SacCT
Copying a Test into a Course
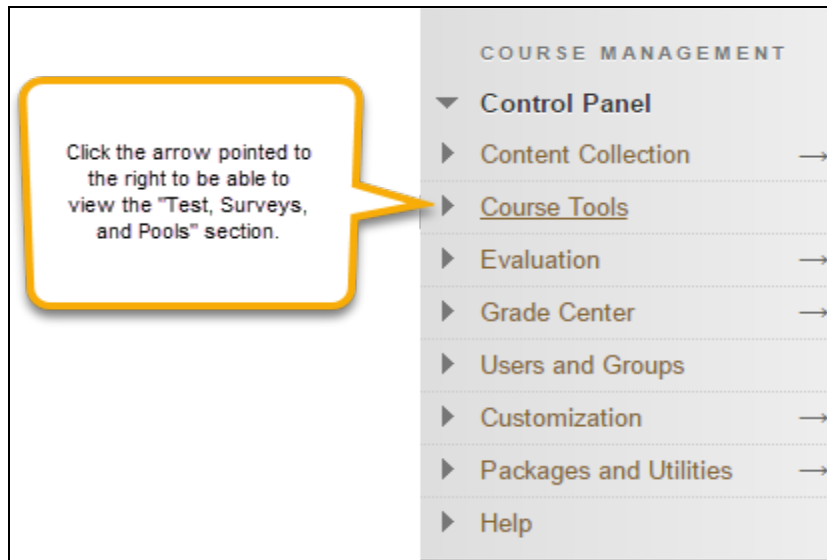
HOW DO I COPY A TEST INTO ANOTHER COURSE?

There are two main ways you can copy a test across SacCT courses. The first, is using the **Course Copy** option, which provides the ability to copy all or specific course materials including tests. It is best used when you are preparing your course for the new semester and need to copy over all materials.

The second option and the focus of this handout, is the **Export/Import** option. This option is recommended when you need to copy tests individually into another course. It is located in the Tests page of a SacCT course and provides the ability to export and download a test to your computer in a compressed file format, or zip, that you can then import into the course of your choice.

Export the Test and Download to Computer

This section will cover how to use the Export option in the Tests page of your SacCT course, to download and save a test(s) to your computer that you would like to copy into another course.

step 1. Login to SacCT.
step 2. Locate the **Old Course** where you want to transfer the test from.
step 3. In the Control Panel, click the **Course Tools** section. A list of tools will display.

COURSE MANAGEMENT

Control Panel

▶ Content Collection   ⟶

▶ Course Tools

▶ Evaluation   ⟶

▶ Grade Center   ⟶

▶ Users and Groups

▶ Customization   ⟶

▶ Packages and Utilities   ⟶

▶ Help

Click the arrow pointed to the right to be able to view the "Test, Surveys, and Pools" section.

step 4. Click the **Tests, Surveys, and Pools** link**.** Then click **Tests**.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

step 5. Locate the test you would like to copy. Click the down-arrow to the right of test name and select the **Export to Local Computer** option.

