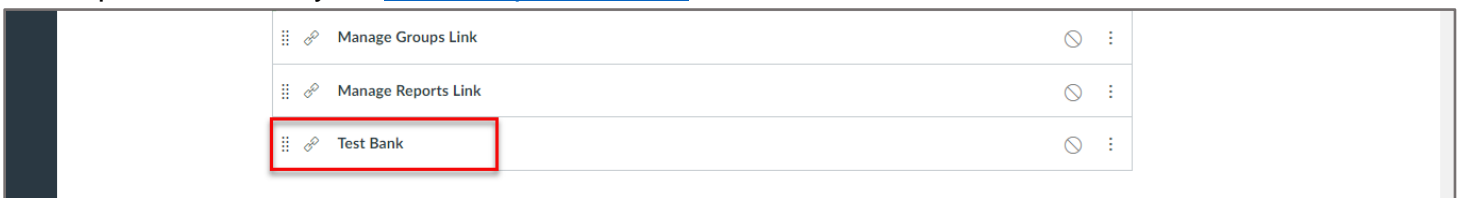


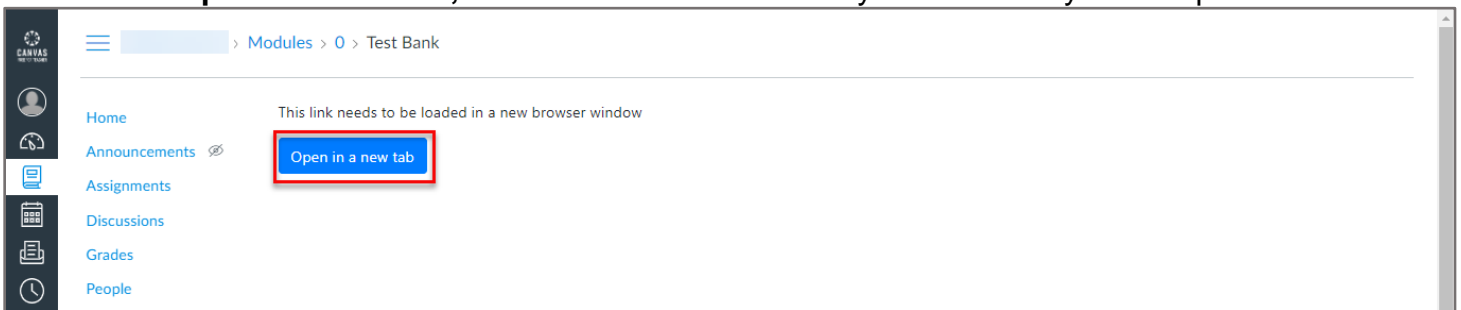
# How to Download and Import the Test Bank - Canvas

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).

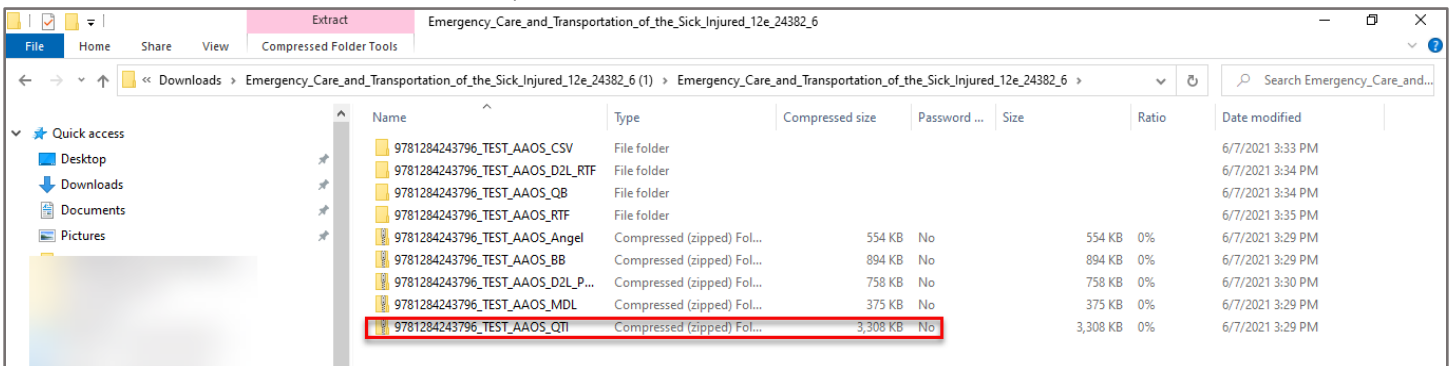
1. First, open the Canvas course in which you would like to download/import the test bank.
2. Navigate to the first section/module at the top of the contents page and click **Test Bank**.  
**PLEASE NOTE:** If you are unable to locate the link labeled Test Bank (where applicable) please contact your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



