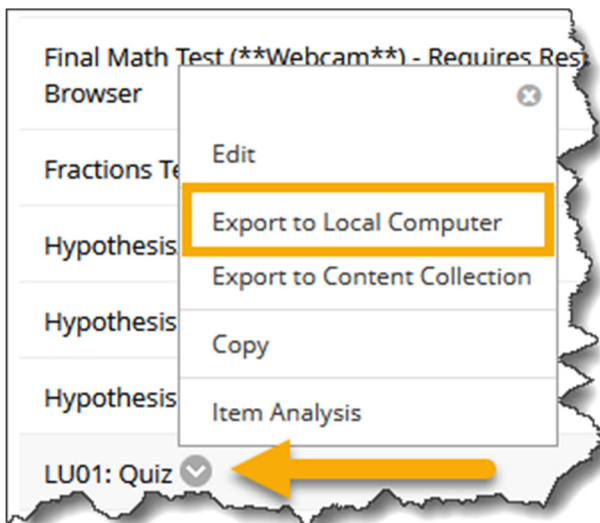
In the sub-menu that opens, select "**Tests, Surveys, and Pools**."
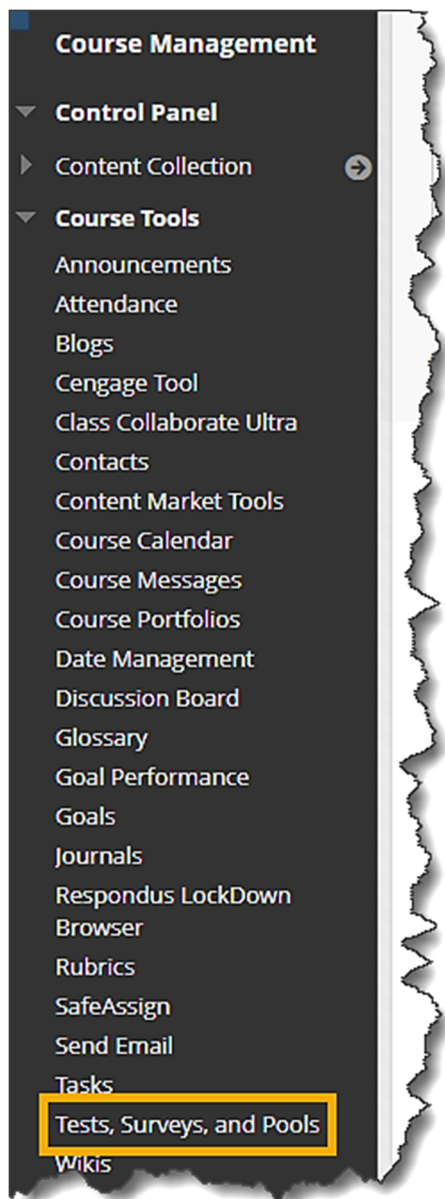
The "Tests, Surveys, and Pools" page will open.
Select "**Tests**."
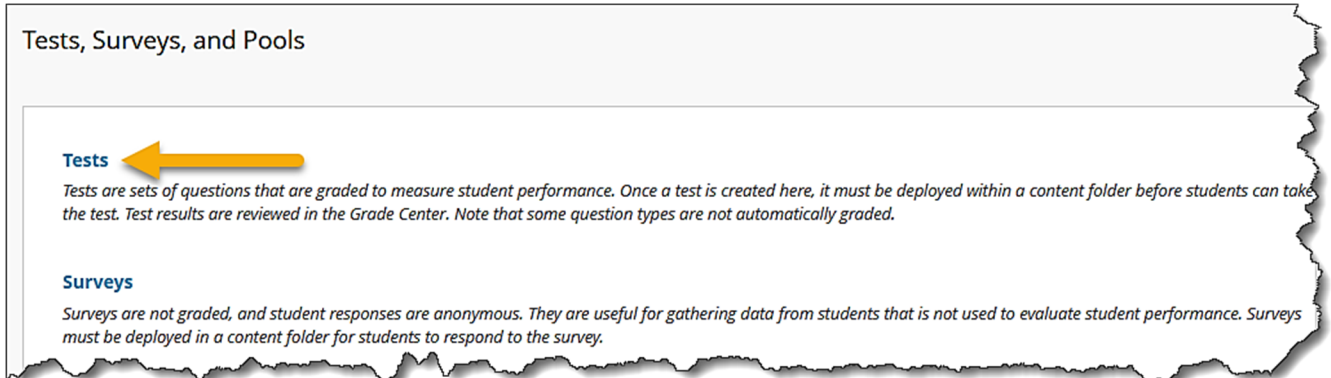