Tests

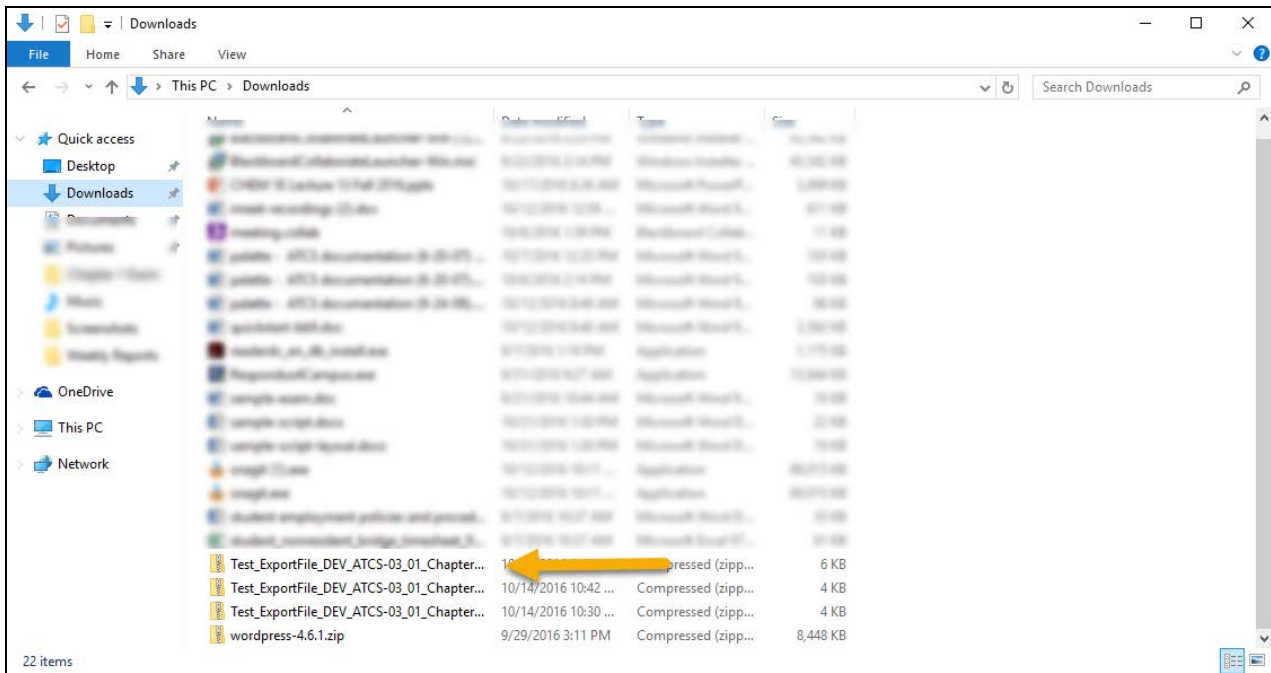*Tests are a means of assessing student performance. More Help*

Build Test	Import Test		
Name △		Deployed	Date Last Edited
Chapter 1 Exam		Exams&Quizes	September 21, 2016 10:41 AM
Chapter 2 Exam	Edit	Exams&Quizes	September 21, 2016 10:41 AM
Chapter 3 Exam	Export to Local Computer	ms&Quizes	September 21, 2016 10:41 AM
	Export to Content Collection		
Chapter 4 Exam		Exams&Quizes	September 21, 2016 12:15 PM
	Copy		Displaying 1 to 4 of 4 items Show All Edit Paging...
	Delete		
	Item Analysis		

step 6. At the **Save As** prompt select a location on your computer (i.e. desktop) to save the exported test file. The file will be titled "Test_ExportFile_......zip"

step 7. Depending on your browser settings, you may not have seen a Save As prompt, but rather, the file is saved to a Downloads folder. The test file in this case, may be located in a Downloads folder which contains all files you have downloaded.

step 8. Now that the file has been downloaded to your computer, you are ready to import the test into your current courses.

Import the Test into Current Course(s)

This section will cover how to upload the test in your current course(s).

step 1. Locate the **current course** where you want to import the test into.

step 2. Scroll down and locate the Control Panel, click the **Course Tools** section.

step 3. Click **Tests, Surveys, and Pools.** Then click the **Tests** link.

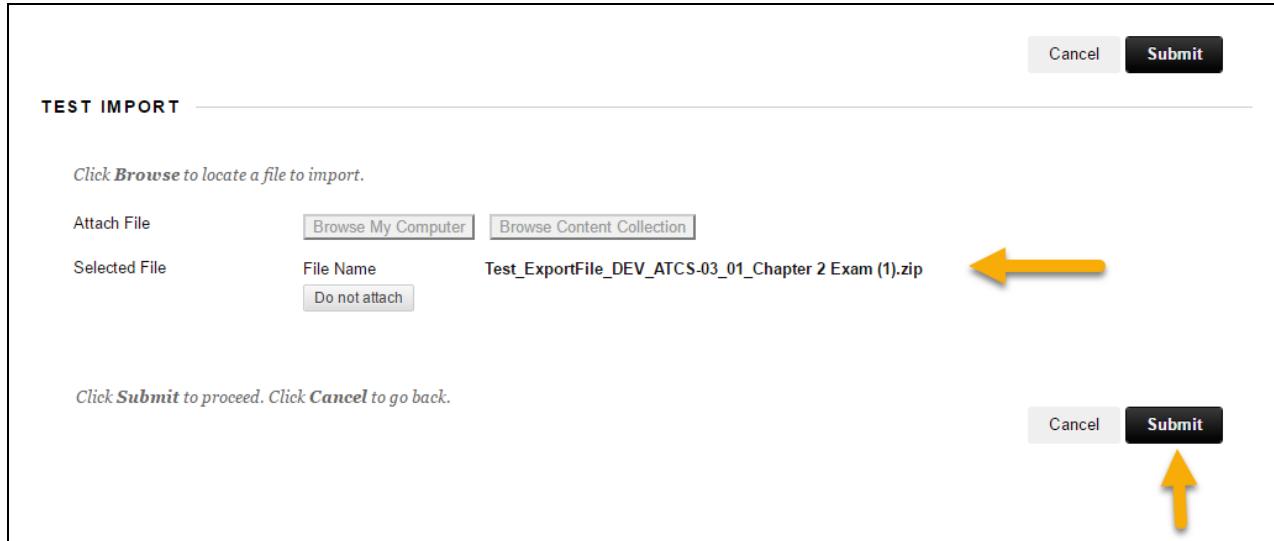*step 4.* In the **Tests** window, select the **Import Test** button.

