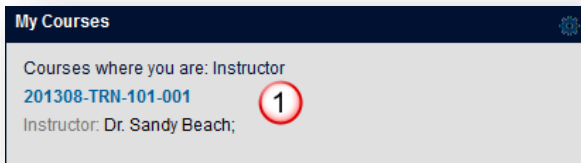


1. Enter a Course.



2. Select Course Tools.
3. Select Tests, Surveys and Pools.



4. Select Tests.

Tests, Surveys, and Pools

Tests 4

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

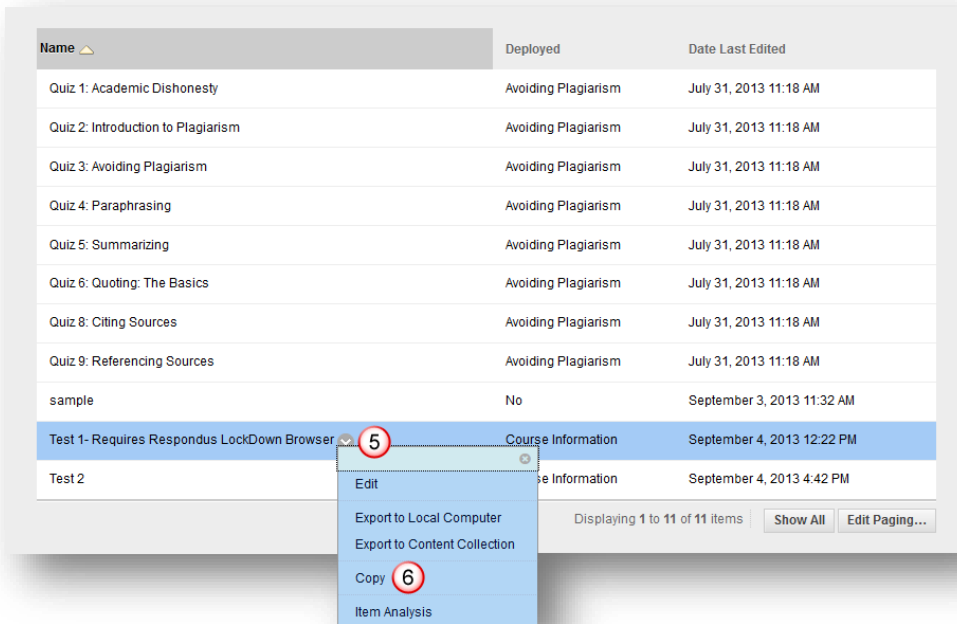
Surveys

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

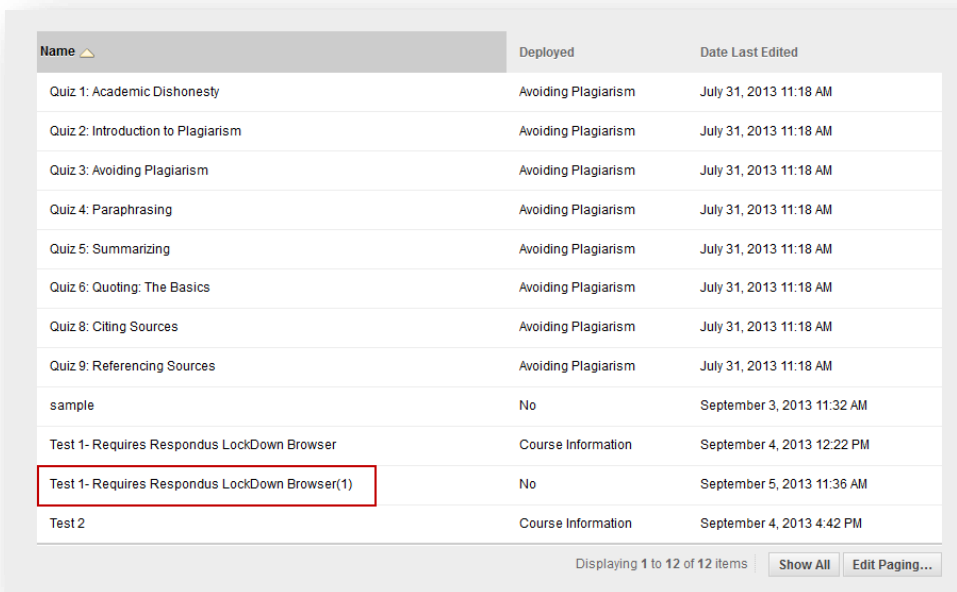
Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

5. Scroll over the test to be copied, then select the **Drop-Down Arrow**.
6. Select **Copy**.



7. Once the copy process finishes, the test copy will appear below the original and marked with a number appended to the edit of the test title.



8. The test will have to be deployed to a content page. Review [How to Deploy a Test](#) document for instructions.