The "Tests" page will open. Hover over the test you would like to export (which will highlight it). Then, click the drop-down arrow that appears. In the sub-menu that opens, select "**Export to Local Computer**."



In the pop-up window that opens, click "**Save**" to save the zipped file of your assessment to the "Downloads" folder on your computer, or, select "**Save as**" if you would like to save the file to an area other than your "Downloads" folder. We recommend saving to your Desktop for easy access. We also suggest that you save the file to your personal Flash Drive for backup purposes.

**Note: The process described for saving the zip file to your computer, as well as the images shown, assume you are using the Windows 10 operating system. This process may vary slightly if you are using a different operating system or browser.**
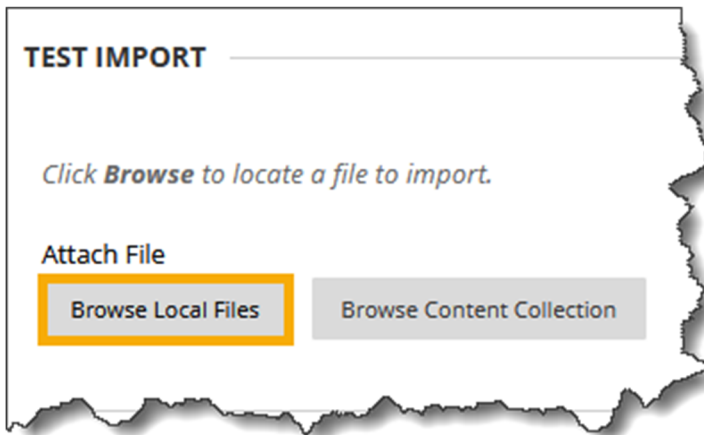
Select the location where you would like to save the file on your computer. Then, click "**Save**."
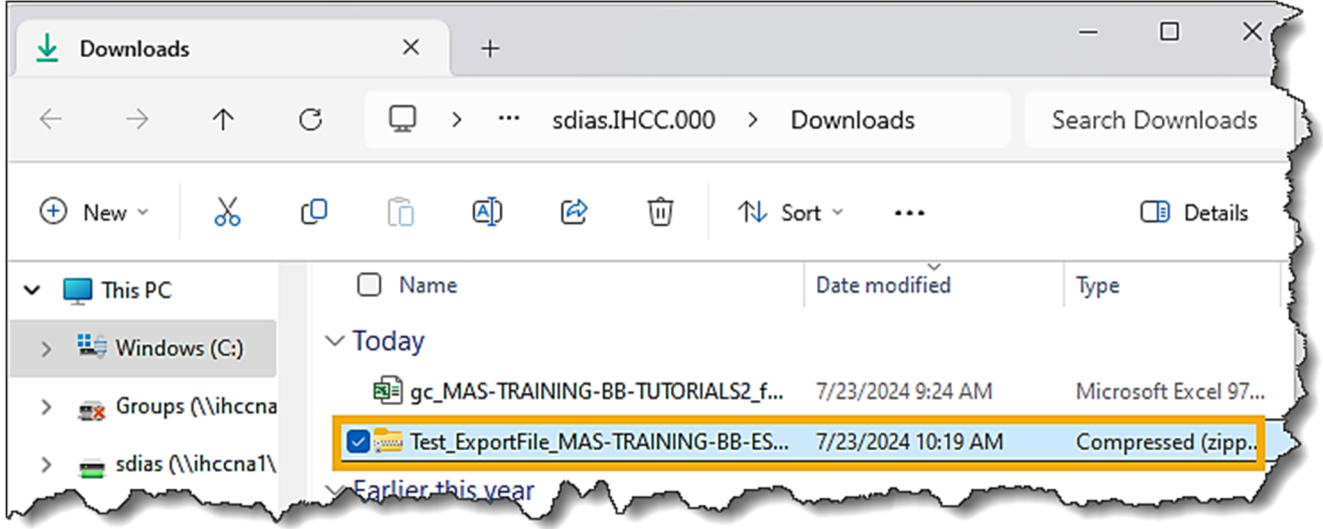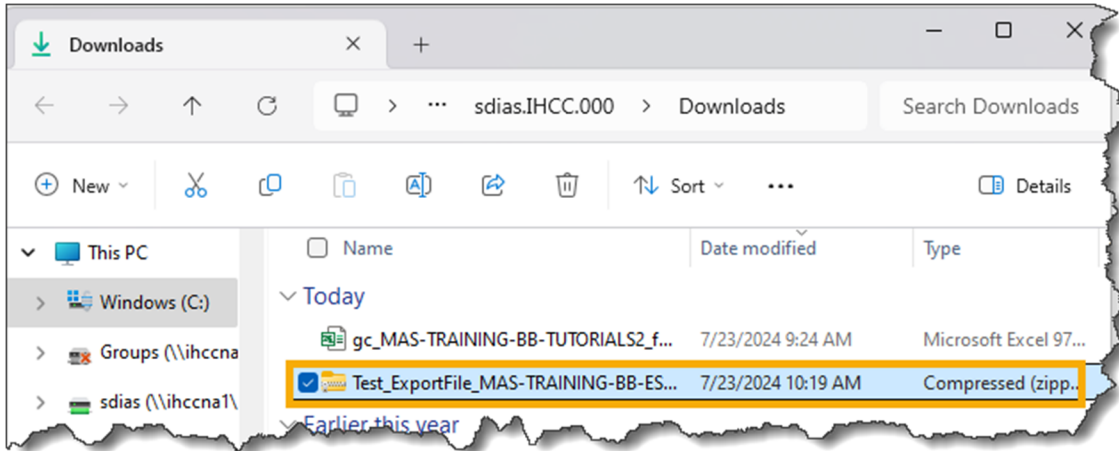