step 5. On the **Test Import** window, click **Browse My Computer** link to attach the test zip file you exported and downloaded previously.

Test Import

Test Import adds an exported test to the set of tests. This is a useful way to reuse a test. Only test packages created by Blackboard Learn can be imported. Tests created by others, tests created at other institutions, and tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format. More Help

Cancel   **Submit**

TEST IMPORT

*Click **Browse** to locate a file to import.*

Attach File   Browse My Computer   Browse Content Collection

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel   **Submit**

step 6. At the Open window, locate the test file (i.e. Downloads folder or desktop). Once you locate the test, select it and press the open button.

Open

This PC > Downloads

Search Downloads

Organize   New folder

Quick access
Desktop
Downloads
Documents
Pictures
Chapter 1 Exam
Music
Screenshots
Weekly Reports
OneDrive
This PC
Network

Test_ExportFile_DEV_ATCS-03_01_Chapter...   Compressed (zipp...   6 KB

File name: All Files

Open   Cancel
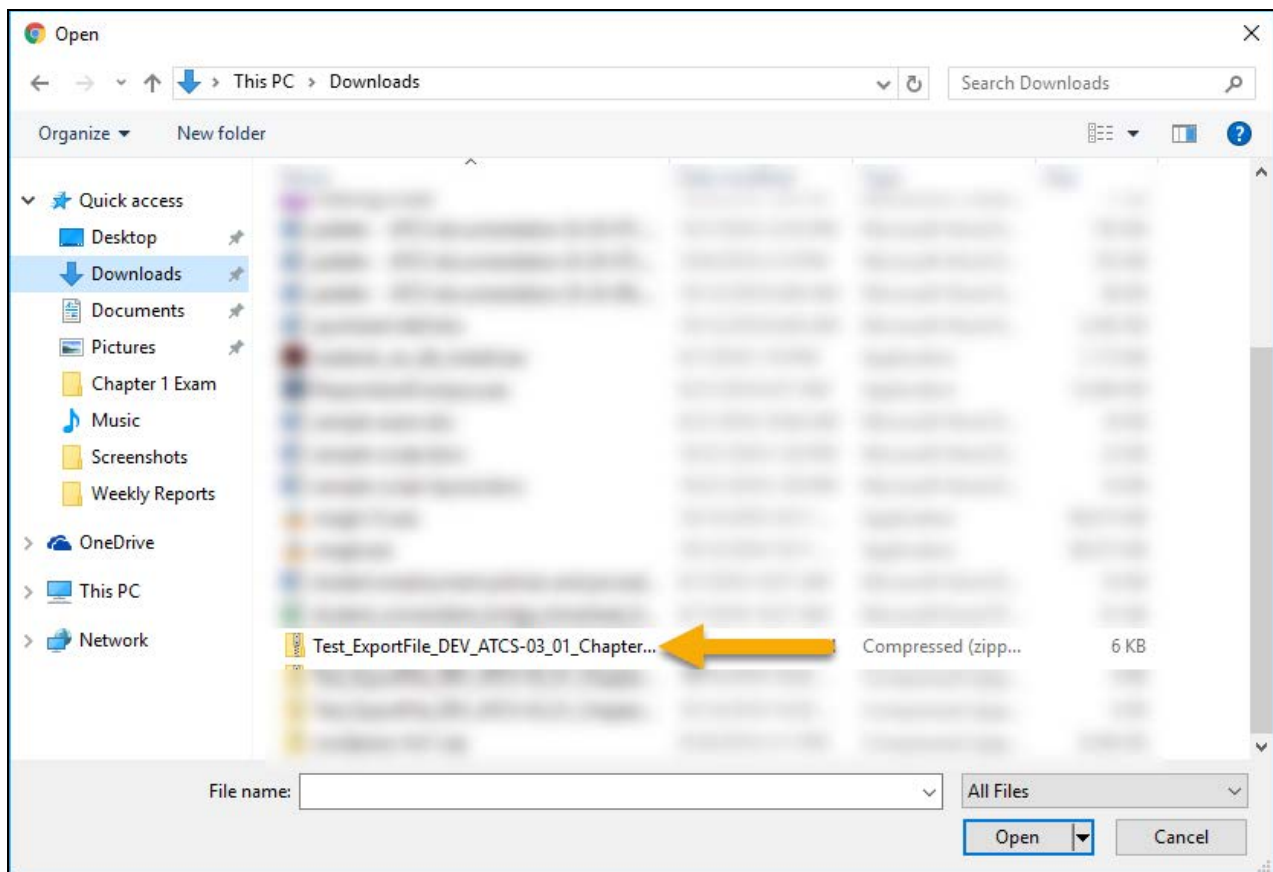
step 7. Back on the Test Import page, the Selected File area will display the "Text_Import_...zip" file you selected. Click the submit button.