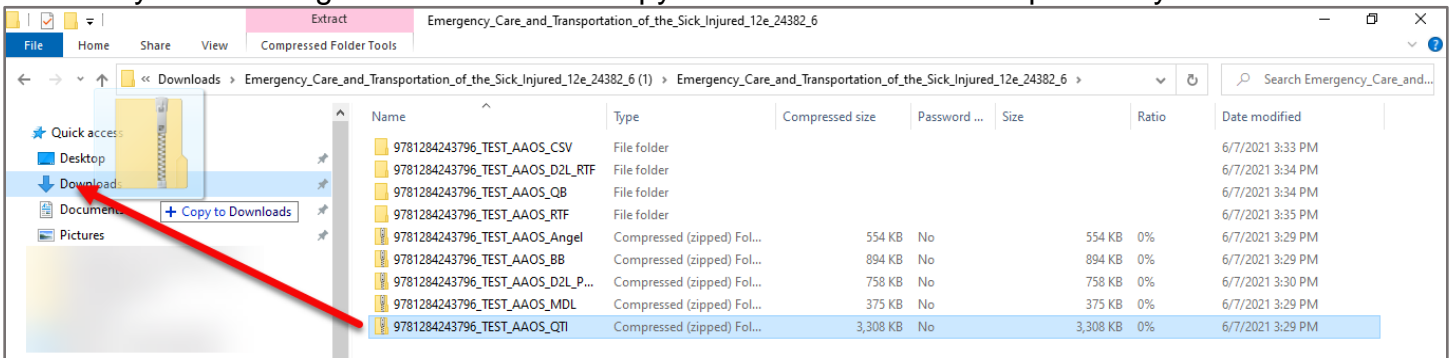
3. Click **Open in a new tab**, and the file will automatically download to your computer.



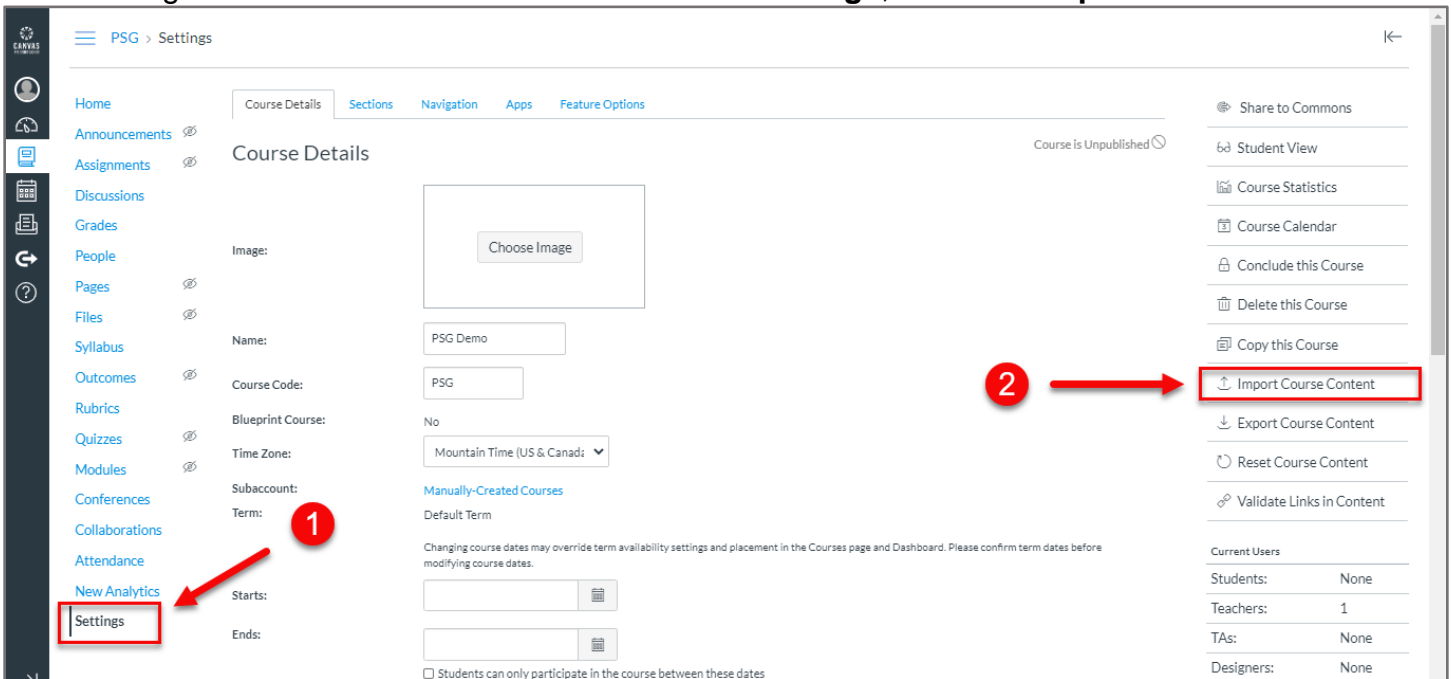
4. Navigate to your Downloads folder and double-click to **open** the downloaded **zip file** to locate the file labeled/identified as **QTI**.



