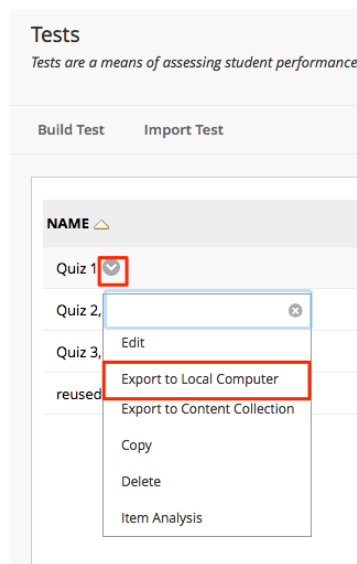# Exporting and Importing Tests

How to Export an Existing Test

1. In the Control Panel Click Course Tools
2. Click Tests, Surveys, and Pools
3. Click Tests
4. Hover your mouse over the test you wish to export and click the drop-down arrow that appears next to the name.
5. Choose Export to Local Computer

6. Depending on computer and browser settings, a dialog box will appear prompting you on where to save the file, or the file will be automatically saved in your Downloads folder (could be a different folding, depending on your settings). Note where you are saving the file to. This file will be a zip file (DO NOT un-zip it).
7. This file may now be saved to a flash drive, emailed to someone else, or saved on your computer for later use.

** *Note:* GVSU email (Outlook) does not support sending zip files. It is recommended that you save the zip file to a flash drive if you are looking to transfer the test to someone else.

How to Import a Test

1. In the Control Panel Click Course Tools
2. Click Tests, Surveys, and Pools
3. Click Tests
4. Select Import Test
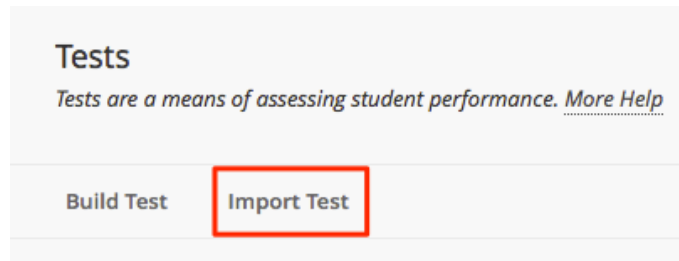
5. Click Browse My computer and point to the previously exported Zip files (or zip file that was given to you on a flash drive).
6. Click Submit
7. You will see the Test Import Complete message
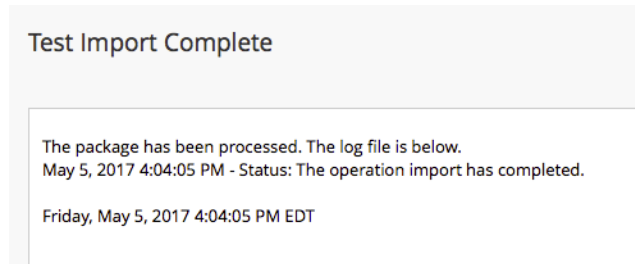
8. Click Ok, and you will see the test in your list of tests
9. The Test must now be deployed