step 8. After clicking submit, a "Test Import Complete page" will display results of the import. Click Ok on the bottom right to return to the **Tests** section.

Link Test to a Content Area or Folder

In order to make the test available for students to access and complete, you need to add it to a location in your course such as a content area or folder. The following steps guide you through adding the test to a location in your course and adding the settings, Test Options, that determine the availability window, duration, due date and other options for your test.

step 1. Open the content area or folder where you would like to add the test to.

step 2. Find the **Assessments** link. It is on the right of **Build Content** link. Hover your mouse over the link and a drop down box will appear. Click on **Tests**.
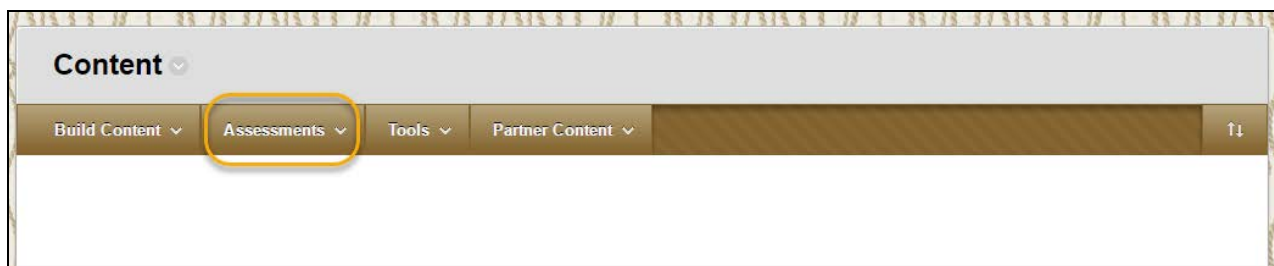
step 3. The **Create Test** window will display. Below the **Add Test section** locate the **Add an Existing Test** option.

step 4. From the **Select Test Below box** click the name of test you imported previously. Then click **Submit**.

Create Test

Creating a test deploys the test to a content area. Once a test has been deployed, change the test options to make it available for students to take. More Help

Cancel **Submit**

ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test   Create

Add an Existing Test
-- Select Test Below --
Chapter 2 Exam(1)

Click **Submit** *to add this test. Click* **Cancel** *to quit.*

Cancel **Submit**

step 5. After clicking submit, the **Test Options** page will display.

Success: Chapter 2 Exam(1) created.