Now that your file has been saved, select the course into which you would like to import the test. Then, select the "Tests" area. Select "**Import Test**."
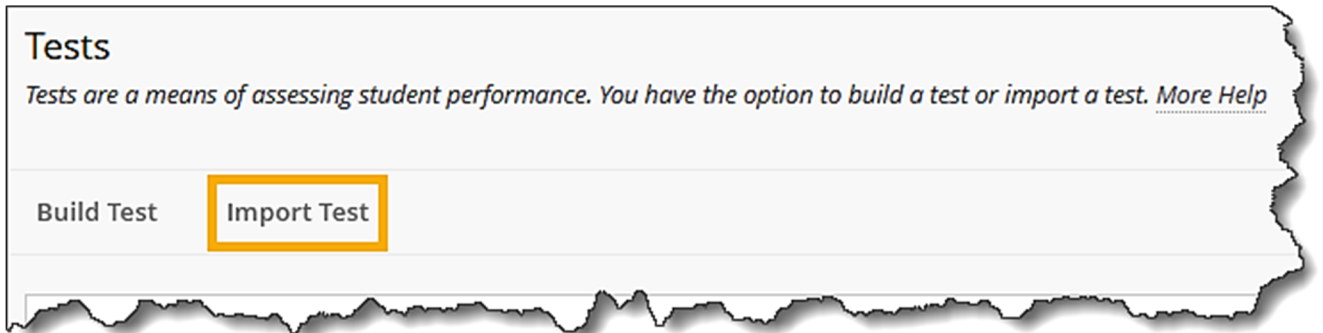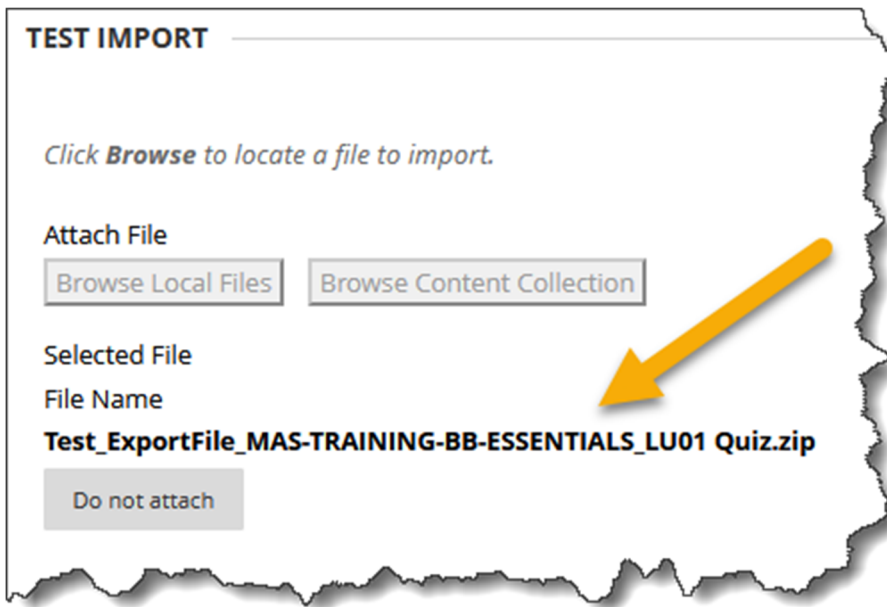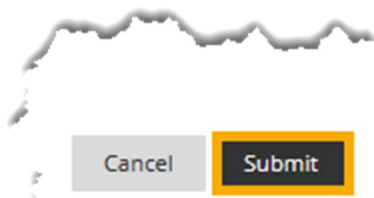


