

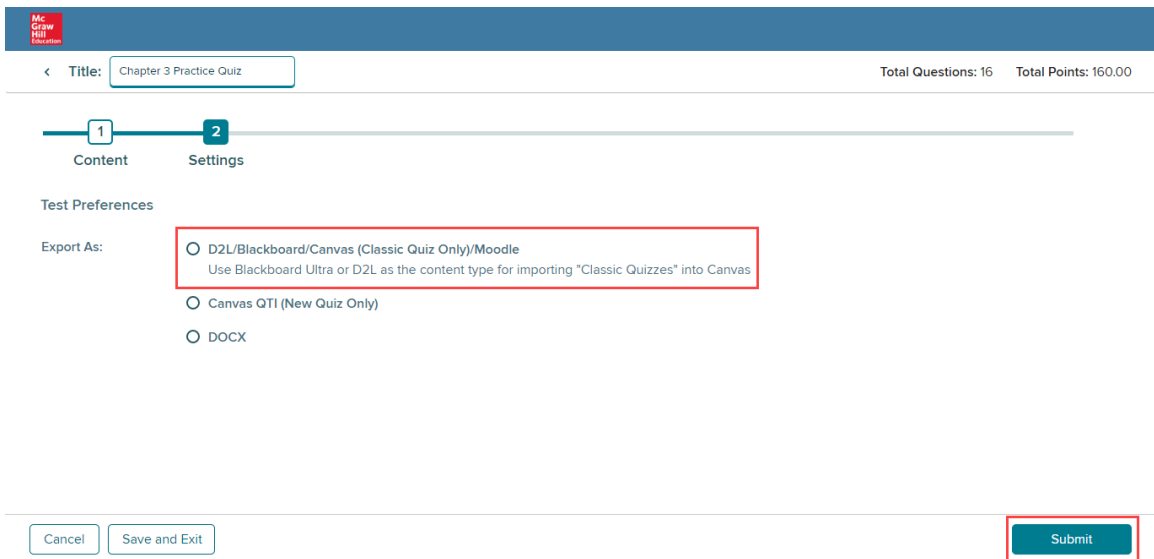
# Import Test Builder Files to Desire2Learn (D2L)

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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: **D2L/Blackboard/Canvas (Classic Quiz Only)/Moodle**.
2. Click the “Submit” button



- 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).

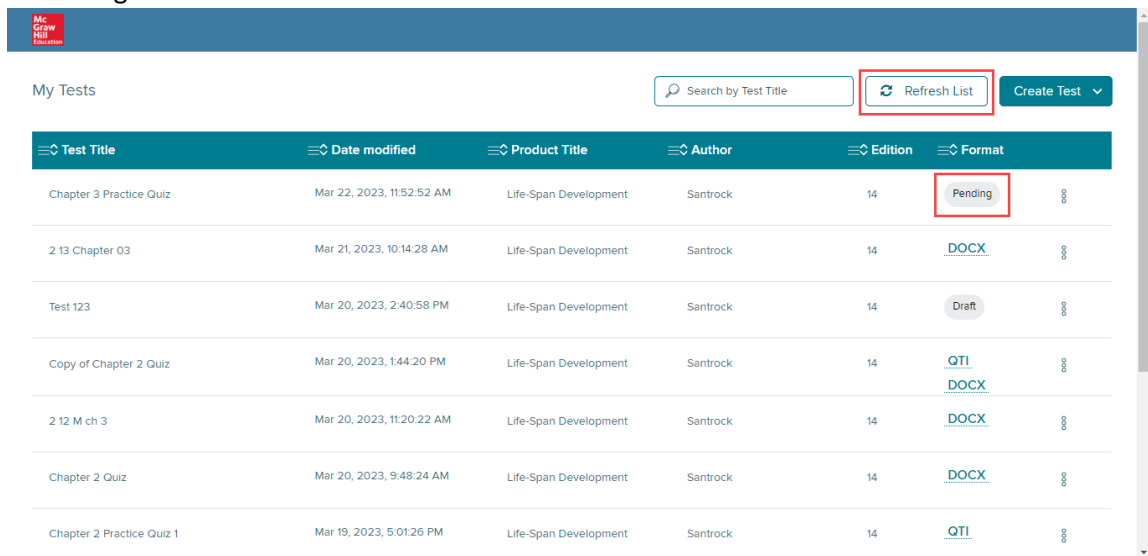
**Review**

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<br>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         |

