

Import Question Banks

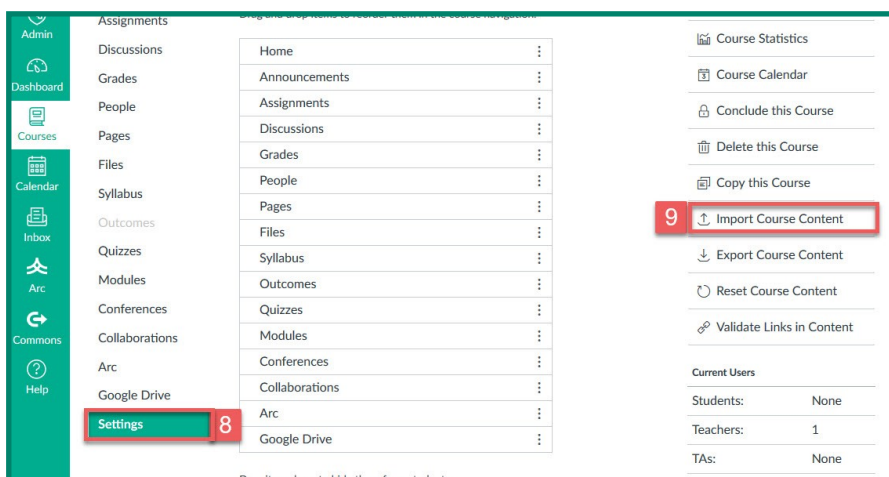
If you use Publisher Test banks, these may be imported directly into Canvas if they are in ZIP format, specifically QTI ZIP—a Standard Format.

1) Begin in your Publisher Site or Test Generator and download the test or question bank per their instructions (varies between publishers or generators). If Canvas is not an option, you may also use WebCT—they use the same format.

2) Log into Canvas, enter the Class you want to import the bank into.

3) In the Course Navigation, click **Settings**

4) Click **Import Course Content** from the options on the right of the screen



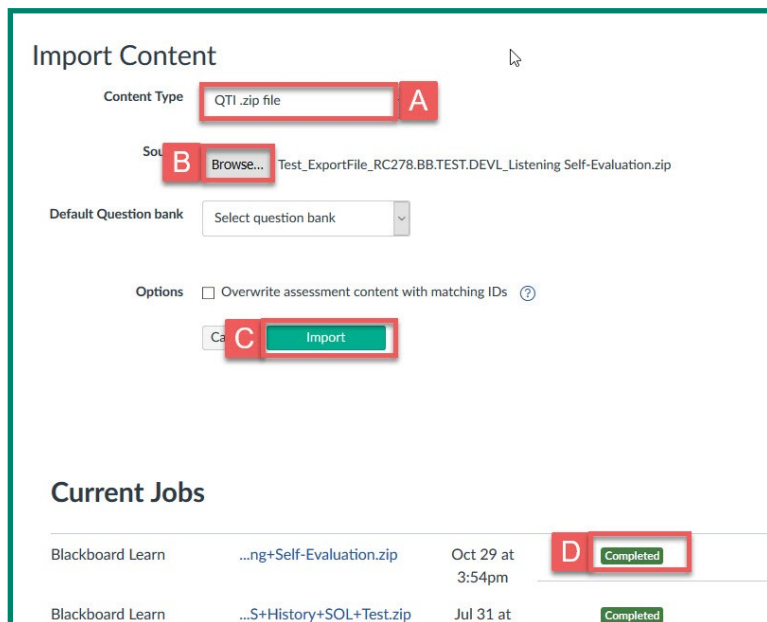
5) In the *Import Content* screen:

A) **Content Type:** use **QTI .zip File**

B) **Browse** and find your file (for Windows this is probably in the Downloads folder)
You will need to Select it from a pop-up window and click **Open**

C) You may leave the Question Bank as is for now— Simply click the **Import** button

D) You will see the import in *Current Jobs*, when the status shows **Completed**, you are done.



6) You may add these questions your quiz by using the Find Questions option in Quizzes.

**** Note:** It is a best practice to Review your imported question banks or imported quizzes in the Quizzes section to verify answers and settings.