

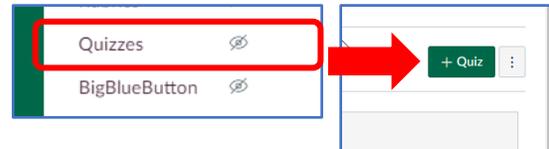
Creating Item Banks in Canvas from Question Banks



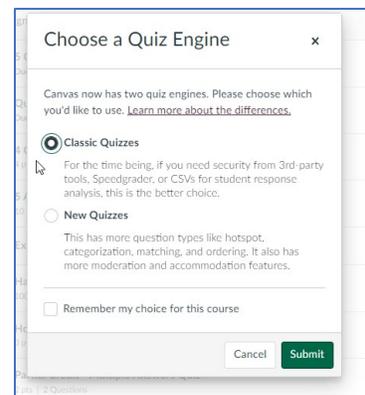
It is possible to take Question Banks which are used to make Classic Quizzes in Canvas and convert them to Item Banks which are used to make New Quizzes. In this process you create a QTI export of questions in the Classic Quizzes format and import it into an Item Bank.

Add Question Bank Questions to Classic Quiz

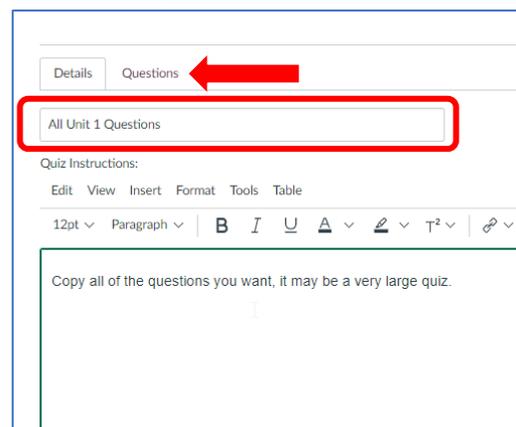
1. Log in to your **Canvas Account**.
2. Select the **Course** you'd like to work in.
3. **Click on Quizzes** in the left-hand navigation menu.
4. **Click on + Quizzes** in the top right-hand corner.



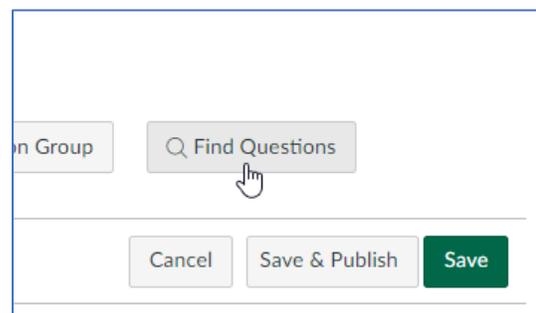
5. Select **Classic Quizzes** in the "Choose a Quiz" Engine pop-up menu that appears.
6. **Click Submit** in the bottom right-hand corner of the pop-up menu.



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.

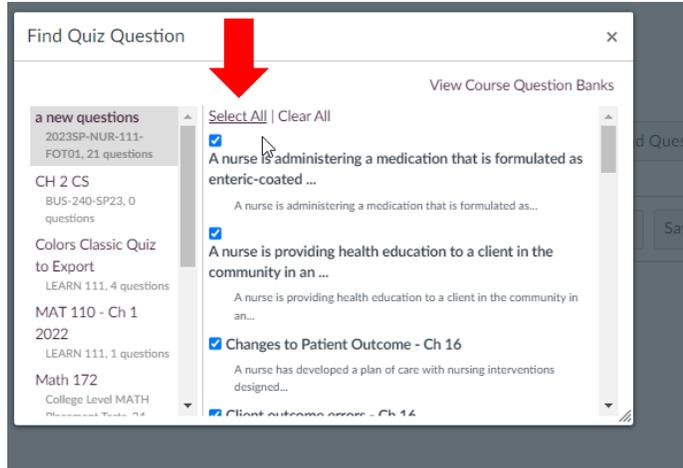


9. **Click on Find Questions** in the bottom right-hand corner.

