

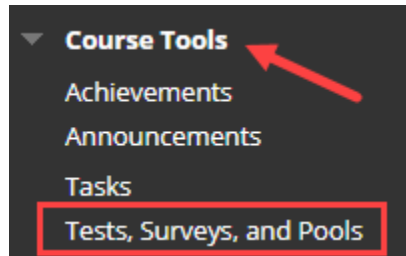
## EXPORT A TEST (GET A COPY)

In ulearn, you can export a quiz or test from one course and import it into another course, essentially getting a copy of it.

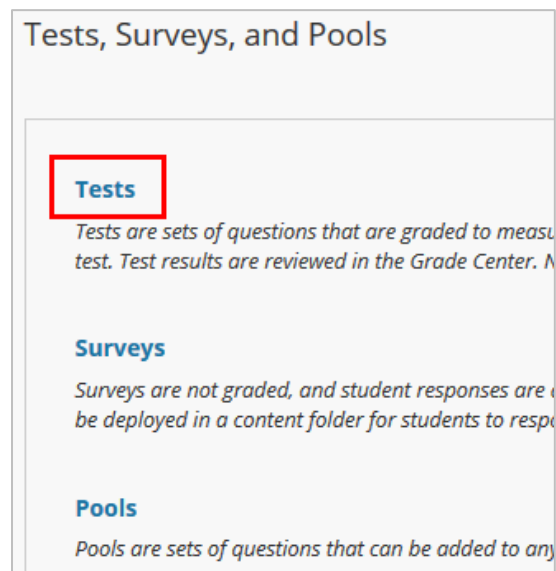
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### Instructions

1. From the Course Tools menu, select **Tests, Surveys, and Pools**.

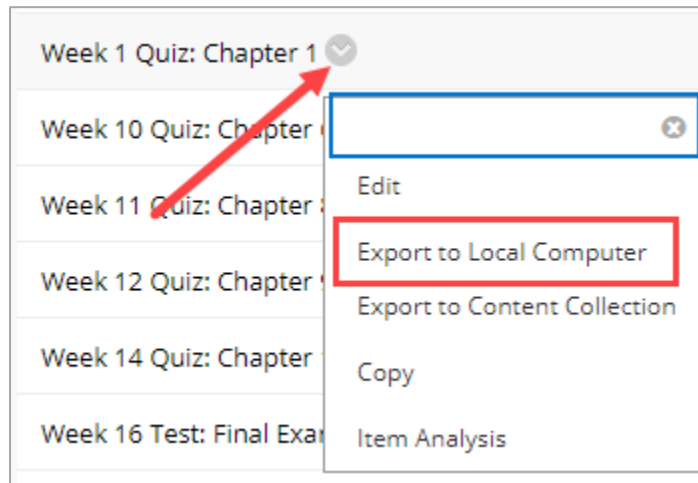


2. On the Tests, Surveys, and Pools page, select **Tests**.

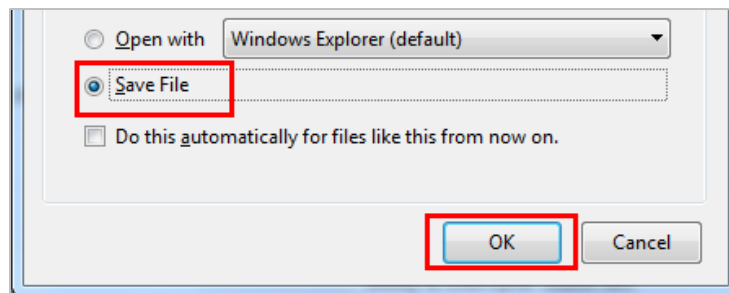


3. Click the **arrow** beside the test you would like to export, and then select **Export to Local Computer** from the menu.

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4. The file should save to your Downloads folder automatically. Sometimes a window will pop-up prompting you to open or save the file. If that happens select **Save File** and then click **OK**.



5. Do not open the file that downloaded. To import the quiz or test into another course, [follow the steps in this user guide](#).