



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

Forward thinking. World ready.

How do I Export my Test or Survey to Another Course?

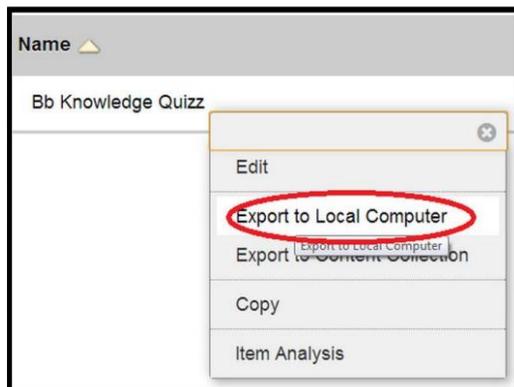
The Test and Survey Managers let you import and export tests and surveys for content reuse and collaboration. Tests or surveys can be reused by exporting the entire test to your local computer, and then importing the file into another course's Test or Survey Manager. When the test or survey is imported, modifications may be made to customize it for the new course.

Export

Step 1: Go to the Control Panel select Course Tools and then select Tests, Surveys and Pools. Select either Tests or Surveys depending on which assessment you wish to export.

Step 2: Click the grey arrow and then select export.

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Bb Knowledge Quizz 	Week1	September 2, 2013 7:34 PM



Step 3: Save the .zip file to your computer. Do not open/unzip it.

Import

Step 1: Go to the Control Panel of the new course. Select either Tests or Surveys depending on which assessment you wish to import.

Step 2: Click Import.

Step 3: Browse to the saved .zip file and click Submit.

Step 4: The test uploads and is added to your tests.