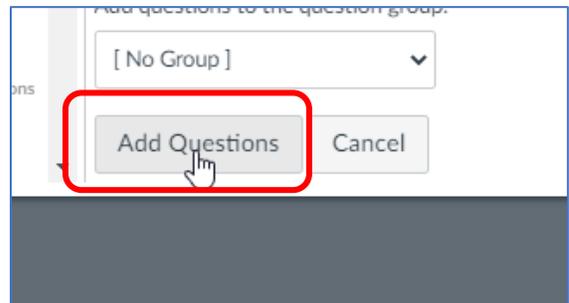


10. Select the **Question Bank** that you would like to migrate to an Item Bank.

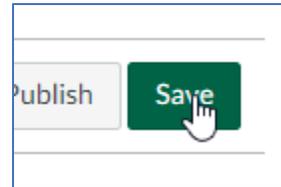
11. *Click **Select All***. Alternatively, only select the questions that you would like to migrate.



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.

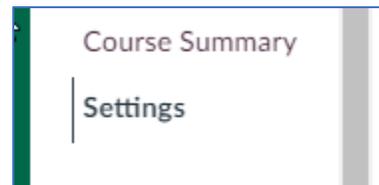


15. *Click **Save*** in the bottom right-hand corner of the page.



Export Classic Quiz with Question Bank Questions

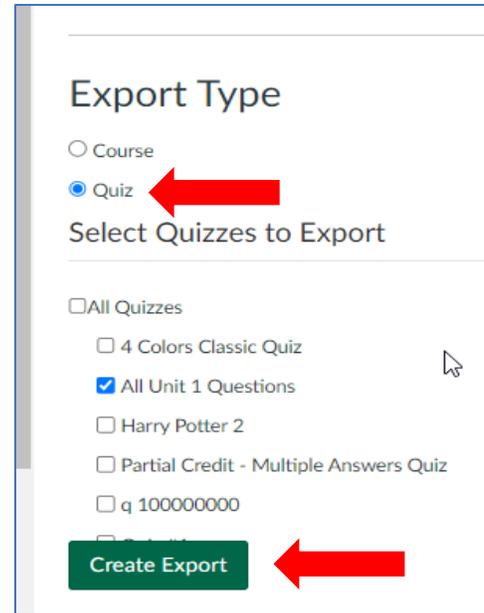
1. *Click **Settings*** in the left-hand navigation menu.



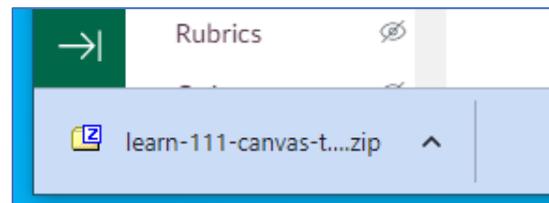
2. *Click **Export Course Content*** in the right-hand menu.



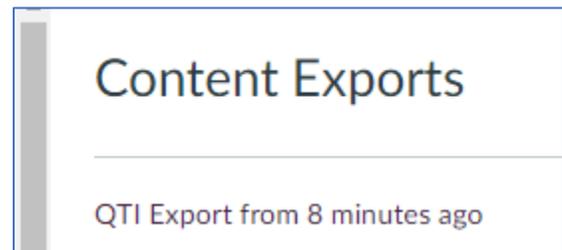
3. Select **Quiz** under Export Type.
4. Select only the **Quiz** containing your Question Bank questions.
5. *Click **Create Export***. Export the quiz as a QTI file.



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

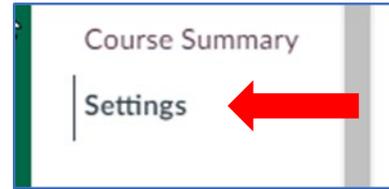


7. Alternatively, when the **QTI Export** appears at the top of the page. Click on the link and the export file will download to your computer.

