## Migrating Content from Question Banks into Item Banks

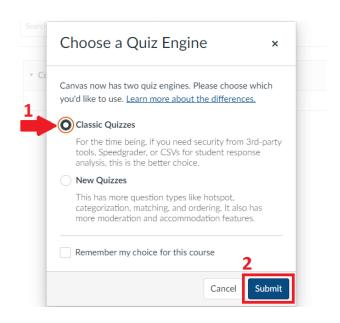
Canvas does not have a tool for the automatic migration of content from Question Banks (Classic Quizzes) to Item Banks (New Quizzes). This guide is intended to assist you in manually transferring the information from Question Banks to Item Banks. In this process, you will need to create a Classic Quiz with all your desired questions and then manually transfer them to an Item Bank for New Quizzes.

#### 1. Go to the Quizzes tab in your course and select "+Quiz"

IHELP > Quizzes	6ð Student Vi	ew
Development Term Home	Search for Quiz + Quiz	:
Announcements Ø	Course Quizzes	
Assignments Ø	· Course Quizzes	
Discussions	No quizzes available	
Grades		

#### 2. Create the quiz

- 1. Select "Classic Quizzes"
- 2. Click "Submit"



## 3. In this step make sure to:

- 1. Enter a name for the quiz
- 2. Click on the "Questions" tab at the top

	Quizzes	> ENC1101 - Exam 1
Development Term	Â	Points 0 (Not Published :
Home		2
Announcements	ø	
<u>Assignments</u>	1	Details Questions
Discussions		ENC1101 - Exam 1
Grades		Quiz Instructions:
People		Edit View Insert Format Tools Table
Pages	ø	$12pt \lor Paragraph \lor \qquad \mathbf{B}  I  \sqcup  \underline{A}  \checkmark  \underline{\mathscr{A}}  \lor  T^2 \lor  \mathscr{P} \lor  \underline{E} \lor  \underline{E} \lor  \underline{P} \lor  \underline{P} \lor  \overset{O}{+} \lor \qquad \vdots$
Files	ø	
Syllabus		
Outcomes	ø	
- · ·		

# 4. Click the option for "Find Questions"

	> Quizzes >	ENC1101 - Exam 1
Development Term	Â	Points 0 (Not Published :
Home		
Announcement	s Ø	
Assignments		Details Questions
Discussions		
Grades		
People		
Pages	ø	+ New Question Group
Files	ø	
Syllabus		
Outcomes	ø	Notify users this quiz has changed     Cancel     Save & Publish     Save
Publics		

#### 5. Find the question bank where your desired questions are

- 1. On the left side of this window, you will find the question bank you need
- 2. If you want all the questions in the bank, click "Select All" at the top. If you only need some of the questions, check the box next to the questions you need.
- 3. Once you have selected all the questions you need, be sure to click "Add Questions"

Find Quiz Question	×
	2 View Course Question Banks
Copied syllabus quiz SINGH, 10 questions	Select All Clear All
Dipity Completion SINGH, 1 questions ET II SINGH, 8 questions	Is the State of Florida composed of 67 counties?
Testing Question Bank IHELP, 3 questions	Question What is Florida's nickname and elaborate on how this nickname best fits
Unfiled Questions Help Desk ASC Training, 54 questions	Add questions to the question group: [No Group] Add Questions Cancel

6. When you see all the questions listed on the body of the quiz, be sure to click "Save" at the bottom

ii Question	1 pts		
Is the State of Florida composed of 67 counties?			
ii Question	1 pts		
What is the total student enrollment of the University of Florida			
ii Question	1 pts		
What is Florida's nickname and elaborate on how this nickname best fits the state?			
+ New Question Group Q Find Questions			
Notify users this quiz has changed Cancel Save & Publish	Save		

7. Go to "Settings" in your course and select "Export Course Content" on the right side of the screen

Course Details Sect	ions Navigation Apps Feature Options Integrations	Course Status
Course Details		O Unpublished Publish
		Share to Commons
	Choose Image	L Course Statistics
Image:	Close image	Course Calendar
Name:	IHELP: Instructor Help	
Course Code:	IHELP	
Blueprint Course:	No	& Validate Links in Content
Course Template:	Enable course as a Course Template	

## 8. In the Content Exports page, make sure to

- 1. Select "Quiz" as the export type
- 2. Select the quiz that you just built with the desired questions
- 3. Click the "Create Export" button