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. More Help

✱ *Indicates a required field.*

Cancel **Submit**

TEST INFORMATION

✱ Name   Chapter 2 Exam(1)

Choose Color of Name   ⬛ Black

Content Link Description

| T T T T | Paragraph ▼ | Arial ▼ | 3 (12pt) ▼ |

Path: p   Words:0

Open test in new window   ○ Yes ● No

TEST AVAILABILITY

step 6. In the **Name** field, you have the ability to change the name of the exam if needed. If you wanted to change the color of how your test link will display, you can use the color swatch drop down field, located beneath the name field.
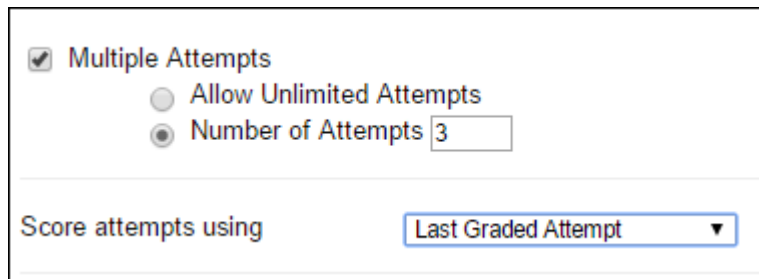

step 7. Under the **Content Link Description**, you can provide information about the test. (Due dates, chapters covered, etc.)

step 8. In the **Make the link available** section, you have the option to make this link available for your students.

step 9. In the **Add a New Announcement** section, you can send your students an announcement reminding them about the test.

step 10. In the **Multiple Attempts** section, you have the option to give your students multiple attempts by clicking on the check box, then specifying the number of attempts you want to provide them. Lastly, in the **Score Attempts Using**, section select which attempt you want to appear in the grade book (highest attempt, last attempt, etc).


step 11. The **Force Completion** option is the ability to make your students take the test completely in one sitting, only if enabled.

step 12. In the **Set timer** section, you have the ability to set the amount of time (hours and minutes) students have to take the test. The **Auto Submit** option, if enabled is the ability to submit the test automatically once the time expires.

step 13. The **Display After** option is the ability to make the link available for your students to see after a certain date and time and will be removed after the specified date and time under Display **Until** option.
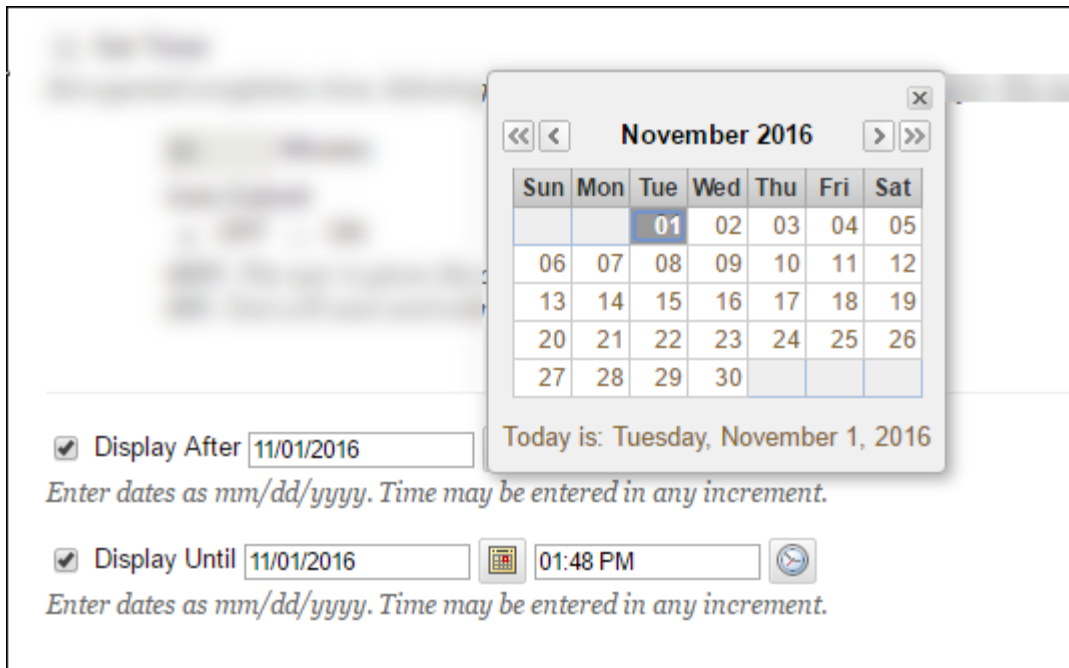
step 14. The **Test Availability Exceptions** section is used to provide a student(s) with a different availability window or duration (i.e. if the student needs extended time or if a student needs to retake the test). You can utilize this option by clicking **Add User or Group**, in the Add User or Group window, select the boxes to the left of the name(s) of the student(s) or group(s) you want to enable exceptions. Click Submit.