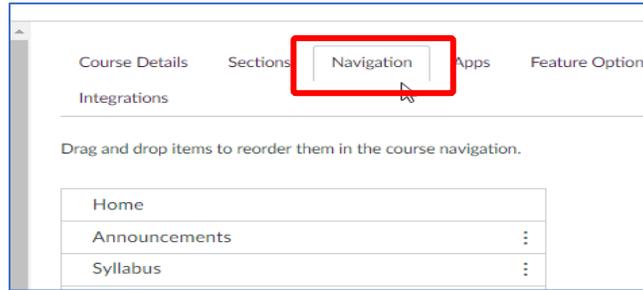


Import Question Bank QTI file into an Item Bank

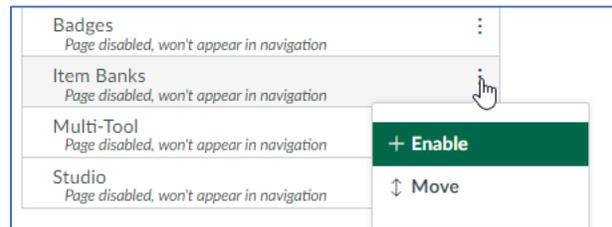
1. Select the **Course** you'd like to Import the Item Bank into.
2. *Click **Settings*** in the left-hand navigation menu.



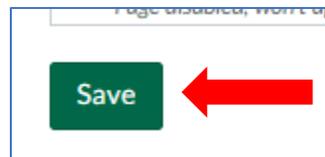
3. *Click on the **Navigation Tab**.*



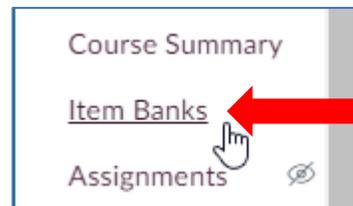
4. Find **Item Banks** in the down menu, it is probably in the items hidden from students. Drag it to the active Course Navigation menu or click on the 3 dots and select **+Enable**.



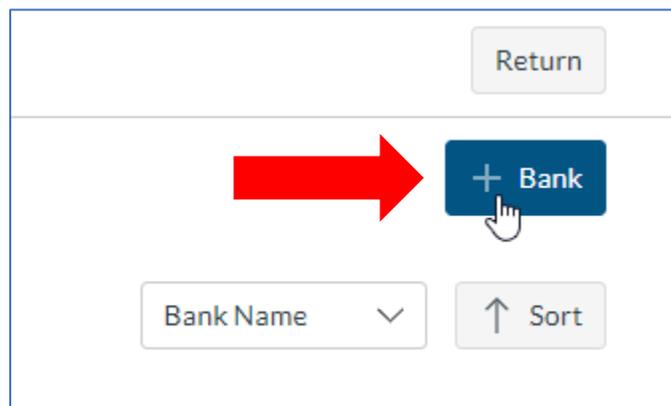
5. *Click **Save*** at the bottom of the page.



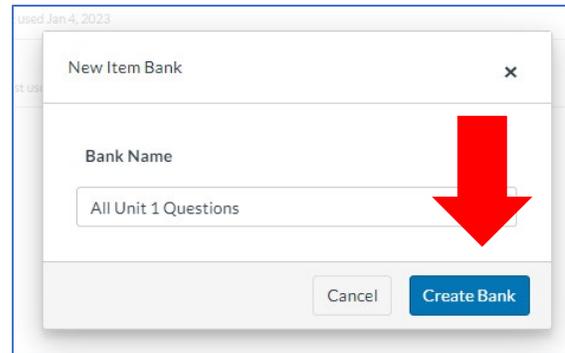
6. *Click **Item Banks*** in the left-hand Navigation Menu.



