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.

Instructions

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



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

Tests, Surveys, and Pools
Tests Tests are sets of questions that are graded to measu test. Test results are reviewed in the Grade Center. N
Surveys Surveys are not graded, and student responses are o be deployed in a content folder for students to respo
Pools Pools are sets of questions that can be added to any

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



Week 1 Quiz: Chapter 1	2
Week 10 Quiz: Chapter	Ø
Week 11 Quiz: Chapter :	Edit
Week 12 Quiz: Chapter	Export to Local Computer
Week 14 Quizt Chapter	Export to Content Collection
week 14 Quiz, Chapter	Сору
Week 16 Test: Final Exa	Item Analysis

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**.

Open with	Windows Explorer (default)	
Save File		
Do this automatically for files like this from now on.		
	OK Cancel	

5. Do not open the file that downloaded. To import the quiz or test into another course, <u>follow the steps in this user guide</u>.