Copying a test from one course to another

1. Go to the site into which you wish to copy the test.

2. Expand (on the left menu bar) the Content Collection (File manager).

3. Make note of the HuskyCT course number of this course. (For example, the course below is course-0052.)

4. Now, move into the course where you have the test already, and go to the Tests tool.

5. Hover your mouse over the small grey circle with down arrow to the right of the name of the test you wish to copy, so as to expand your options (as below).

6. Select “Export to Content Collection”

7. Click “Browse”
Copying a test from one course to another

Author: Mary Heckman
Originally published: 9/13/2013

8. At the top left, click on the left/up arrow to browse up to the parent folder.

9. Select the course into which you wish to copy the test (from step 1). Click Submit.

10. Click “Submit” again to complete the operation.

11. Navigate to the (new) course into which you have just exported the test.

12. Go to the Tests tool page of that course. Click “Import test”

13. Click “Browse Content Collection”

14. You should see the course you have exported from the original course. Select that, and click Submit.

15. Click Submit again to complete the operation. You should see a “Test import complete” screen message. Click “OK” (at lower right) to clear this.

16. The test should now be in your new course. Deploy as usual to make it available to students.