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

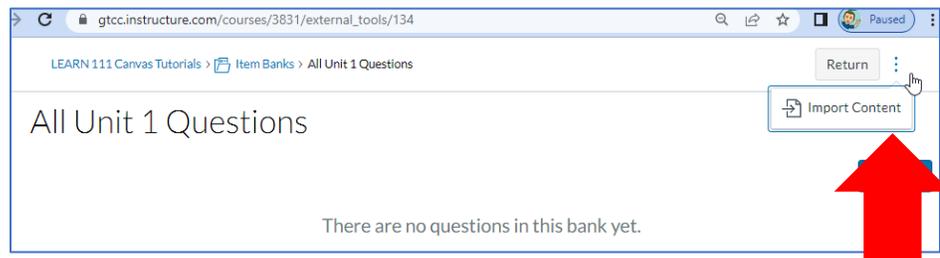


8. Name the Item Bank – be descriptive and *click Create Bank*.



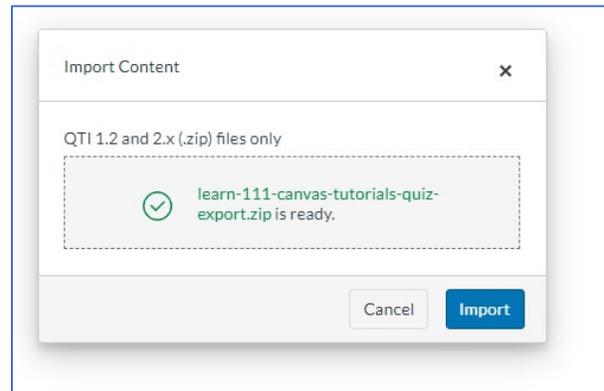
9. The Item Bank should appear in the Course Item Banks, *click* on the Item Bank Name to open it.

10. **Click** on the **3 dots** in the upper right corner.



11. *Click Import Content*.

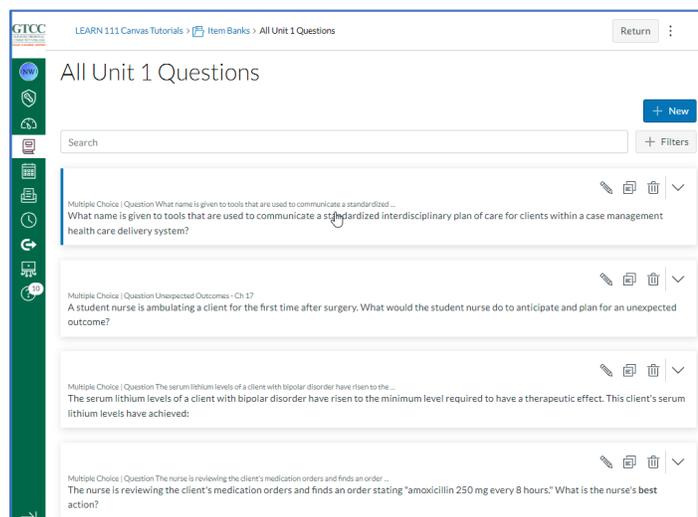
12. Find and select the **Export File** you downloaded previously. By default, it should be the most recent item in the Downloads folder on your computer.



13. *Click Import*.

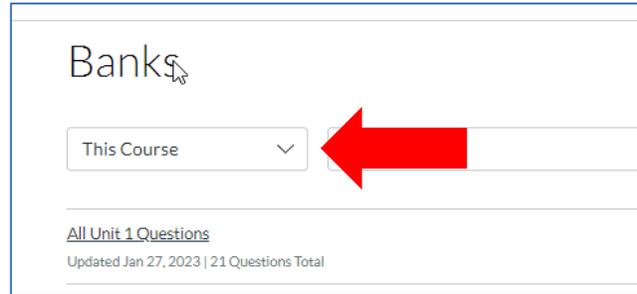
14. Your **Item Bank** will be populated with the questions.

