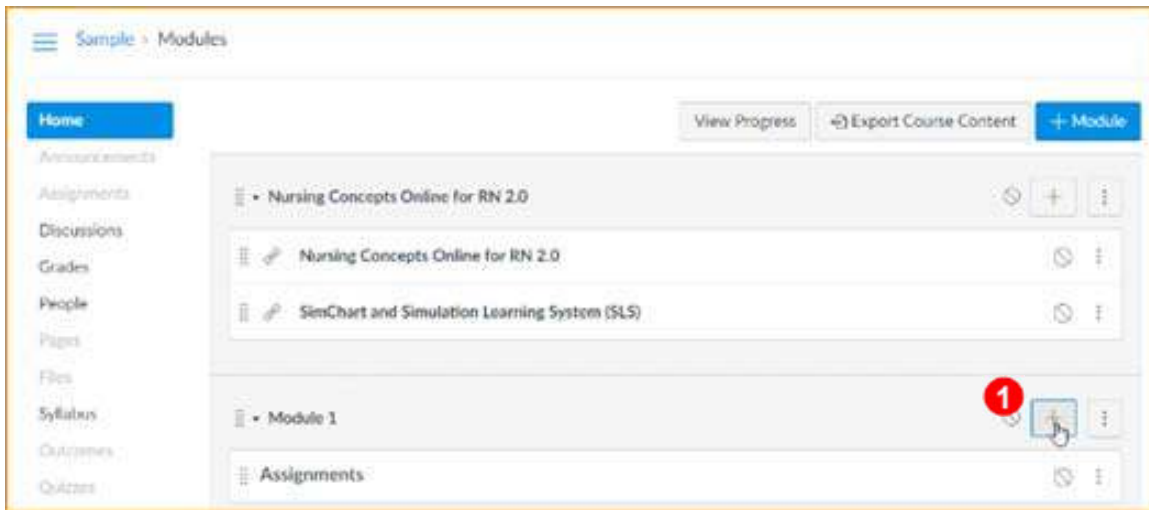# Nursing Concepts Online:
Downloading and Importing Test Bank

Purpose: This job aid walks through how to download and import the *Test Bank* for Elsevier's *Nursing Concepts Online* using *Canvas* and *Evolve Link*, as well as arrange the quizzes and activities according to your preference in your course modules.
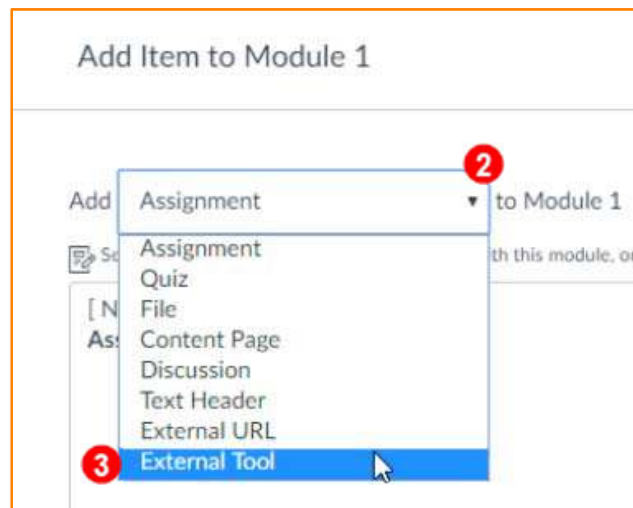
Downloading the Test Bank

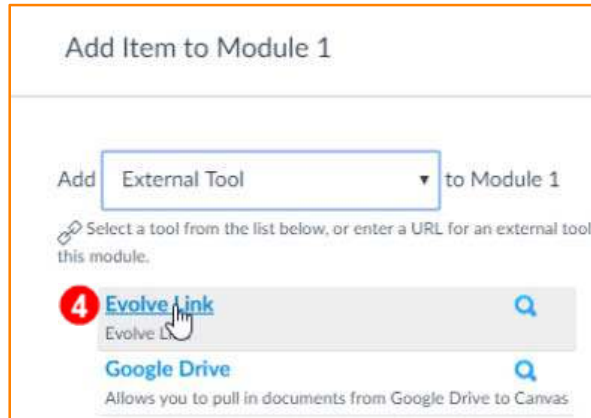This example uses a Sample course in the Canvas LMS.

