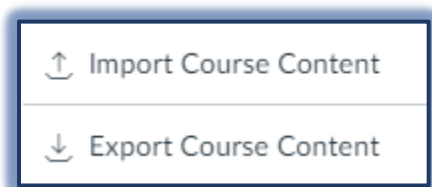


Upload Test Banks in Canvas

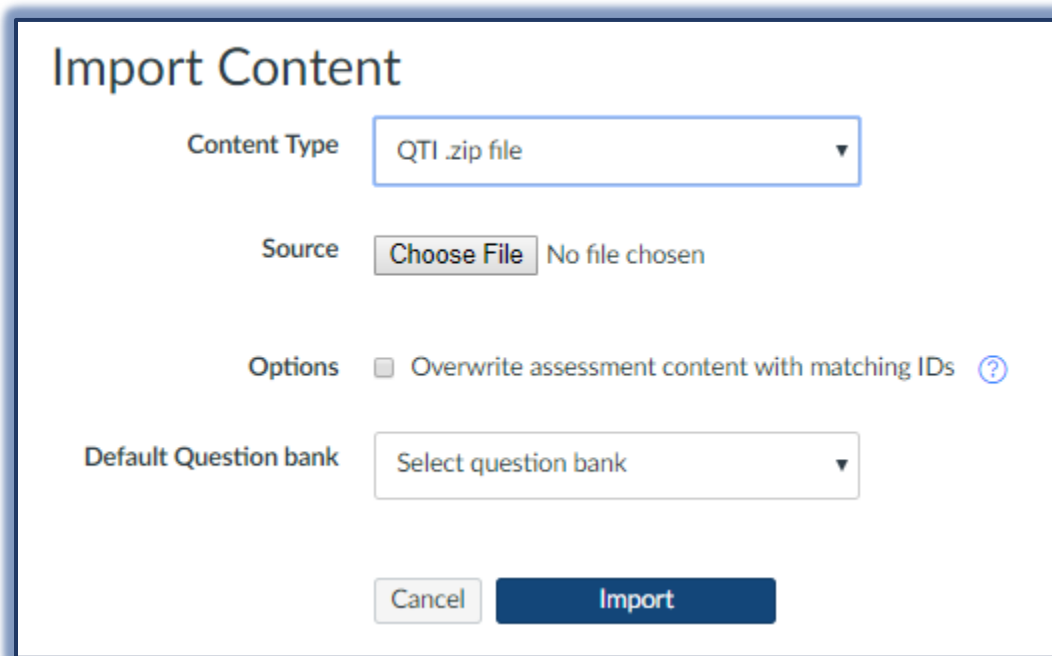
Test Banks are imported into a course using the same Settings that are used to Import a Course. However, it is necessary to create a Question Bank for each test bank that is imported. The question bank can be created before you start the download process or during the process of importing the file.

Import Questions and Create Question Bank

- Click the **Settings** tab in the **Course Navigation Pane**.
- Click the **Import Course Content** button in the **Navigation Pane** on the right side of the window.



- The **Import Content** window will display.

A screenshot of the 'Import Content' window. It features a title bar 'Import Content'. Below the title, there are several fields: 'Content Type' with a dropdown menu showing 'QTI .zip file'; 'Source' with a 'Choose File' button and the text 'No file chosen'; 'Options' with a checkbox for 'Overwrite assessment content with matching IDs' and a help icon; and 'Default Question bank' with a dropdown menu showing 'Select question bank'. At the bottom, there are 'Cancel' and 'Import' buttons.

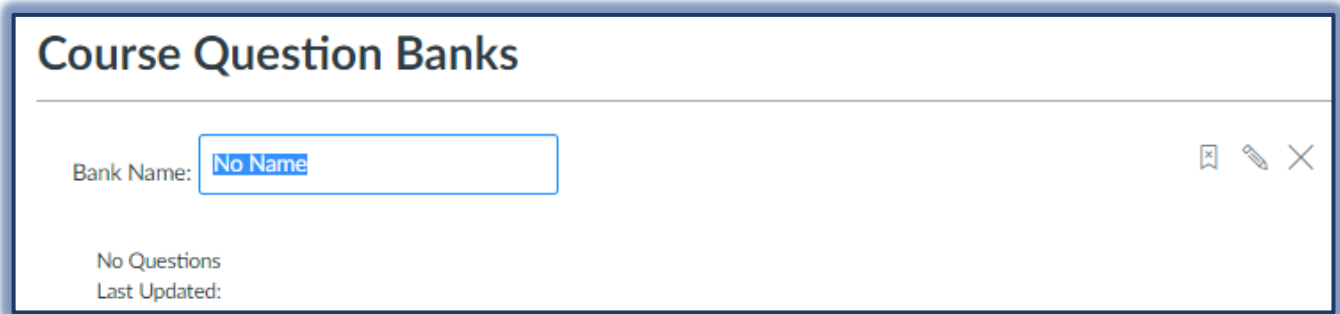
- Select the **QTI .zip file** option from the **Content Type** list.
- Click the **Choose File** button and scroll to the location where the file is located.
- Do one of the following:
 - * Select the **Question Bank** that was created earlier from the **Default Question Bank** list.
 - * Select **Create New Question Bank** from the **Default Question Bank** list.
 - ✧ Input a **Name** for the **Question Bank**.
- Click the **Import** button.
- A message will appear under **Current Jobs** when the import is completed.
- The **Question Bank** will be named the same as the **File** that was uploaded.