15. You can access these questions each time you build a **New Quiz** in your course.

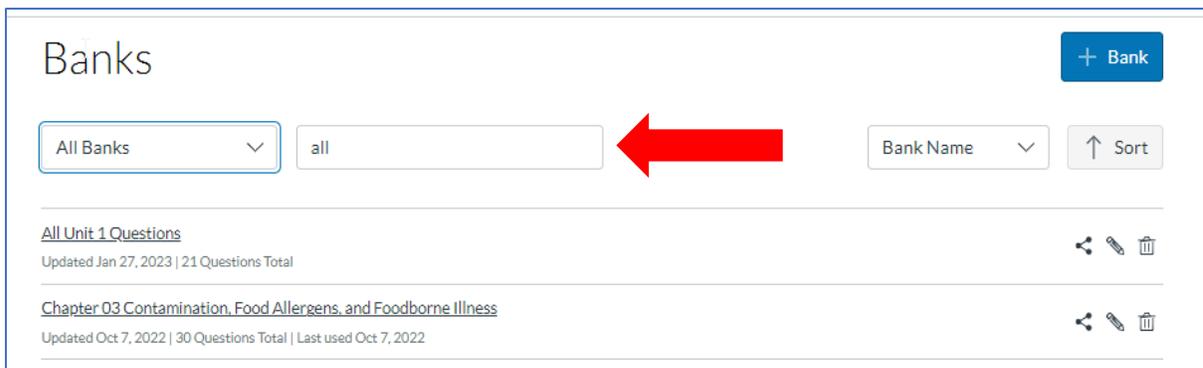


How to Find an Item Bank if it does not appear

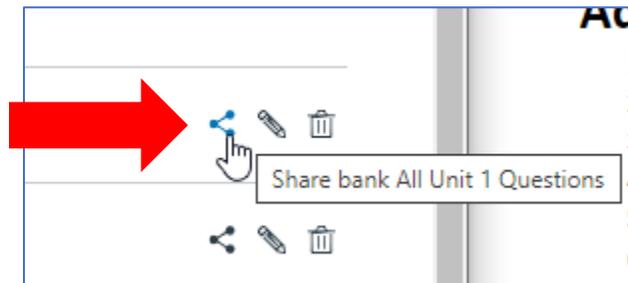
1. If the Item Bank you created does not open in the Item Banks Menu, change the drop-down menu from **This Course** to **All Banks**.



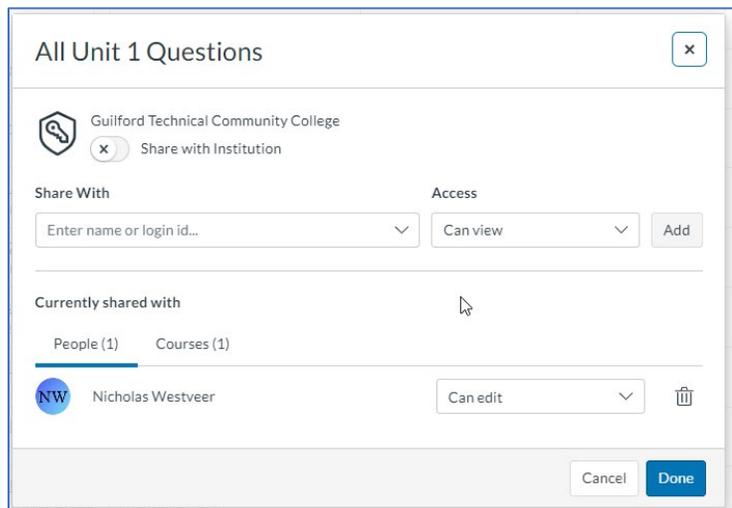
2. You may use the search bar to quickly find the item bank name.



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



4. A dialogue box will open.



5. 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**

The screenshot shows a sharing dialog box titled "All Unit 1 Questions" for Guilford Technical Community College. The interface includes a "Share With" input field containing "2022FA ENG 002 Transiti...", an "Access" dropdown set to "Can view", and a green "Add" button. A red arrow points to the "Add" button. Below, the "Currently shared with" section shows "Nicholas Westveer" with "Can edit" access. A red arrow points to the "Share With" input field. At the bottom right, the "Done" button is highlighted with a red box.