

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>.

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

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

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

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

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

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

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