

How to copy a QUIZ from one WebCT course into another WebCT course

(Note – if you want to copy *all* your quizzes and complete quiz database from one course to another, just open the course containing the quizzes and skip right down to step 13. If you want to transfer just one or a subset of your quizzes, complete all the following steps.)

If you have created a quiz in one of your courses and want to transfer it to a different course, you can do it. There are several steps involved in the process, but it is not difficult.

1. Open the course that contains the quiz.
2. Go to the Home Page, in Designer view.

Next you will create a new content module, used just for this transfer process – this is a temporary module, it will be deleted

3. Click on **Add page or tool**
4. Click on **Content Module**

Note: the following steps assume you are using the wizard – Just make sure the “Use wizard...” box is *checked* (But feel free to created the content module without the wizard – it’s up to you.)

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
	CD-ROM			

5. This will put you into the Content Module Wizard. Name the item – I called it For Quiz Transfer – this is just so you know what you are using this for.

Enter a title for this item:

6. Click **Next**. Then select “On Organizer Page” only – you don’t need it in the course menu.

On an Organizer Page:

7. Click Next. You can leave the defaults:

Link shows item title

Link shows icon (select below)

8. Click **Next**

Use the default icon – it's just fine.

9. Click **Next**

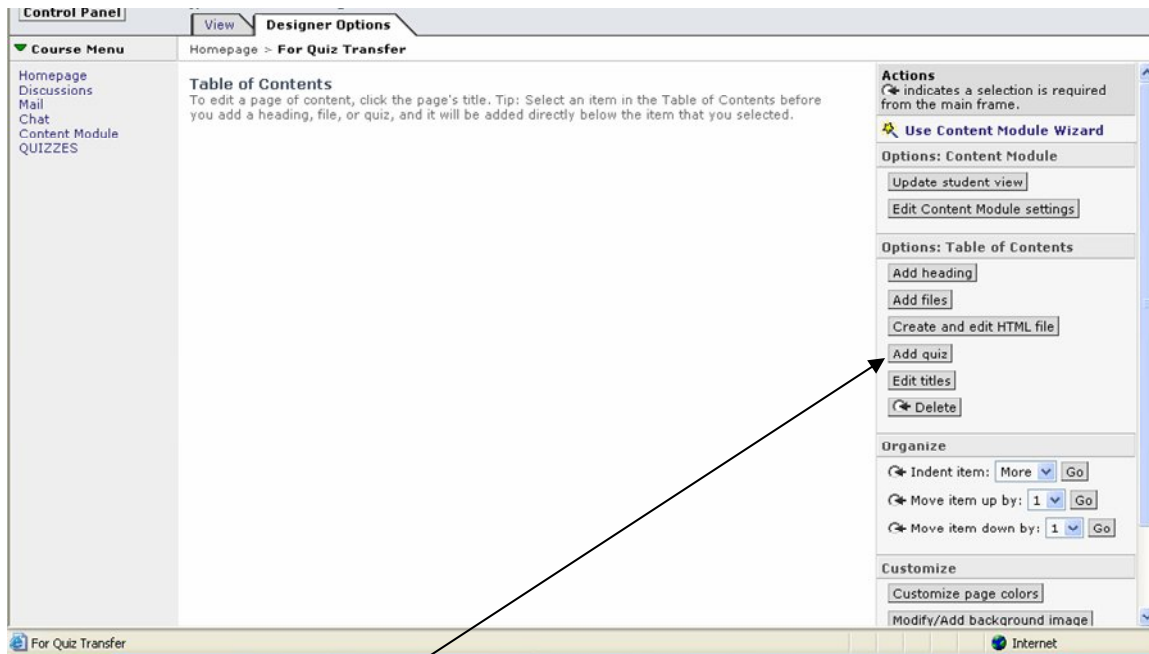
10. Then click “**Add**”, and lastly, **Save and Exit Wizard**

Save and exit wizard

Now you will add your quiz that you wish to transfer (or several quizzes!) to the content module:

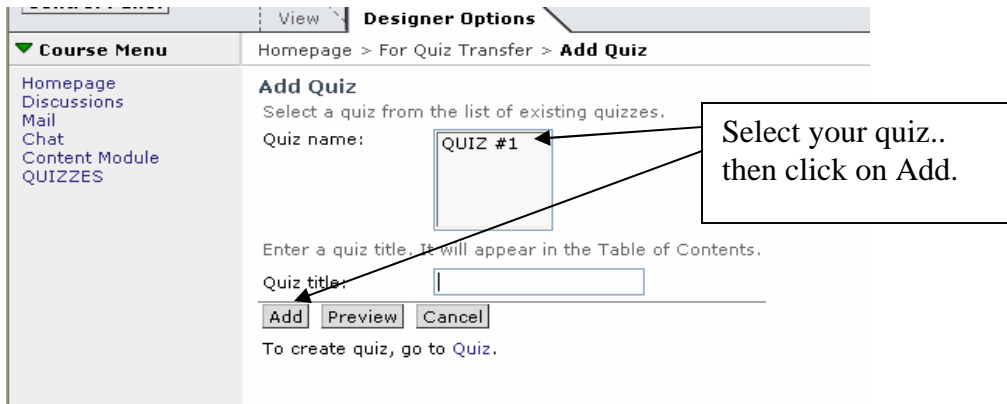
Go back to the Homepage if necessary – you'll see your new Content Module.

11. Click on the icon (the “backpack” icon). You'll see this:



12. On the right, click the Add quiz button.

You will now see a list of your quizzes (in my example I only have one, but you probably have many). You will now add the quiz of your choice to the content module. You can follow this step to add as many quizzes as you want – the ones you want to transfer to the other course!

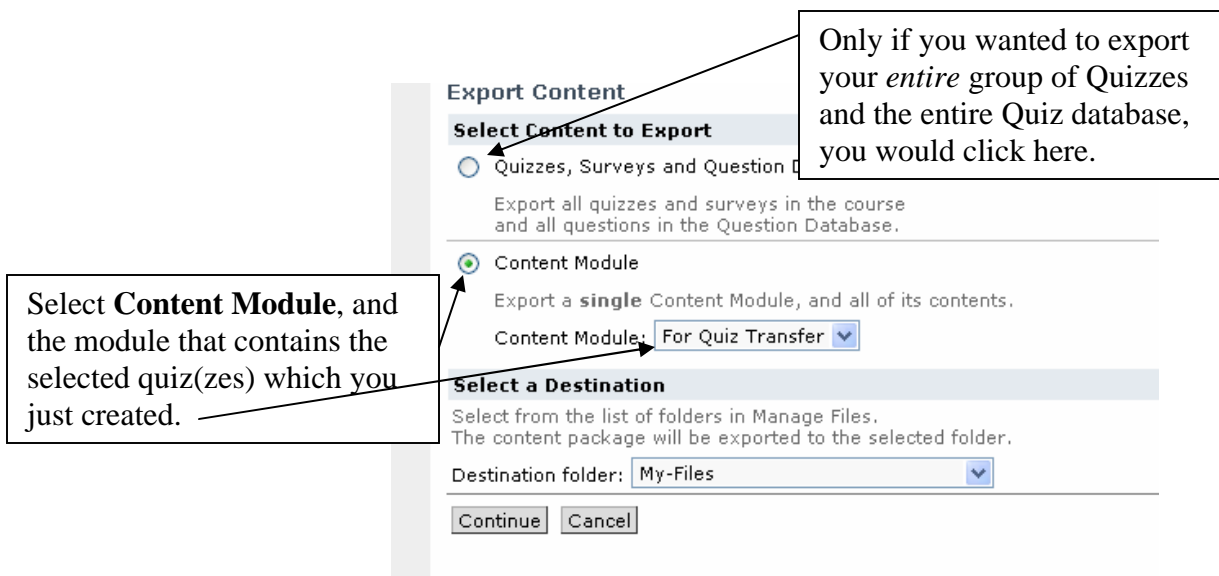


When you have added the quiz(zes) to the content module, you will see it (or them) in the table of contents for that module. Now it's time to "export" this module.

13. Click on Control Panel, Click on Manage Course, click on Export

At this point you'll notice something interesting – you can actually export ALL your quizzes and surveys in the course at once, and then transfer them to another course. If this is what you want to do, you don't have to go through any of the above steps – just start at this step, 13. However, for transferring just a subset of the quizzes, all the above steps were necessary.

