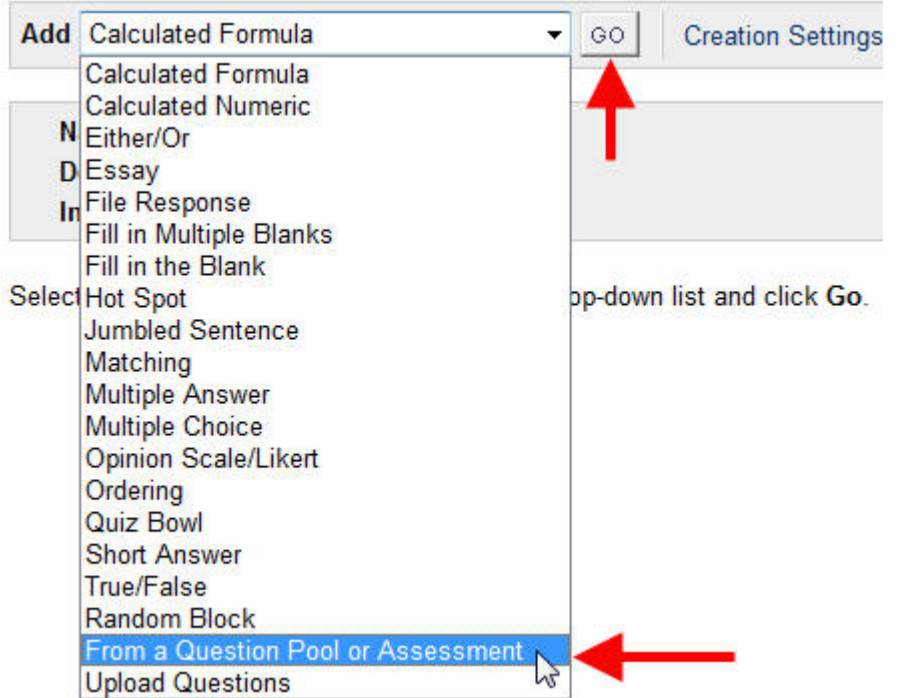


### Copy Test in Same Course, Export and Import into New Course

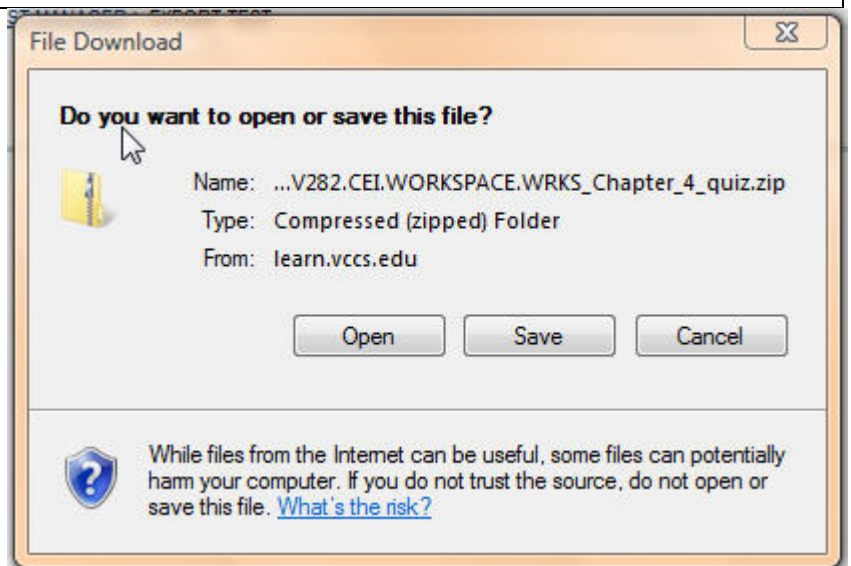
- 1) Navigate to the specific course
- 2) Enter the course's **Control Panel**
- 3) Click **Test Manager**
- 4) Click **Add Test**
  - a) Provide a Name
  - b) Click Submit
- 5) From the Add drop-down menu, choose **From a Question Pool or Assessment**
- 6) Click **GO**



- 7) Select the test name which is being copied
- 8) Click **All**
- 9) Click the **Search** button

- 10) Click **Select All** at the top of the Search Pools and Assessments page
- 11) Click the **Submit** button
- 12) The Test Canvas page will now show an exact copy of the test

- 13) On the Test Manager page, choose to Export the copied test
- 14) Click **To Local Computer**
- 15) Click **Save** for Do you want to open or save this file?
- 16) Click **Save** again, the copied test will be saved at this location



**NOW**

- 17) Navigate to the specific course the test will be copied into
- 18) Enter the course's **Control Panel**
- 19) Click **Test Manager**
- 20) Click **Import**

- 21) Choose **Attach a Local File** and click **Browse**
- 22) Locate the zipped copied saved test and click **Open**
- 23) Click **Submit** on the Test on the Test Import page
- 24) After the package has been processed, click **OK**

**Now the test can be made available to students.**