Instructors can copy a test for use in the same course. To see how to copy a test to a different course, see Import/Export Tests.

**Steps to Follow**

1. On the BB welcome page, click on your courses (Figure 1).

2. On the page that displays, select your course (Figure 2).
3. On the left side, in the course menu under **Course Tools**, find and select **Tests, Surveys, and Pools** (Figure 3).
Copy a Test in Blackboard

4. Select Tests (Figure 4).

5. Find the test that you want to copy and click on the drop-down arrow next to its title. Select Copy (Figure 5).

6. After the test is copied, you will be able to deploy it from the Add an Existing Test option under Assessments in a Content Area. See Create and Deploy Tests.