

Copying Tests from a Previous Term

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You can copy a test from a previous term to reuse in a new term. Select your name in the upper right corner. Select **Switch Term**. Choose the **Term** from the drop down from which you would like to copy either the test and/or class roster. Click **Switch Term**. You will see a message: Please note that the term has been set to read-only and that some actions will be disabled. Click **View** for the class that has the test you want to copy. Click **Copy**. Under **Step1: Copy Test As** accept the name or if you would like another name for the test, type it under **Test Name**. Select the **Term** in which to copy the test. Under **Step2: Chose Classes**, select the class/classes in which to copy the test. Click **Copy Test**. A message will appear in the bottom right of the screen "Your test has been copied successfully."

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