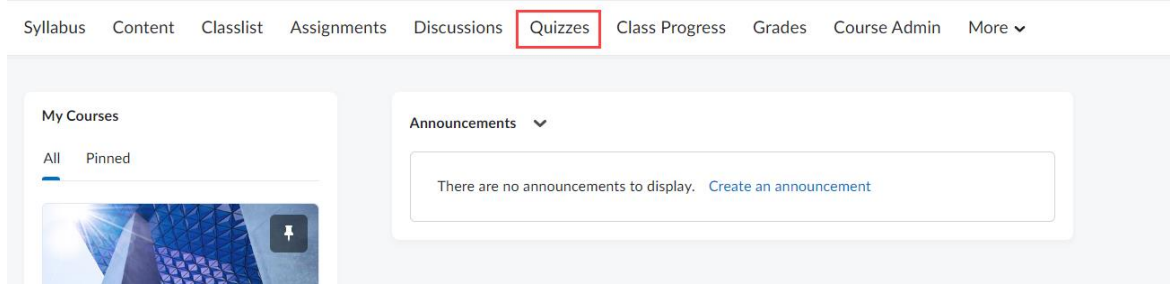
- When the file is available to be downloaded, the “pending” indicator will change to a link labeled QTI. Click the QTI link to download the ZIP file to your local machine.

## Import Test Builder QTI file into D2L

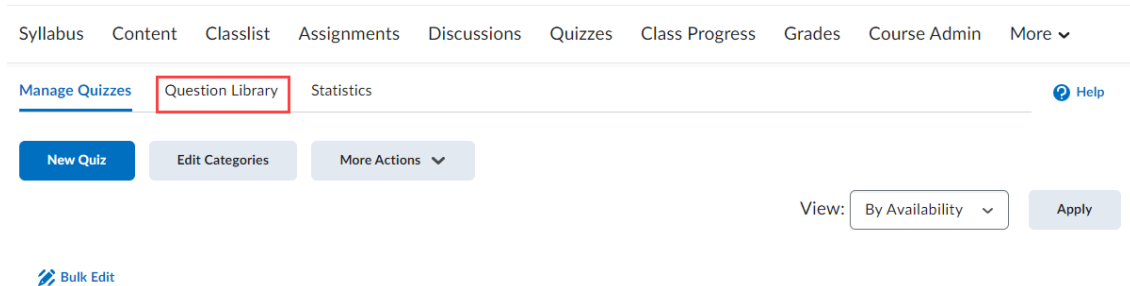
Once you have downloaded the QTI zip file, do the following to import your test into D2L:

- Log into your D2L account.

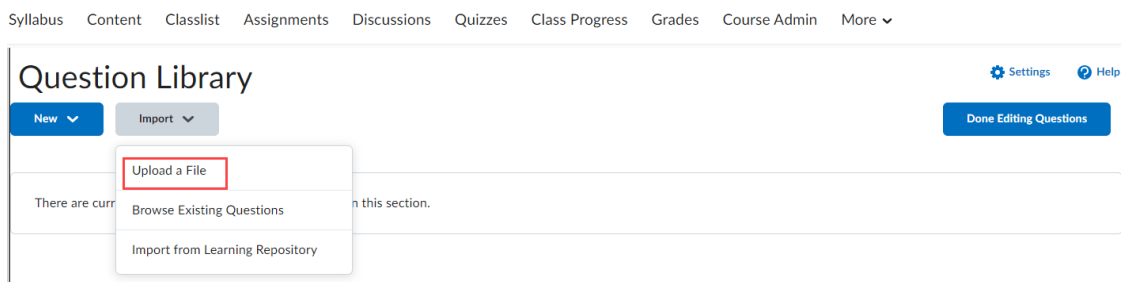
2. Select the course you want this test added.
3. Select the “Quizzes” on the navigation bar.