IHELP > Conte	ent Exports
Development Term	Content Exports
Announcements Ø Assignments	Content export files cannot be downloaded after 30 days.
Discussions	Export Type
Grades	Export Type
People	O Course
Pages	Quiz
Files Ø	Select Quizzes to Export
Syllabus 2	✓All Quizzes
Outcomes	ENC1101 - Exam 1
Rubrics	Create Export 3
Quizzes	
Modules Ø	

#### 9. When the system finishes exporting the quiz, make sure to

- 1. Click the "New Export" link to start downloading the quiz
- 2. You will see that the file is downloading at the bottom of the screen if using Chrome, or at the top right corner if using Firefox. Independent of the browser, the file will go to your "Downloads" folder in your computer
- 3. Go to the "Item Banks" option in your course's menu

<b>UF</b> FLORIDA	_		itent Exports	
Account	Discussions Grades	•	1 <sup>Content Exports</sup>	
رکی Dashboard	People Pages	ø	New Export	
2	Files	ø	Content export files cannot be downloaded after 30 days.	
Courses	Syllabus	- 1		
<u>ද</u> ැදු Groups	Outcomes	ø		
	Rubrics	- 1	Your content has been exported.	
Calendar	Quizzes	- 1		
E1	Modules	ø		
Inbox	Collaborations	- 1		
$\bigcirc$	Attendance	. 1		
History	Chat	.		
Commons	Office 365	3		
?	Item Banks			
Help	Library Researc	ch		
	New Analytics	- 1		
	GatorEvals	. 1		
	Instructor Tools	s		
	Zoom Conferer	nces		
⊬	Settings	- 1		
ihelj	p-instructor-helz	zip 🗸	2	Show all

## 10. Click "+ Bank" to create a new item bank

IHELP: Instructor Help > P Item Banks	Return
Banks	+ Bank
This Course V Search	
	Bank Name V 🕆 Sort
You don't have any banks yet	

### 11. In the new window, make sure to

- 1. Name the new item bank
- 2. Click "Create Bank"

New Item Bank	×
1 Bank Name	
Exam 1	
	Cance Create Bank

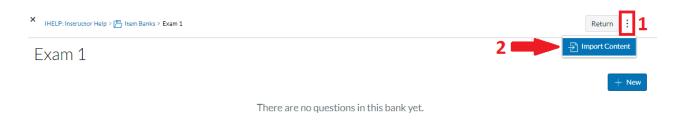
#### 12. Once the new item bank is created

- 1. Look for the new item bank by entering the name in the search field
- 2. Once located, click on the bank

×	IHELP: Instructor Help > [P] Item Banks			Return
	Banks 1			+ Bank
	All Banks V Exam 1			
2	2 🕂	Bank Name	~	↑ Sort
	Exam 1 Updated Mar 21, 2023   0 Questions Total			く 🔪 🏛
	1			

#### 13. After clicking on the new item bank, you will see that it is empty

- 1. Click the kebab menu (three vertical dots)
- 2. Click "Import Content"



#### 14. A window for "Import Content" will open up

- 1. Click "Browse" to open the file explorer on your computer
- 2. Go to your "Downloads" folder and click on the quiz you exported in step 9
- 3. Click "Open"

Import	Content	×		
QTI 1.2	2 and 2.x (.zip) files only 1	,		
		/se		
	Cancel	Import		
Open				×
$\leftrightarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacklozenge$ > This PC > Download	ds	ٽ ~		
Organize 💌 New folder				•
💻 This PC 🇊 3D Objects	2 Name		Date modified	Туре
🔜 Desktop 🔮 Documents	ihelp-instructor-help	-quiz-export.zip	3/21/2023 9:53 AM	zip Arc
Downloads				
🖾 ihelp-instructor-help-quiz-export.zi				
Music	~ <			>
File name: ihelp-instruc	ctor-help-quiz-export.zip	~	zip Archive (*.zip) Open Cai	~ ncel

15. Once the import has finished, you will see the title of the file in green next to a check mark. Make sure to click "Import" and then click "Done

Import Content X	Import Content ×
QTI 1.2 and 2.x (.zip) files only ihelp-instructor-help-quiz-export.zip is ready.	Success: ihelp-instructor-help-quiz-export.zip has imported successfully!
Cancel	Cancel

16. The process is done when you see your questions listed under the title of the item bank

