

# How to Download and Import the Test Bank - Canvas

This document provides directions on how to download the QTI.zip test bank file and import or upload the test bank into your Canvas Learning Management System (LMS).

- 1. First, open the Canvas course in which you would like to download/import the test bank.
- Navigate to the first section/module at the top of the contents page and click Test Bank.
   PLEASE NOTE: If you are unable to locate the link labeled Test Bank (where applicable) please contact your <u>Sales Representative</u>.

🗄 🔗 Manage Groups Link	⊘ :	
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ii 🔗 Test Bank	⊘ :	

3. Click **Open in a new tab**, and the file will automatically download to your computer.

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	Home	This link needs to be loaded in a new browser window	I
6	Announcements Ø	Open in a new tab	
2	Assignments		
	Discussions		
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4. Navigate to your Downloads folder and double-click to **open** the downloaded **zip file** to locate the file labeled/identified as **QTI**.

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5. Click on the zipped **QTI file** and drag-and-drop it in the **Downloads folder**, or a different folder of your choosing. This will extract a copy of the test bank file to import into your course.

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		9781284243796_TEST_AAOS_BB	Compressed (zipped) Fol	894 KB	No	894 KB	0%	6/7/2021 3:29 PM		
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## 6. Navigate back to the Canvas course and click **Settings**, then click **Import Course Content**.

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	Home		Course Details Sections	Navigation Apps Feature Options	Share to Commons	
۲ <u>۵</u>	Announcements Assignments	Ø Ø	Course Details	Course is Unpublished 🛇	63 Student View	
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				Students can only participate in the course between these dates	Designers: Non	

## 7. Select the dropdown menu for **Content Type** and choose **QTI.zip file**.

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۲ ۲	Home	e Ø	Import Conten	t	
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	Syllabus		L	QTI zip file	- 1

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8. Click on **Choose File** and select the **QTI.zip file** that you copied/extracted in Step 5. After locating and selecting the appropriate file, click **Open**.

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#### 9. Next, click the **Import** button.

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e	People		Default Question bank	Select question bank 🗸		l
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#### 10. After the upload completes, you should see the **Completed** notification.

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() () () ()	Home Announcements Assignments	ø	Import Content Content Type Select One	
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11. Click **Quizzes**. Please note that Canvas automatically creates Quizzes/Quiz Assignments based on the questions organized within the test bank file. These default quizzes can be used as is, manipulated, or deleted.

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endar Syllabus	ø	agos ch03-emergency_caretransportation_of_the_sick_and_injure 53 pts   53 Questions	⊘ :	
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12. To review the test bank questions which were imported, click the **Three Vertical Dots**, and click **Manage Question Banks**.

	😑 PSG 7-9-	•21 > Quiz	zes	6ð Student View	^
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Courses	Pages	ø	aaos_ch02-emergency_caretransportation_of_the_sick_and_injure 73 pts   73 Questions	⊘ :	
Calendar	Files Syllabus	ø	aaos_ch03-emergency_caretransportation_of_the_sick_and_injure S3 pts 1 S3 Questions	⊘ :	
Inbox	Outcomes Rubrics	Ø	aaos_ch04-emergency_caretransportation_of_the_sick_and_injure S0 pts   S0 Questions	S :	
History	Quizzes Modules		aaos_ch05-emergency_caretransportation_of_the_sick_and_injure 20 pts   20 Questions	⊘ :	

13. You will find these questions available to select from as you create your tests and quizzes in the course.

		Juestion Banks		
Account	Home	Course Question Banks	+ Add Question Bank	
S Admin	Assignments Discussions	aaos_ch01-emergency_caretransportation_of_the_sick_and_injure 22 Questions Last Updated: Jul 9 at 11:57am	☐ View Bookmarked Banks	
Dashboard	Grades People Pages Ø	aaos_ch02-emergency_caretransportation_of_the_sick_and_injure               \[		
Calendar	Pages Ø Files Ø Syllabus	aaos_ch03-emergency_caretransportation_of_the_sick_and_injure          \[         \]         \[         \]         S3 Questions         Last Updated: Jul 9 at 11:57am           \[         \]         \[         \]           \[         \]         \[         \]           \[         \]         \[         \]         \[         \]           \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         Last Updated: Jul 9 at 11:57am         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         Last Updated: Jul 9 at 11:57am         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \[         \]         \[         \]         \[         \[         \]         \[         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \]         \[         \[         \]         \[         \]         \[         \[         \]         \[         \]         \[         \[         \]         \[         \[         \]         \[         \[         \]         \[         \[         \]         \[         \[         \]         \[         \[         \]         \[         \[         \[		

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