4. Select “Question Library”



5. On the “Import” dropdown menu, select “Upload a File”.



6. You should receive a confirmation message when the file has been imported. Click “Import All”.

### Upload a File



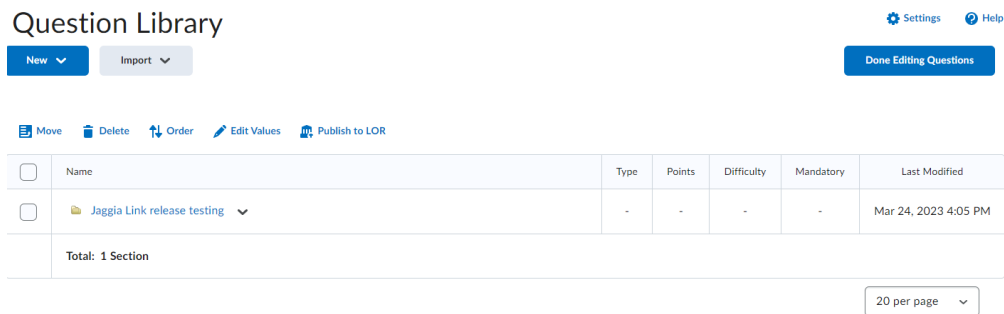
Upload Complete!

Found 4 questions and 1 sections [Review](#)

**Import All**

Cancel

- When file has been imported, the quiz will appear in the Question Library list.



The screenshot shows the 'Question Library' page. At the top, there are 'New' and 'Import' buttons. Below them are icons for 'Move', 'Delete', 'Order', 'Edit Values', and 'Publish to LOR'. A table lists the imported quiz:

| <input type="checkbox"/> | Name                        | Type | Points | Difficulty | Mandatory | Last Modified        |
|--------------------------|-----------------------------|------|--------|------------|-----------|----------------------|
| <input type="checkbox"/> | Jaggia Link release testing | -    | -      | -          | -         | Mar 24, 2023 4:05 PM |

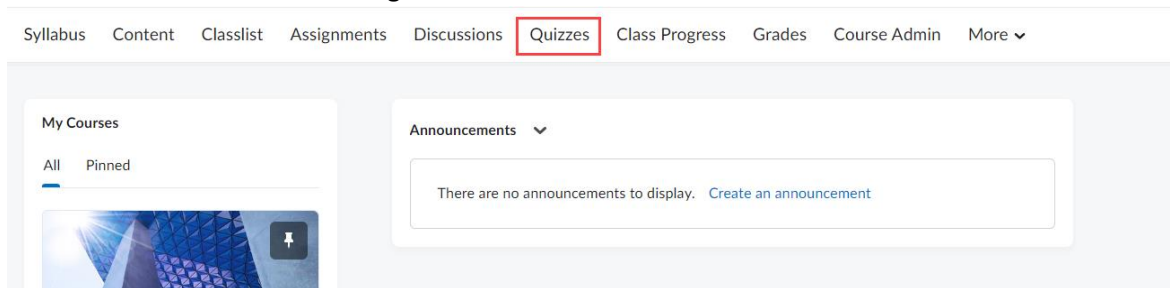
Below the table, it says 'Total: 1 Section' and '20 per page'.

- Repeat these steps 4-7 for each Test Builder zip file.