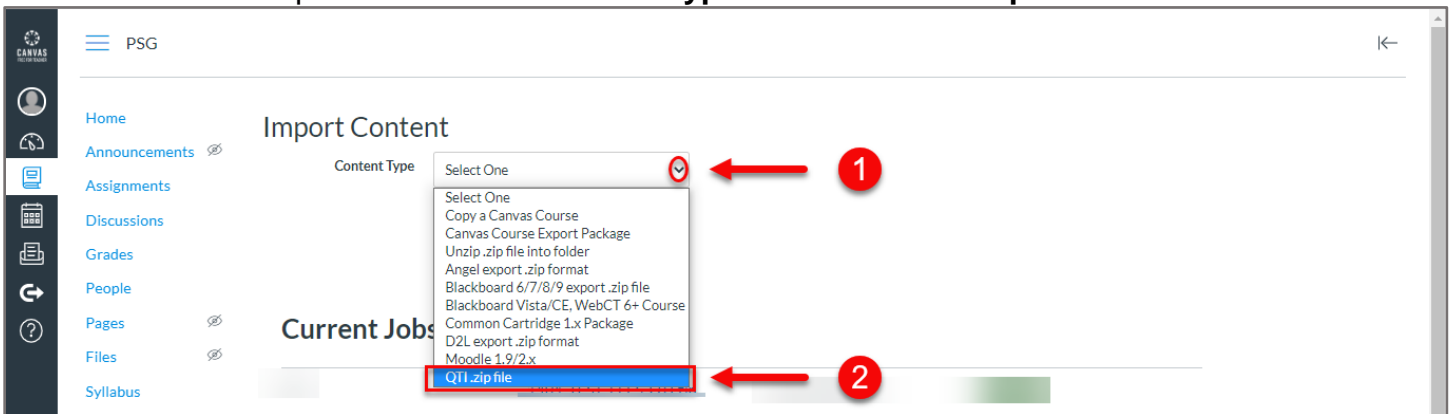
5. Click on the zipped **QTI** file and drag-and-drop it in the **Downloads** folder, or a different folder of your choosing. This will extract a copy of the test bank file to import into your course.