    a. Select your options for each column, such as Attempts, Timer and Availability. NOTE: The availability dates and times for each student or group are independent of the original 'Display After' and 'Display Until' fields.
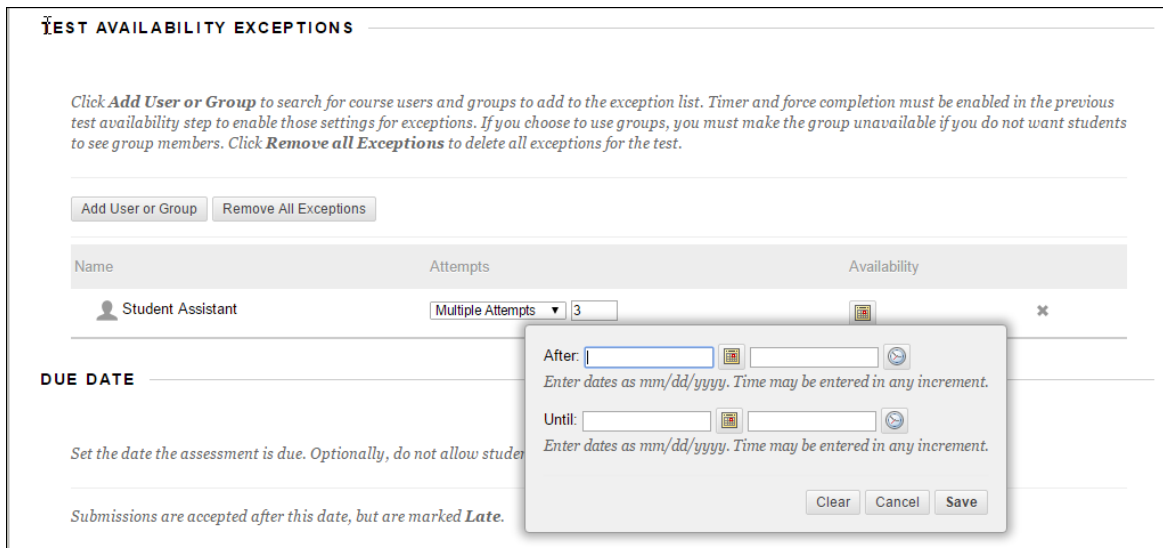
step 15. The **Due Date** section is to set the date and time the assessment is due. You also have the option to not allow students to take a test once the due date has passed by checking the checkbox where it states "Do not allow students to start the Test if the due date has passed"

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

☑ Due Date 11/02/2016 🖩 09:38 AM 🚫
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

step 16. Under the **Self–Assessment Options**, you have the ability to include the test in the center for score calculations or hide results for this test completely from yourself along with the students.

step 17. In the **Show Test Results and Feedback to Students** section, you have the ability to give feedback to your students. You can show them the correct answers along with the answers the student submitted by clicking on the specific box under the *Answers* column. You can also specify when you want to show these test results to students under the *When* option.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

When ⓘ	Score per Question ⓘ	Answers ⓘ	Feedback ⓘ	Show Incorrect Questions ⓘ
After Submission ▼	☑	☐ All Answers ☐ Correct ☐ Submitted	☐	☐
----Choose----				
After Submission				
One-time View				
On Specific Date				
After Due Date	☐	☐ All Answers ☐ Correct ☐ Submitted	☐	☐
After Availability End Date				
After Attempts are graded				

TEST PRESENTATION

step 18. In the **Test Presentation** section, you can select the options of how you the want the test to presented, all at once or one at a time. You also have the ability to randomize the questions.

TEST PRESENTATION

○ All at Once
Present the entire test on one screen.

○ One at a Time
Present one question at a time.

☐ Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

☐ Randomize Questions
Randomize questions for each test attempt.

*Click **Submit** to edit options for this test. Click **Cancel** to quit.*

Cancel   **Submit**

step 19. Once finished with all the options, click **Submit.**