## Quiz Creation in D2L

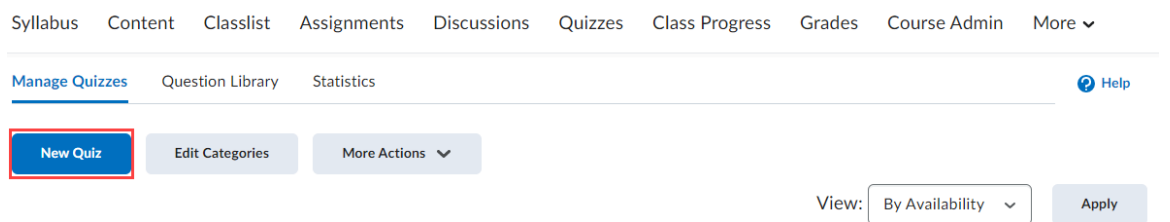
To create a D2L quiz with your imported file, do the following:

- Select the "Quizzes" on the navigation bar.



The screenshot shows the D2L navigation bar with 'Quizzes' highlighted in a red box. Below the navigation bar, there are two main sections: 'My Courses' and 'Announcements'. The 'Announcements' section shows a message: 'There are no announcements to display. [Create an announcement](#)'.

- Select "New Quiz".



The screenshot shows the 'Manage Quizzes' page. The navigation bar includes 'Syllabus', 'Content', 'Classlist', 'Assignments', 'Discussions', 'Quizzes', 'Class Progress', 'Grades', 'Course Admin', and 'More'. Below the navigation bar, there are three tabs: 'Manage Quizzes', 'Question Library', and 'Statistics'. The 'Manage Quizzes' tab is active. Below the tabs, there are three buttons: 'New Quiz' (highlighted in a red box), 'Edit Categories', and 'More Actions'. At the bottom right, there is a 'View:' dropdown menu set to 'By Availability' and an 'Apply' button.

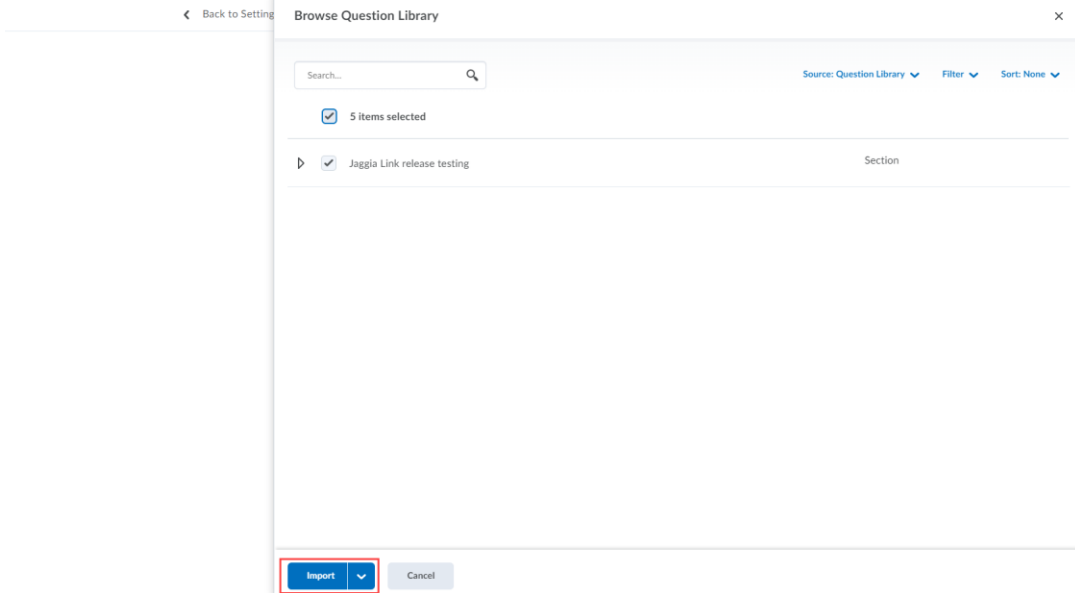
2. Enter a title for your quiz and all the appropriate information then click the “Add/Edit Questions” button under the Quiz Questions area.

The screenshot shows the 'Properties' tab of a quiz configuration page. The 'General' section includes a 'Name' field with 'Chapter 03' and a 'Category' dropdown set to 'no category'. The 'Quiz Questions' section is empty, and the 'Add/Edit Questions' button is highlighted with a red box. Below this are sections for 'Description', 'Page Header / Footer', and 'Optional Advanced Properties'. At the bottom, there are 'Save and Close', 'Save', and 'Cancel' buttons.