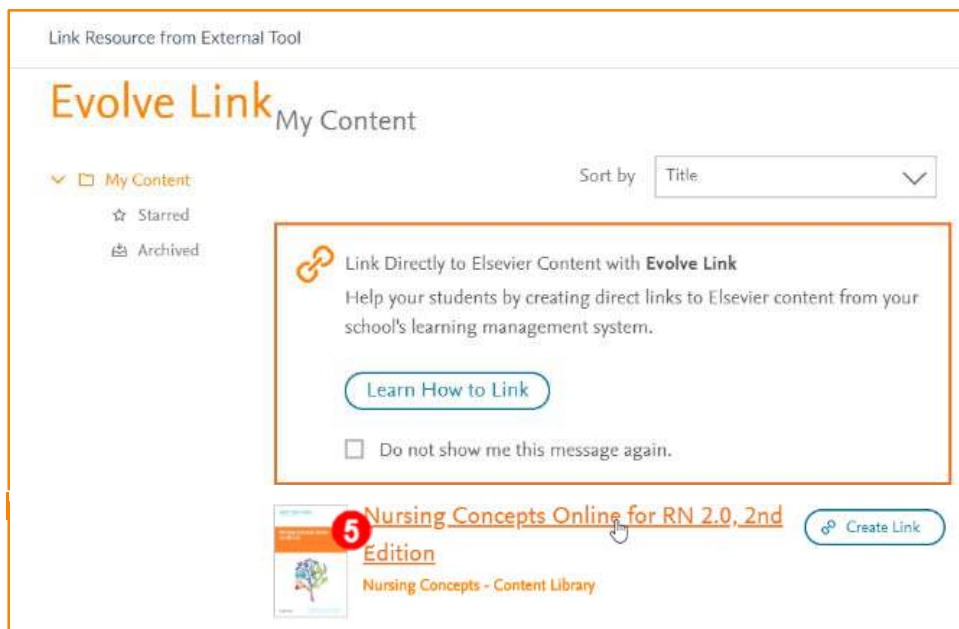1. Click the **Plus+** sign for **Module 1** to download the test bank.

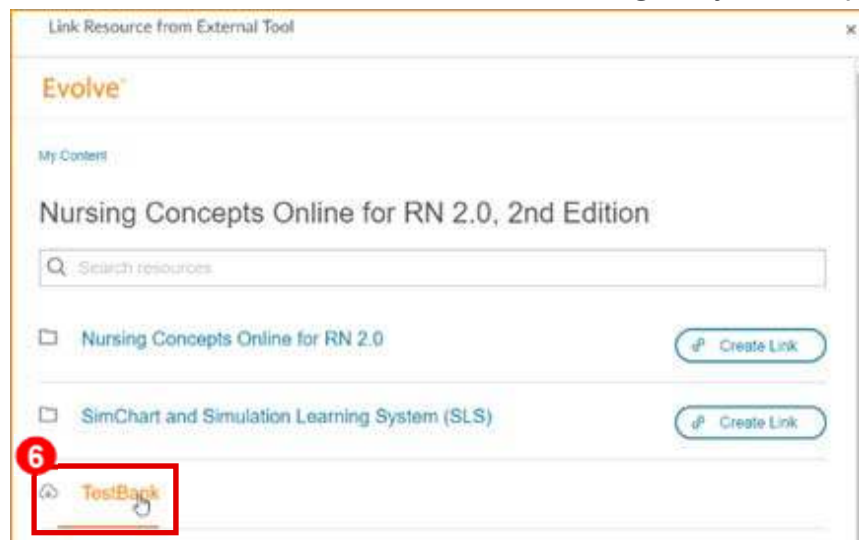2. Click the drop-down in **Add to Module 1**.
3. Select **External Tool**.

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4. Click the **Evolve Link** tool. This opens your **Evolve Link My Content** page.