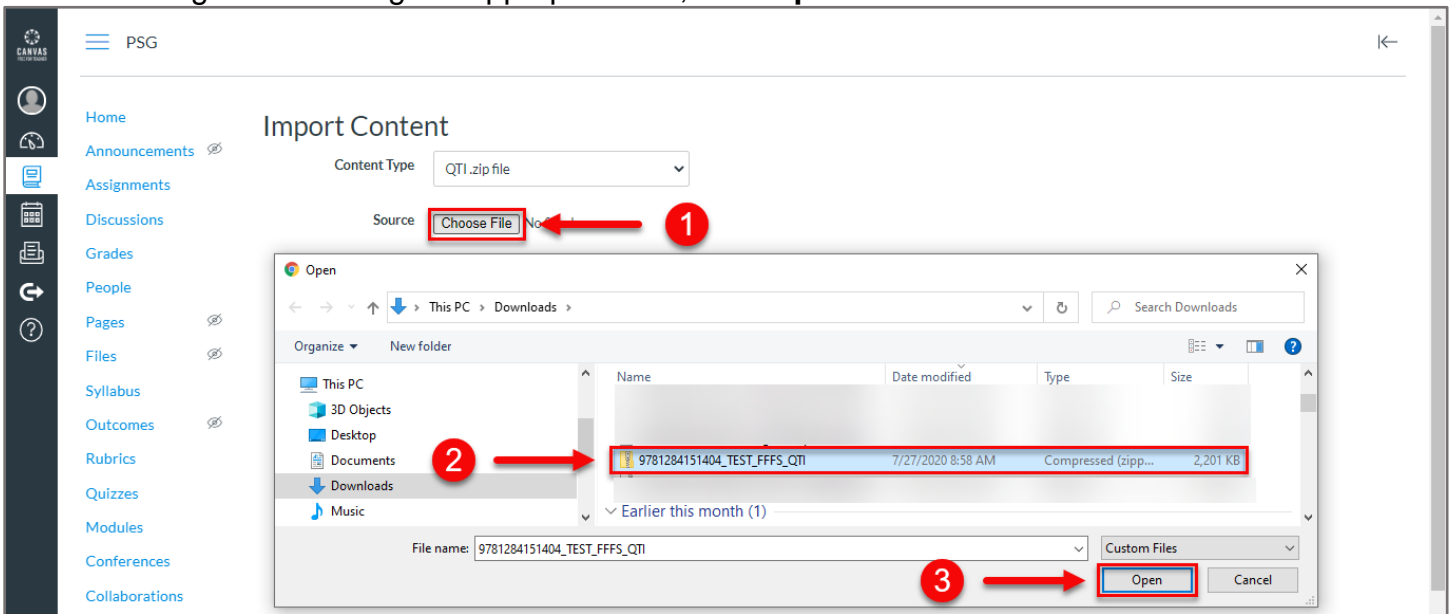
6. Navigate back to the Canvas course and click **Settings**, then click **Import Course Content**.



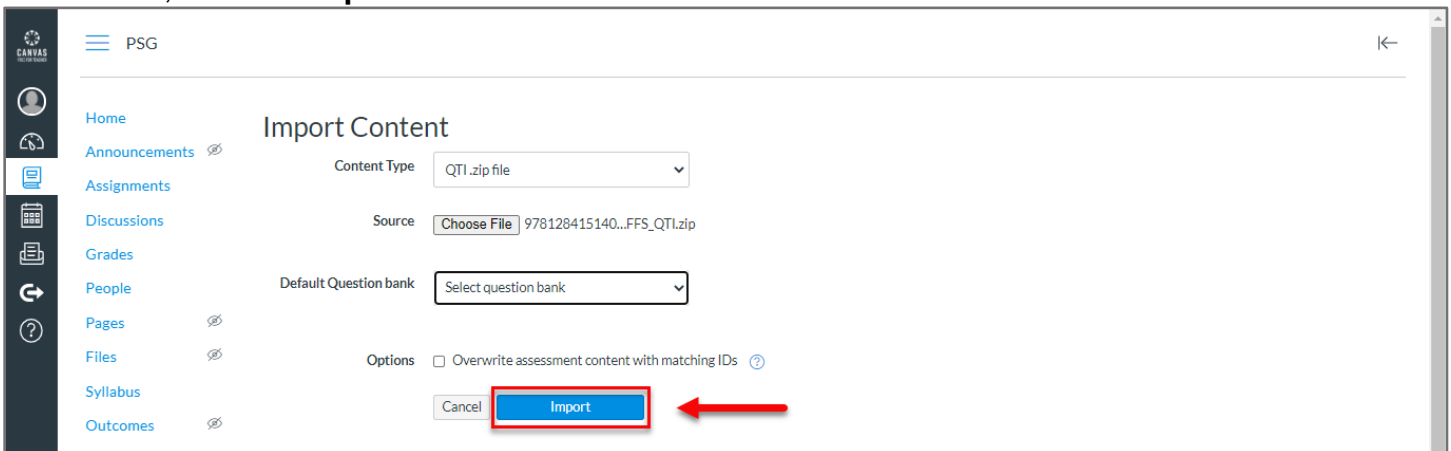
7. Select the dropdown menu for **Content Type** and choose **QTI.zip file**.



