

## Import Test Builder Files to Canvas – **New Quizzes**

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### Export Test from Test Builder

1. After the questions has been selected for a test in Test Builder, choose the export option on the Settings page: **Canvas QTI (New Quiz Only)**.
2. Click the “Submit” button

The screenshot shows the 'Settings' page for a test titled 'Chapter 03'. The page has a progress indicator with '1 Content' and '2 Settings'. Under 'Test Preferences', the 'Export As' section has three radio button options: 'D2L/Blackboard/Canvas (Classic Quiz Only)/Moodle' (with a sub-note: 'Use Blackboard Ultra or D2L as the content type for importing "Classic Quizzes" into Canvas'), 'Canvas QTI (New Quiz Only)' (which is selected and highlighted with a red box), and 'DOCX'. At the bottom of the page, there are three buttons: 'Cancel', 'Save and Exit', and 'Submit' (which is highlighted with a red box).

- Acknowledge the “Confirmation” modal by clicking “Ok”. **Note:** You can select to get an email notification once the files is available.

**Confirmation**

Your request has been submitted.

Be sure to click on the refresh icon on the upper right corner of the page to update the availability of your file(s).

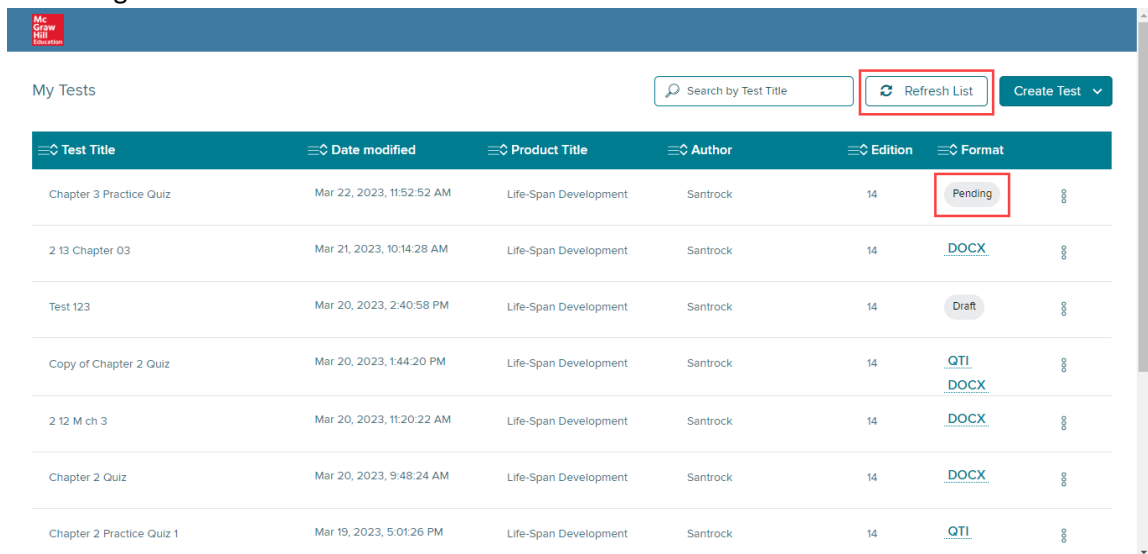
**Review**

Send an email when test becomes available.

Email:

OK

- You will be returned to the “My Tests page” with a “Pending” status in the Format column. You can click on the “Refresh List” button on the upper right corner to refresh the page to see if the file is available. It may take a few minutes for the file to finish processing. **Note:** If you click refresh on your browser and receive an error, you can close the browser tab and re-access Test Builder again from Connect.



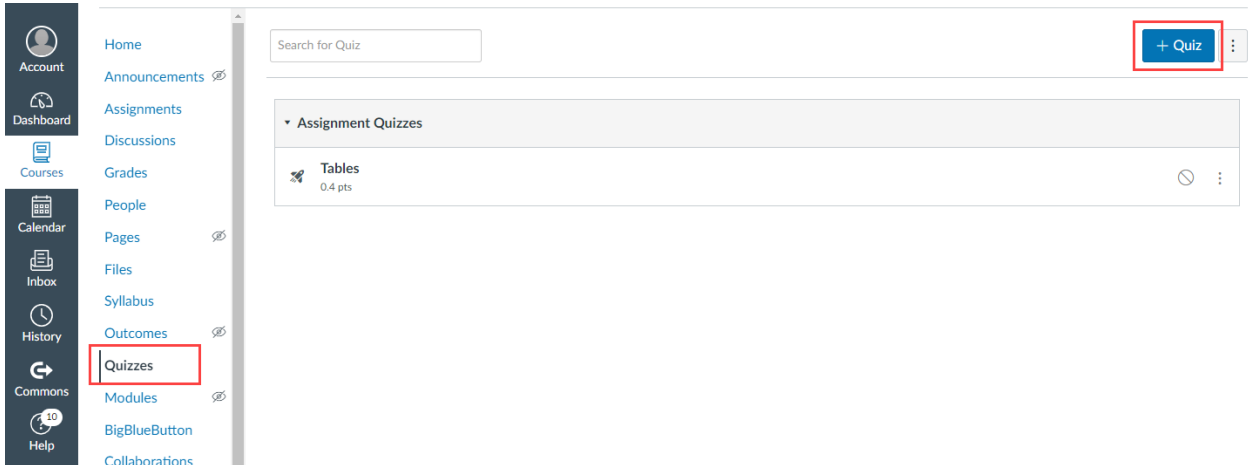
Test Title	Date modified	Product Title	Author	Edition	Format
Chapter 3 Practice Quiz	Mar 22, 2023, 11:52:52 AM	Life-Span Development	Sanrock	14	Pending
2 13 Chapter 03	Mar 21, 2023, 10:14:28 AM	Life-Span Development	Sanrock	14	DOCX
Test 123	Mar 20, 2023, 2:40:58 PM	Life-Span Development	Sanrock	14	Draft
Copy of Chapter 2 Quiz	Mar 20, 2023, 1:44:20 PM	Life-Span Development	Sanrock	14	QTI DOCX
2 12 M ch 3	Mar 20, 2023, 11:20:22 AM	Life-Span Development	Sanrock	14	DOCX
Chapter 2 Quiz	Mar 20, 2023, 9:48:24 AM	Life-Span Development	Sanrock	14	DOCX
Chapter 2 Practice Quiz 1	Mar 19, 2023, 5:01:26 PM	Life-Span Development	Sanrock	14	QTI