Create Question Bank Before Import Process

- Click the **Quizzes** link in the **Course Navigation Pane**. This link may be grayed out if there aren't any quizzes already created.
- Click the **Settings** icon.
- Click **Manage Question Banks**.



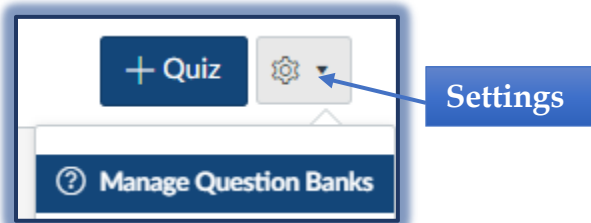
- Click the **Add Question Bank** button in the top-right corner of the window.
- The **Questions Banks** window will expand to display the Create Question Bank options.



- Input a **Name** for the **Question Bank**.
- Press **Return** on an Apple Computer or **Enter** on a Windows Computer to create the Question Bank.

Edit Question Banks

- Click the **Quizzes** link in the **Course Navigation Pane**.
- Click the **Settings** button on the right-side of the window.



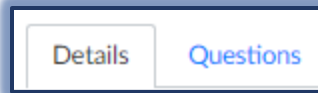
- Click the **Manage Question Banks** option.
- Click the **Question Bank** that is to be edited.
- Select any of the options on the right-side of the window to edit or delete the Question Bank.

Add Questions From Banks to Quizzes

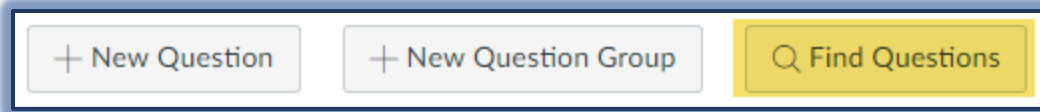
- Click the **Quizzes** link in the **Course Navigation Pane**.
- Click the **Add Quiz** button to create a new quiz.



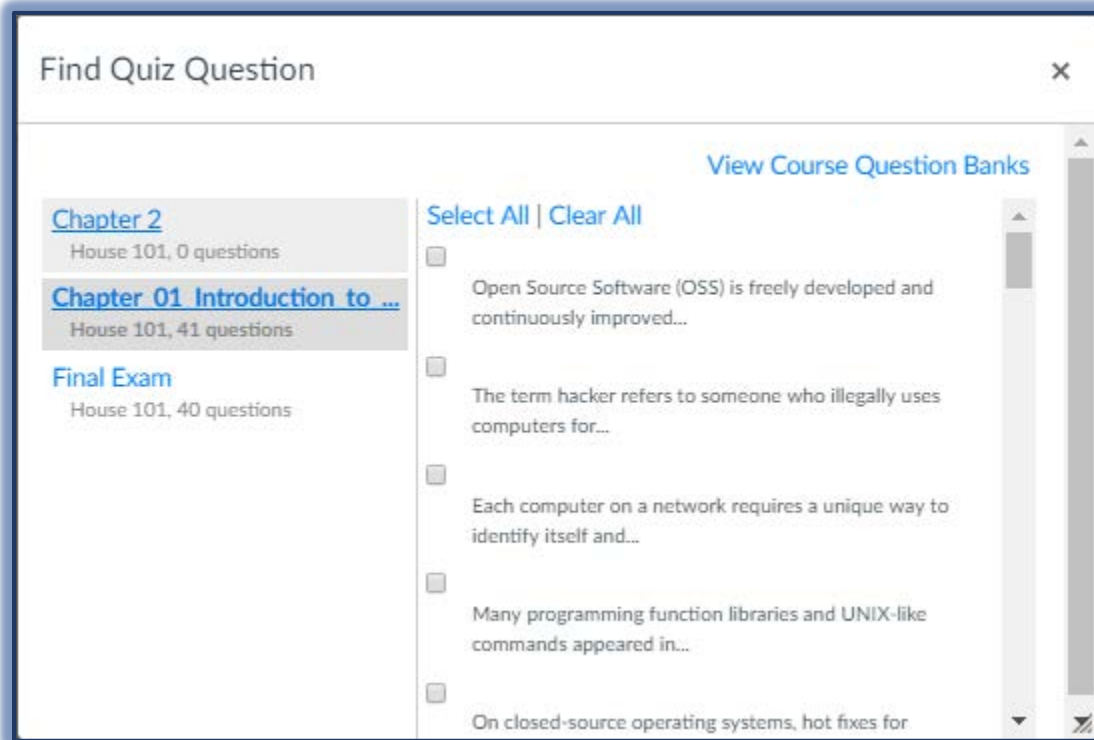
- Click the **Questions** tab to open the **Question** window.



- Click **Find Questions** to open the **Find Quiz Question** window.



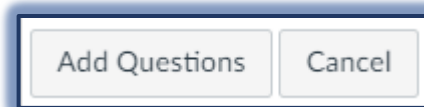
- The **Find Quiz Question** window will display.



- Select an uploaded **Test Bank** from the left side of the window.
- Check the box for the questions you would like to import to your quiz.
- Scroll all the way to the bottom of the list of questions.
- Select which **Question Group** you would like to add the questions to.

The default is **NO GROUP**.

Click the **Add Questions** button.



Click **Save and Publish** to save the quiz with the added questions and publish it for the students to view.

Select **Save** at the bottom of the page to save your quiz with the newly added questions.