5. Click the **Nursing Concepts Online** hyperlink. The Nursing Concepts Online content displays.
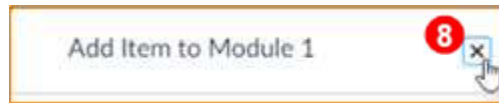

6. Click **TestBank** to download the Test Bank common cartridge to your computer.
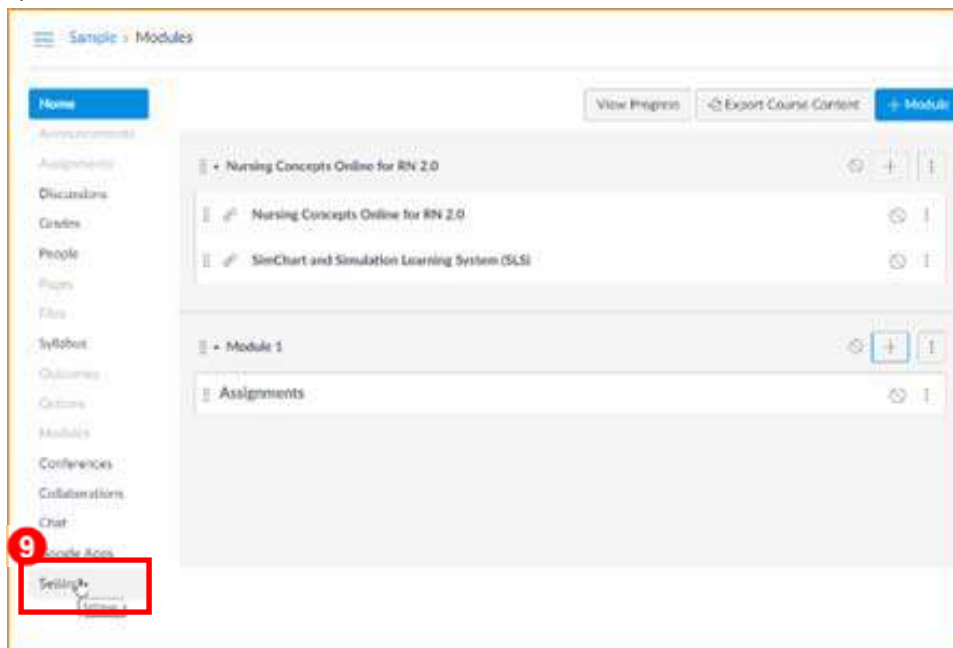
7. Close the **…External Tool** window.