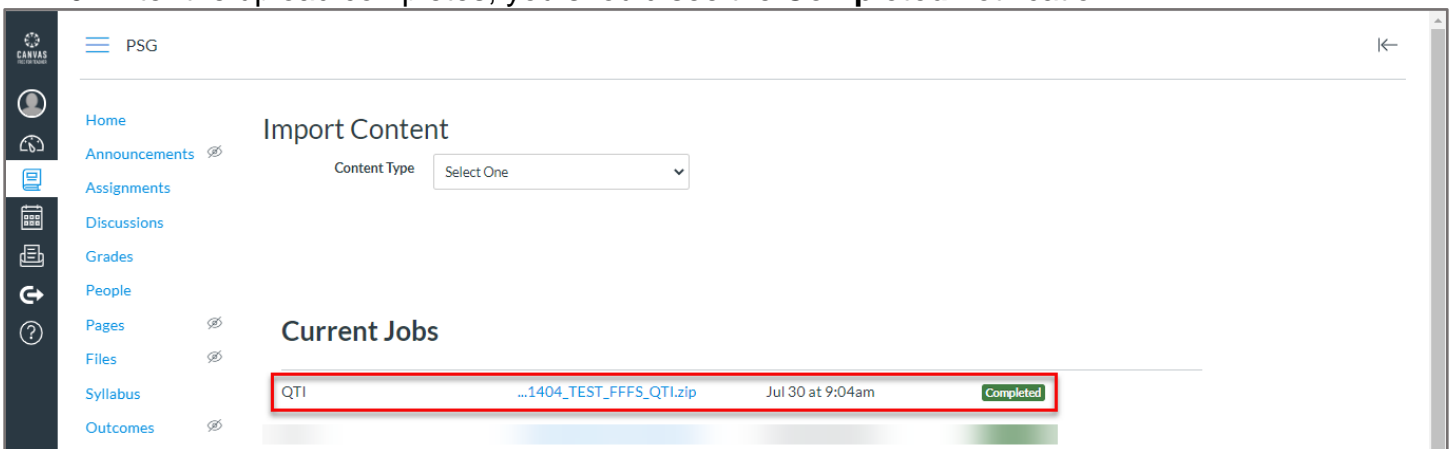
8. Click on **Choose File** and select the **QTI.zip** file that you copied/extracted in Step 5. After locating and selecting the appropriate file, click **Open**.