The "Test Import" page will open.

Select "**Browse My Computer**." Locate the zipped file you would like to upload. Click "**Open**."
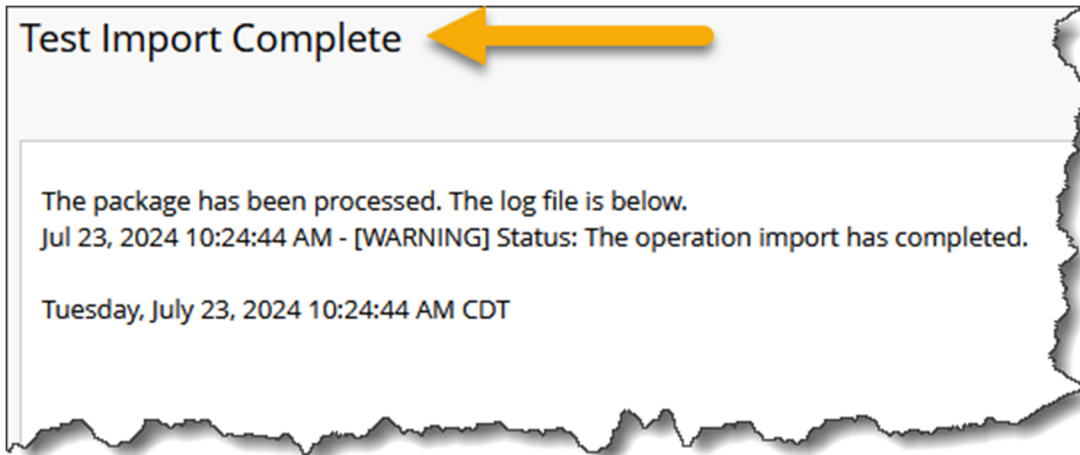


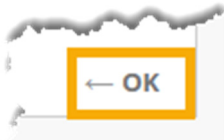The file should now appear on the "Test Import" page.



Click "**Submit**."

The "Test Import Complete" page will open.



Click "**OK**."



You will be taken back to the "Tests" page. The test you imported should now appear on this page. Now that the test has been imported, you can make it available to students.



Congratulations! You now know how to export a test from one course, and then import it into another course!

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