8. Close the **Add Item…** window.

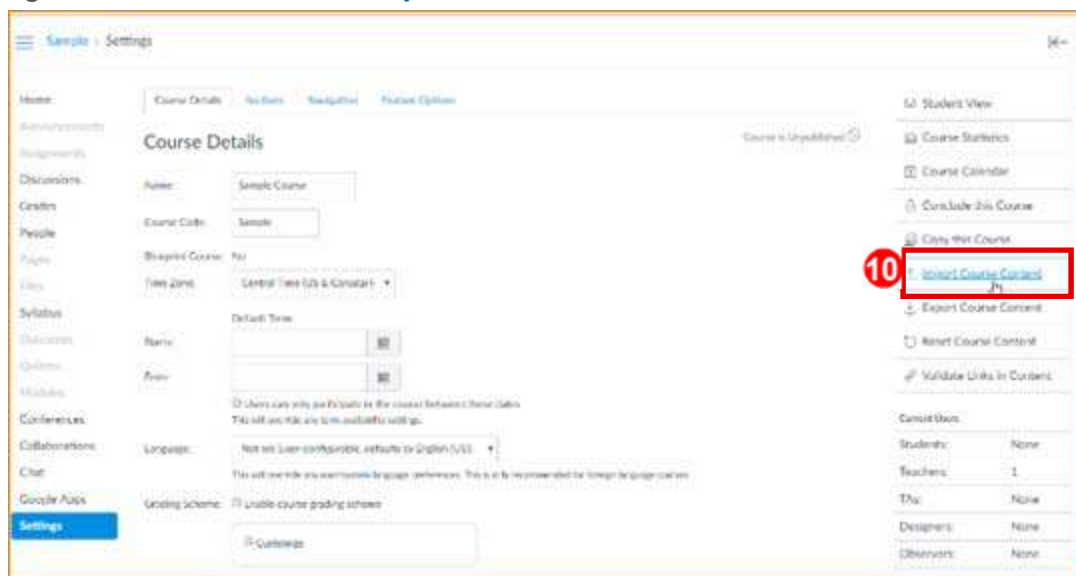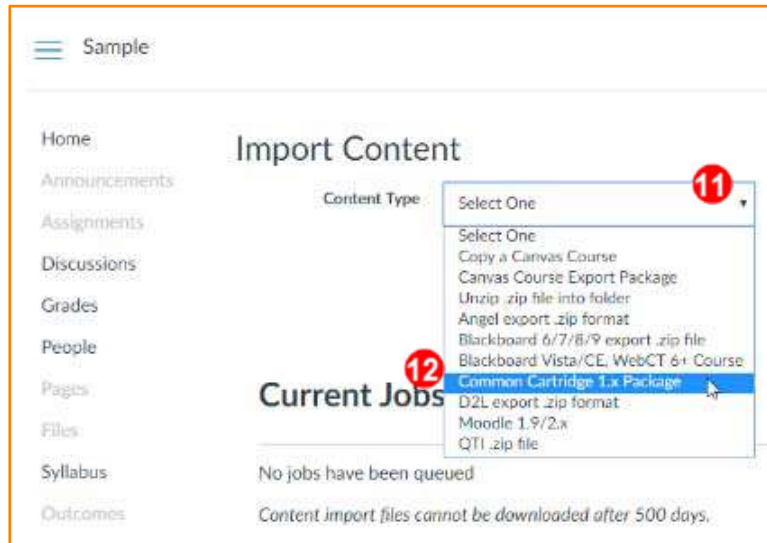

Importing the Test Bank

9. In your LMS course, click **Settings**. (To use the test bank, you'll need to import it into your LMS course.)
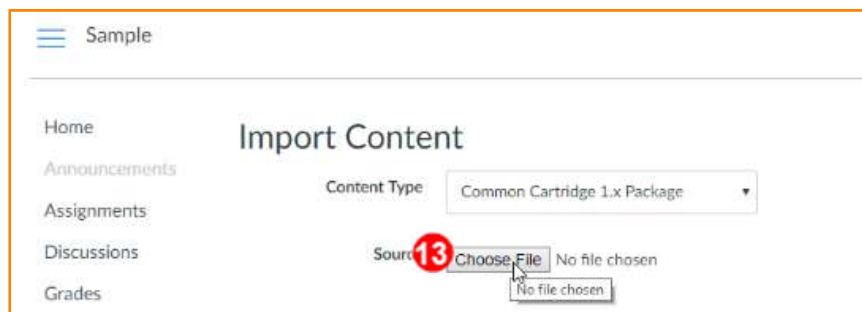

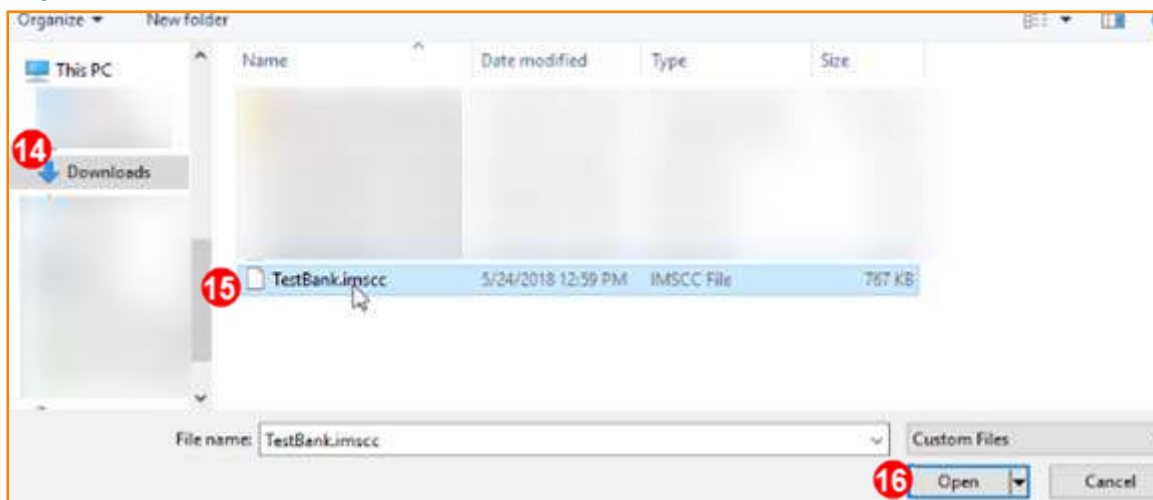10. On the right side of screen, click **Import Course Content**.