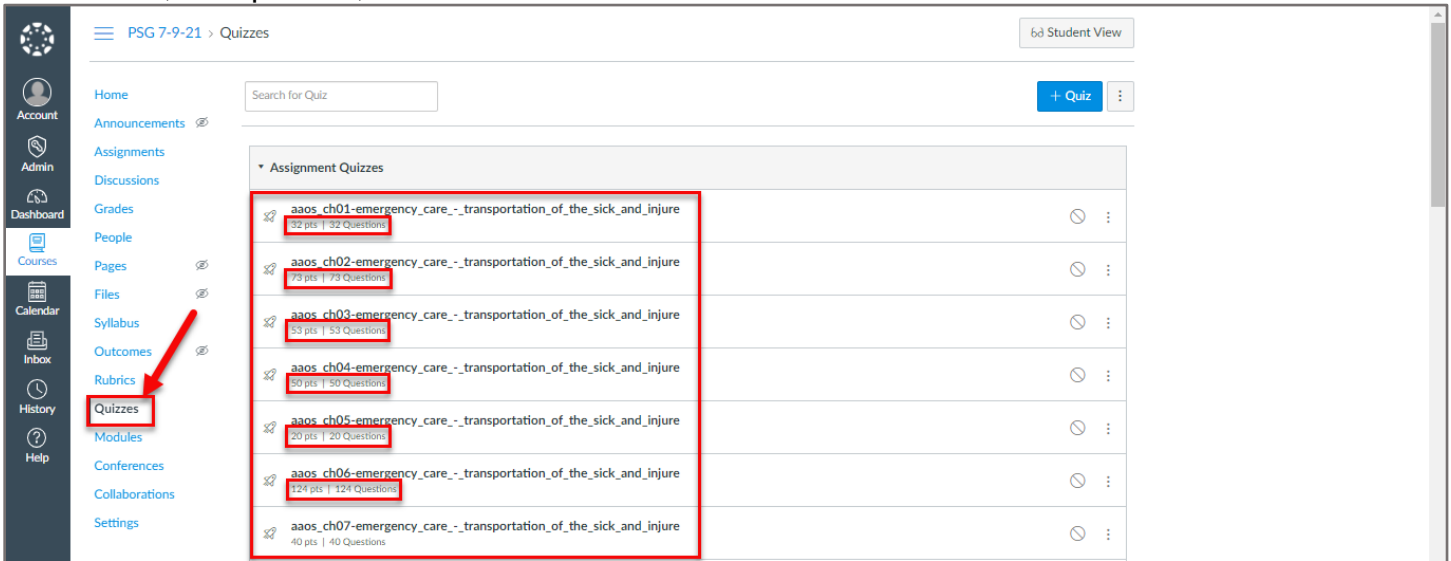
9. Next, click the **Import** button.



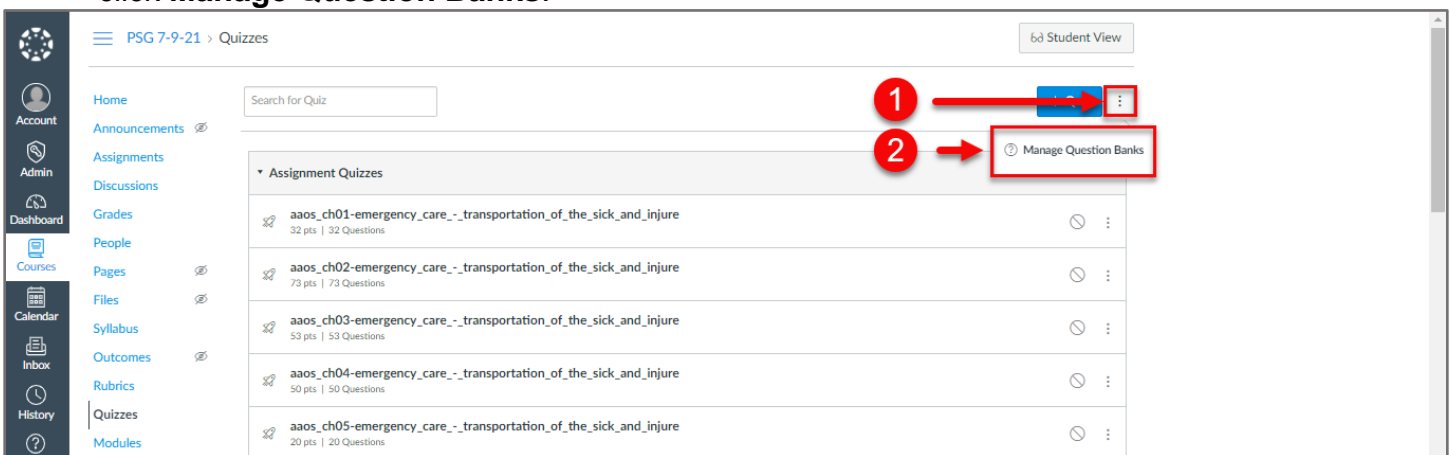
10. After the upload completes, you should see the **Completed** notification.



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.



12. To review the test bank questions which were imported, click the **Three Vertical Dots**, and click **Manage Question Banks**.



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