Continuing on... click on Content module, and select this new content module you created – the one called "For Quiz Transfer" (or whatever title you gave it). You can leave the Destination folder as "My-Files". Click Continue.



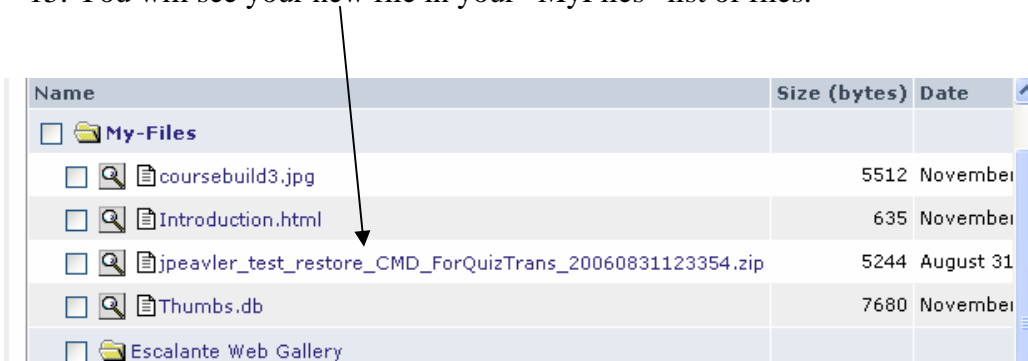
You'll see a screen confirming that your exported file has been created – note the long, somewhat strange name (yours will of course be different – but with a long number at the end, and it's a .zip type file.

Export Confirmed

For Quiz Transfer has been successfully exported to the folder [My-Files](#) in Manage Files.
The package filename is
[jpeavler_test_restore_CMD_ForQuizTrans_20060831123354.zip](#).

[Return to Manage Course](#)

14. Click **Return to Manage Course**, and then Click on the **Control Panel** and Click on **Manage Files**.
15. You will see your new file in your “MyFiles” list of files.



Name	Size (bytes)	Date
<input type="checkbox"/> My-Files		
<input type="checkbox"/> coursebuild3.jpg	5512	November
<input type="checkbox"/> Introduction.html	635	November
<input type="checkbox"/> jpeavler_test_restore_CMD_ForQuizTrans_20060831123354.zip	5244	August 31
<input type="checkbox"/> Thumbs.db	7680	November
<input type="checkbox"/> Escalante Web Gallery		

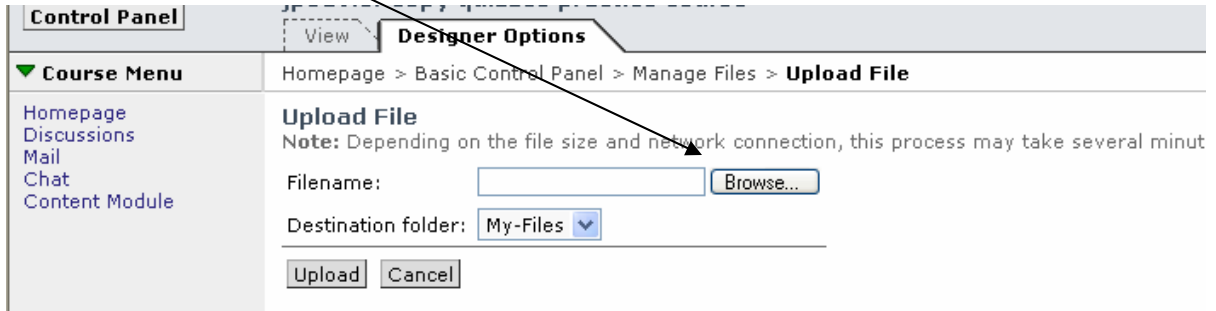
16. Select the file that you just created by **clicking the checkbox in front of it**, and click **Download** on the right, click **Download** again, and click **SAVE** – save the file wherever you chose on your hard disk. Perhaps on the desktop, as you will be deleting it soon anyway.