- When the file is available to be downloaded, the “pending” indicator will change to a link labeled QTI. Click the QTI link to download the ZIP file to your local machine.

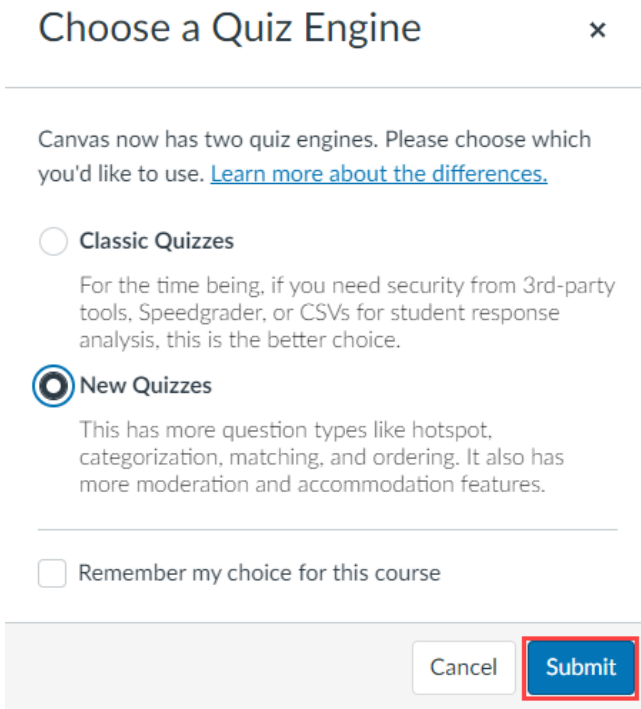
## Import Test Builder QTI file into Canvas – New Quizzes

Once you have downloaded the QTI zip file, do the following to import your test into Canvas – New Quizzes:

1. Log into your Canvas account.
2. Select the course you want this test added.
3. Select “Quizzes” link from the left-hand menu, then on the “+Quiz” button to select the type of quiz you wish to create.



1. Select “New Quizzes” then click the “Submit” button.



2. Enter the necessary information on the Create New page then click on the “Build” button.

Chapter 03 Quiz

Points 0

Assignment Group Assignments

Display Grade as Points

Do not count this assignment towards the final grade

Submission Type External Tool

External Tool Options

Enter or find an External Tool URL

<https://mcgraw-hill.quiz-llh-lad-prod.in> Find

Assign to Everyone

Due

Available from Until

+ Add

Notify users that this content has changed

Cancel Save & Publish Save **Build**

3. Click on the menu with the three dots and then select “Import Content”.

Build Settings Reports Moderate

Return

Import Content

Manage Item Banks

Print Key (With Answers)

Print Blank Quiz

Item Banks Outcomes (0)

Title Chapter 03 Quiz

Instructions Add Instructions...

4. On the Import Content modal, drag or browse for the file that you exported from Test Builder on your local machine, then click on the “Import” button”.

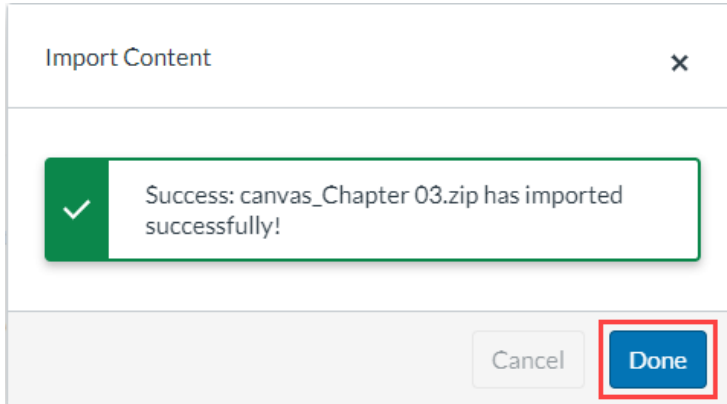
Import Content

QTI 1.2 and 2.x (.zip) files only

Drag & Drop here or Browse

Cancel **Import**

5. You should receive a confirmation message when the file has been imported. Click “Done”.



6. The questions are now populated in your quiz. Complete the rest of the settings for this quiz then click the “Return” button to return to your Quizzes page.