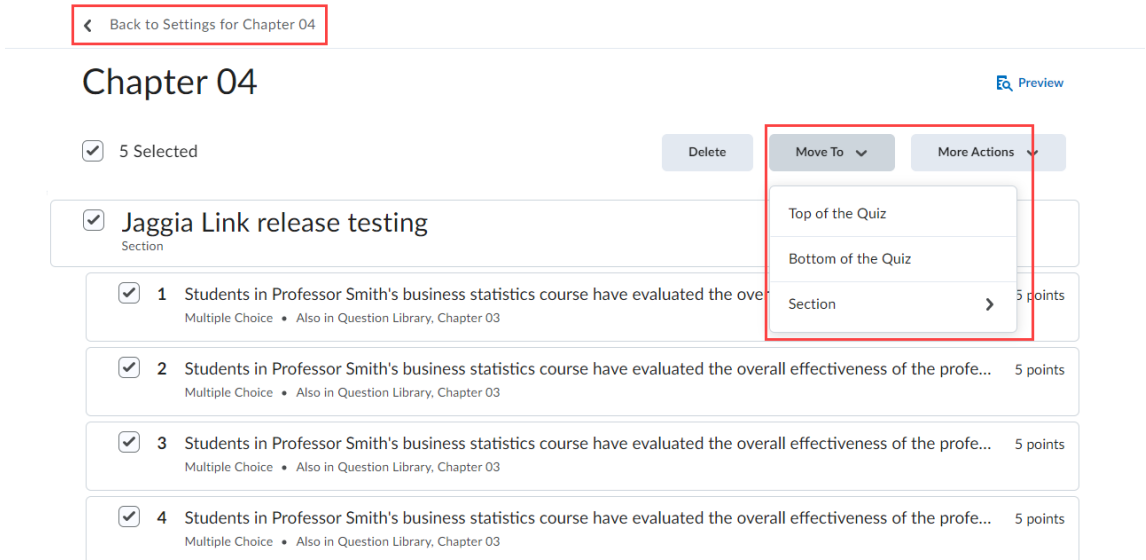
3. On the Import dropdown menu, select “Browse Question Library”.

The screenshot shows a screen titled 'Ready to begin adding quiz content?' with the instruction 'Click the Add or Import button to get started'. There are two main options: 'Add' (with a pencil and paper icon) and 'Import' (with a rocket icon). The 'Import' dropdown menu is open, showing three options: 'Upload a File', 'Browse Question Library' (highlighted with a red box), and 'Import from Learning Repository'. A 'Back to Settings for Chapter 03' link is visible at the bottom left.

4. Select the quiz that you want to import into your D2L quiz then click the “Import” button.



5. Select the questions that you wish to add to your quiz. You can select where you want the question to be move to from the “Move To” dropdown menu. Once you are done, click the “Back to Settings” link.



6. Click “Save and Close” when you are done creating your quiz. This will bring you back to your Manage Quizzes page.

Syllabus Content Classlist Assignments Discussions Quizzes Class Progress Grades Course Admin More ▾

### Edit Quiz - Chapter 04 ▾

Properties Restrictions Assessment Objectives Submission Views

#### General

Name \*  
Chapter 04

Category  
no category ▾ [add category] ⓘ

#### Quiz Questions

Questions per page:  Apply ⓘ

Paging:  Prevent moving backwards through pages ⓘ

Shuffle questions at the quiz level  
Also shuffles sections at the quiz level. Does not cascade to sub-sections.

Add/Edit Questions Edit Values

| Page Name | Type | Points                      | Diff | Bonus | Mandatory |   |
|-----------|------|-----------------------------|------|-------|-----------|---|
| 1         | 📁    | Jaggia Link release testing | -    | -     | -         | - |

Save and Close Save Cancel 's business statistics co... MC 5 1