Please note that, depending on your computer's settings, you may receive a yellow strip on the top prior to the download. You have to tell your computer that you DO want to allow the download, at which point you'll pop back to the home page, so that you must go back into the Manage files screen, check the file again, download, and it will work.

Now that this file is saved on your hard drive, it's time to open the course into which you want the quiz(zes) copied. Click on MyWebCT and open the other course.

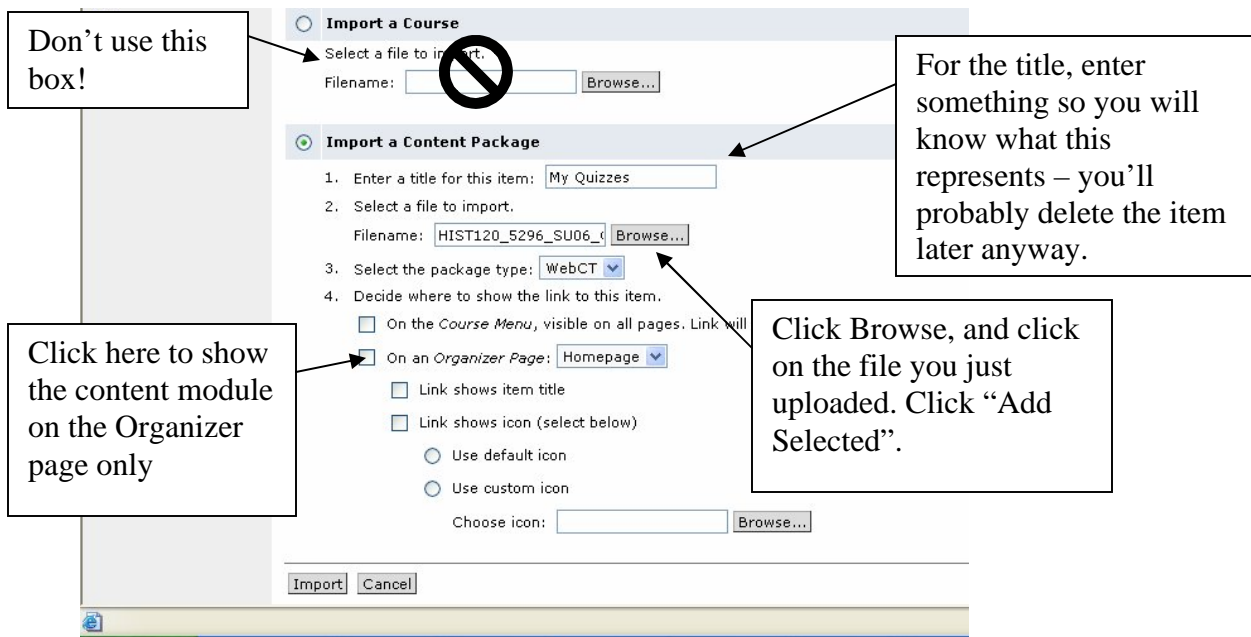
You should be at the homepage of the course INTO WHICH you want to copy the exported information. First you'll upload the file you saved:

17. Click on **Control Panel, Manage Files**
18. Click **Upload** (this button is on the right side)
19. Click **Browse**



20. Find the file you saved on your hard drive (the one with the strange name with all the numbers, Click it, and click **OPEN**).
21. Click **Upload** – you will see your file in the list now.

Go back to the Control Panel, Click Manage Course, click Import Content



22. Click the **Import** button on the bottom.

23. Wait while it imports the content, end then click **Done**.

OK – That’s essentially it. Look at your home page. You have a content module that contains the QUIZ(EZ). But the quizzes AND the questions within this content module are also in your quiz database, so if you wish you can delete the content module itself, and then go and add the quiz to your (possibly) already existing QUIZ page.

24. Click on **MyWebCT** and go back to the original course that contained the original quiz.
25. On the home page, in designer view, click on the “temporary” content module.
26. Click Delete – you don’t need it anymore.
27. Click on **Manage Course, Manage Files**
28. Delete the .zip file that you created for transfer purposes – you don’t need that either.

Questions? Feel free to contact either Jeanette Peavler (jpeavler@dvc.edu) or Neal Skapura (nskapura@dvc.edu)