**Exporting/Importing a Test**

This process requires exporting a test via the "Tests, Surveys, and Pools" and importing the test into a separate class shell. The exportation and importation processes are detailed below.

**Exportation process:**

1. Locate the **Control Panel** via the **Course Management Menu**.
2. Click on **Course Tools** and select **Tests, Surveys, and Pools** from the drop down menu.
3. This screen will list all the Tests that are associated with the course.
4. Locate the test to export.
5. Click on the small gray action box next to the title of the test and choose **Export** from the drop down menu.
6. Export the test to a location on your computer, such as the Desktop or My Documents.

**NOTE:** You can change the name of the test, however, the file name must contain the ".zip" extension.
Importation process:

Locate the **Control Panel** via the **Course Management Menu**.

Click on **Course Tools** and select **Tests, Surveys, and Pools** from the drop down menu.

Click on the option for **Tests**.

Click on the option for **Import Test**.

Click on the option for **Browse My Computer**.

Locate the file on your computer and click "Ok" or "Open".

**NOTE**: The imported test should now be listed along with the other tests in the class. The test must now be deployed.
Directions for deploying a test:

Go to the location within the course that the test will exist, such as the **Assessments** link on the navigation menu. Then use the Assessments button to deploy the test.

Click on the **Assessments** button and choose **Test** from the drop down menu.

Locate the name of the test with the Add Test box and select it.

Fill out the **Test Options** and click on the submit button to finish the deployment process.