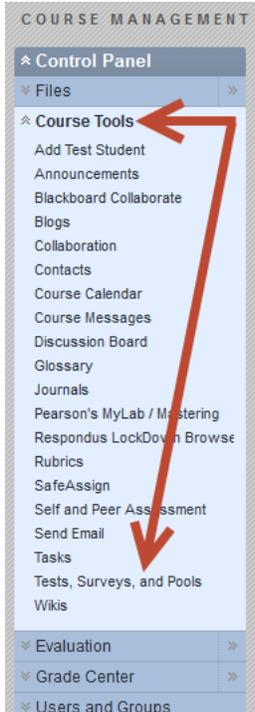
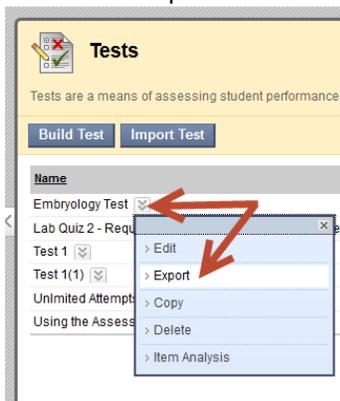


Instructions for exporting/importing tests

1. Open the class that has the quiz you want to copy.
2. Click “Course Tools” in the bottom left corner in the Control Panel area and select “Tests, Surveys, and Pools.”



3. On the next page, click “Tests.”
4. Click the action link to the right of the item you wish to copy. When the pop-up menu appears, select “Export.”



5. A box should display asking if you want to open or save the test. Select “Save,” and store it in a folder on your computer. Be sure to note where you have saved the file, as you will need to locate it easily in the next few steps.
6. Now open the class you in which you want to import the test.
7. Repeat steps 2 and 3 above.
8. This time click the “Import Test” button at the top of the page.
9. On the page that displays next, click “Browse My Computer.” Find the zip file that was created in step 5 above and select it.

10. Click Submit. Click OK on the “Test Import Complete” page.
11. In order to deploy the test for your students, navigate to the content area where you you’re your test to display—this might be labeled “Assessments” on the course menu, or you might wish to display it in one of your modules in “Course Materials.”
12. Hover your cursor over the Assessments button at the top. Select “Test” from the list.
13. Click the name of the test in the “Add Test” box then click Submit.
14. Fill out the “Test Options” page with your settings such as make it available, set time, set display dates if needed, etc. Click Submit.