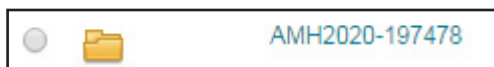
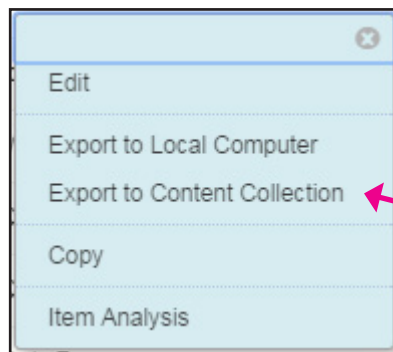
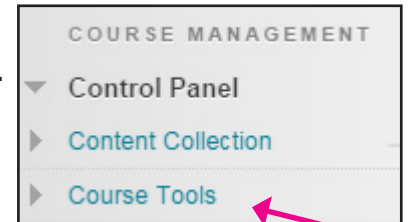


How to Copy Exams/Quizzes

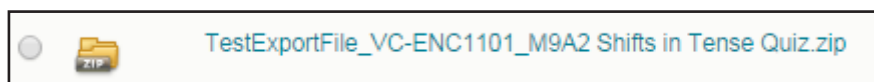
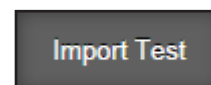
How to Copy Exams/Quizzes from One Course to Another

If you create a new quiz or exam in your development shell, it will not automatically be pushed out to your live courses. The following instructions will describe the copying process.

1. Navigate to the course your quiz is located (i.e. development shell).
2. Expand the **Course Tools** menu under **Course Management**.
3. Select **Test, Surveys, and Pools** and then click **Tests**.
4. Click the chevron next to the quiz/exam you'd like to copy and select **Export to Content Collection**.
5. Click **Browse**.
6. Click the chevron next to **Browse** and select **Course Content**.
7. Click the radio button next to the proper course and reference number.



8. Click **Submit**.
9. At this point, navigate to the shell that you would like to import the exam/quiz into.
10. Expand the **Course Tools** menu under **Course Management**.
11. Select **Test, Surveys, and Pools** and then click **Tests**.
12. Click the **Import Test** button at the top of the screen.
13. Click **Browse Content Collection**.
14. Select the radio button next to the exam file (it will read TestExportFile_CourseTitle_QuizName.zip) and hit **Submit**.



15. The exam will now show up under **Tests** and is ready for deployment.