

Copying Tests from a Previous Term

Article Number: 220 | Rating: Unrated | Last Updated: Tue, May 23, 2017 at 3:26 PM

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."

Posted - Tue, Apr 11, 2017 at 8:14 AM. This article has been viewed 931 times.

Online URL: <https://support.gravic.com/remark/kb/article/copying-tests-from-a-previous-term-220.html>