## Creating Item Banks in Canvas from Question Banks

It is possible to take Question Banks which are used to make Classic Quizzes in Canvas and convert them to Item Banks which are used to make New Quizzes. In this process you create a QTI export of questions in the Classic Quizzes format and import it into an Item Bank.

Quizzes

Details

All Unit 1 Questions
Quiz Instructions:

Questions

Edit View Insert Format Tools Table

BigBlueButton

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Choose a Quiz Engine

O Classic Quizzes

New Quizzes

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Canvas now has two quiz engines. Please choose which you'd like to use. Learn more about the differences.

For the time being, if you need security from 3rd-party tools. Speedgrader, or CSVs for student response analysis, this is the better choice.

This has more question types like hotspot, categorization, matching, and ordering. It also has more moderation and accommodation features.

Remember my choice for this course

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Copy all of the questions you want, it may be a very large quiz.

+ Ouiz

Cancel Submit

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# Add Question Bank Questions to

#### **Classic Quiz**

- 1. Log in to your **Canvas Account**.
- 2. Select the **Course** you'd like to work in.
- 3. *Click* on **Quizzes** in the left-hand navigation menu.
- 4. *Click* on **+ Quizzes** in the top right-hand corner.
- 5. Select **Classic Quizzes** in the "*Choose a Quiz*" *Engine* pop-up menu that appears.
- 6. *Click* **Submit** in the bottom right-hand corner of the pop-up menu.
- 7. Enter a **Title** for the quiz. It may be best to give it the same title as the Question Bank that you would like to export.
- 8. *Click* on the **Questions** tab.



9. *Click* on **Find Questions** in the bottom righthand corner.

- 10. Select the **Question Bank** that you would like to migrate to an Item Bank.
- 11. *Click* **Select All**. Alternatively, only select the questions that you would like to migrate.



- 12. Scroll to the Bottom of the pop-up menu.
- 13. *Click* Add Questions at the bottom of the pop-up menu.
- 14. Scroll to the **Bottom** of the page.
- 15. *Click* **Save** in the bottom right-hand corner of the page.





### Export Classic Quiz with Question Bank Questions

- Click Settings in the left-hand navigation menu.
   Course Summary Settings
   Settings
   Click Export Course Content in the right-hand menu.
   Click Export Course Content in the right-hand menu.
   Export Course Content
   Export Course Content
   Reset Course Content
- 3. Select Quiz under Export Type.
- 4. Select only the **Quiz** containing your Question Bank questions.
- 5. Click Create Export. Export the quiz as a QTI file.



 Once the export process has been completed. The export file will now download to your computer.



7. Alternatively, when the *QTI Export* appears at the top of the page. Click on the link and the export file will download to your computer.

# Content Exports

QTI Export from 8 minutes ago

## Import Question Bank QTI file into an Item Bank

- 1. Select the **Course** you'd like to Import the Item Bank into.
- 2. *Click* **Settings** in the left-hand navigation menu.
- 3. *Click* on the **Navigation Tab**.



- 4. Find **Item Banks** in the down menu, it is probably in the items hidden from students. Drag it to the active Course Navigation menu or click on the 3 dots and select **+Enable**.
- 5. *Click* **Save** at the bottom of the page.







6. *Click* **Item Banks** in the left-hand Navigation Menu.



7. *Click* + **Bank** in the upper right-hand corner.

Name the Item Bank – be descriptive and *click* Create Bank.



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Return

- Import Content

8. The Item Bank should appear in the Course Item Banks, *click* on the Item Bank Name to open it.

C gtcc.instructure.com/courses/3831/external\_tools/134

LEARN 111 Canvas Tutorials > 🖺 Item Banks > All Unit 1 Questions

- 10. Click on the 3 dots in the upper right corner.
- 11. Click Import Content.
- 12. Find and select the **Export File** you downloaded previously. By default, it should be the most recent item in the Downloads folder on your computer.
- 13. Click Import.
- 14. Your **Item Bank** will be populated with the questions.
- 15. You can access these questions each time you build a **New Quiz** in your course.

All Unit 1 Question	ns	import Content
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<b>Export File</b> you usly. By default, it recent item in the n your computer.	Import Content QTI 1.2 and 2.x (.zip) files only  learn-111-canvas-tutorials-quiz- export.zip is ready. Cancel	×
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### How to Find an Item Bank if it does not appear

- If the Item Bank you created does not open in the Item Banks Menu, change the drop-down menu from This Course to All Banks.
- 2. You may use the search bar to quickly find the item bank name.



Banks		+ Bank
All Banks V all	Bank Name 🗸	↑ Sort
All Unit 1 Questions Updated Jan 27, 2023   21 Questions Total		く 🗞 🗇
Chapter 03 Contamination, Food Allergens, and Foodborne Illness Updated Oct 7, 2022   30 Questions Total   Last used Oct 7, 2022		< 🗞 🖞

3. *Click* on the **Share Icon** of the Item Bank you want to share.



4. A dialogue box will open.

- In the Share With box, type in the course name or add the course number, select it and click the green Add button.
- 6. Click Done

All Unit 1 Questions			×
Guilford Technical Community College			
Share With	Access		
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