11. Click the **Content Type** drop-down.
12. Select **Common Cartridge 1.x Package**.



13. Click the **Choose File** button.

14. Select the location where you saved the cartridge.
15. Select the **TestBank.imscc** file.
16. Click **Open**.

17. Choose the content you wish to import. You can choose a specific question bank from the **Default Question Bank** drop down. For this example, do not make any selection here.

18. Under **Content**, choose the radio button for **All content** or choose **Select specific content to be uploaded**. For this example, we'll upload everything, so choose the radio button next to **All content**.

19. If necessary, you can **Overwrite assessment content with matching IDs** and you can also **Adjust events and due dates**. For this example, leave the defaults.

20. When the desired options are selected, click **Import.**
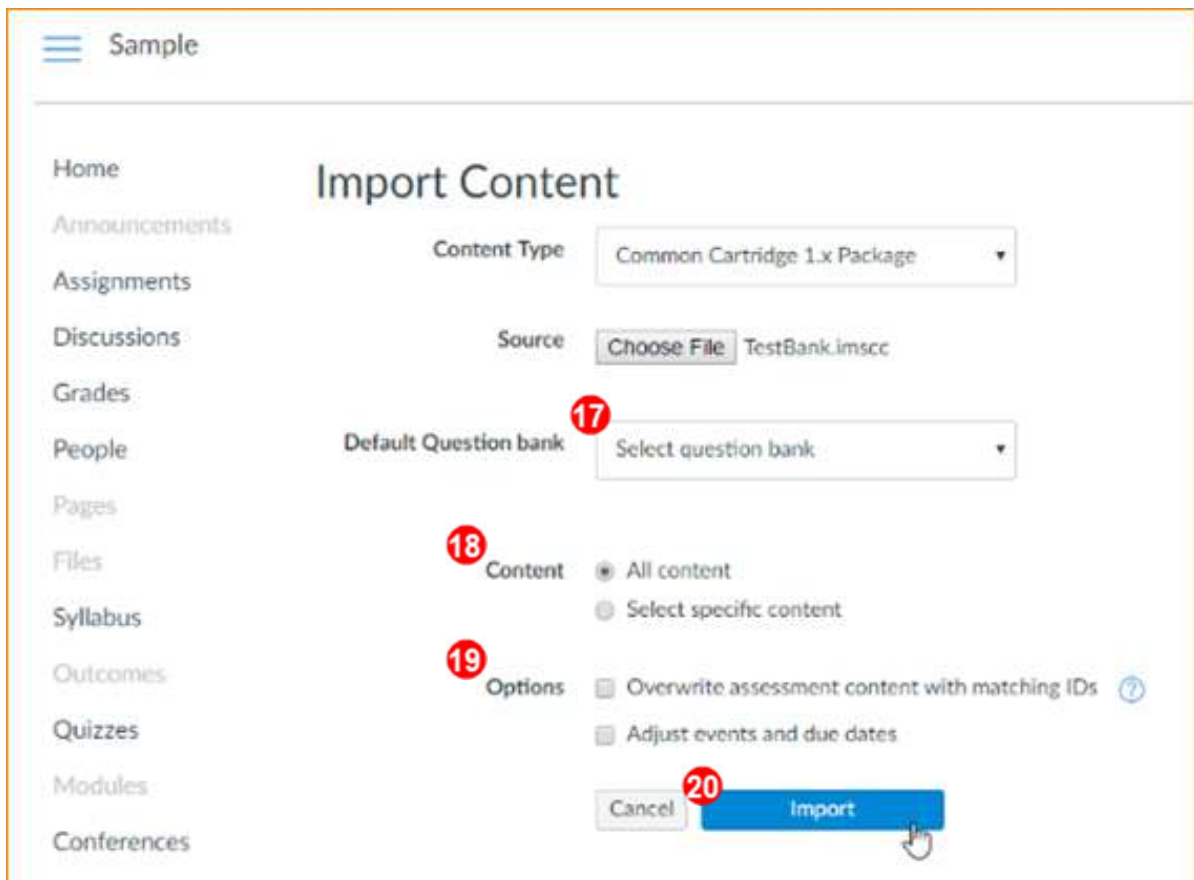
*NOTE:* The import may take some time.
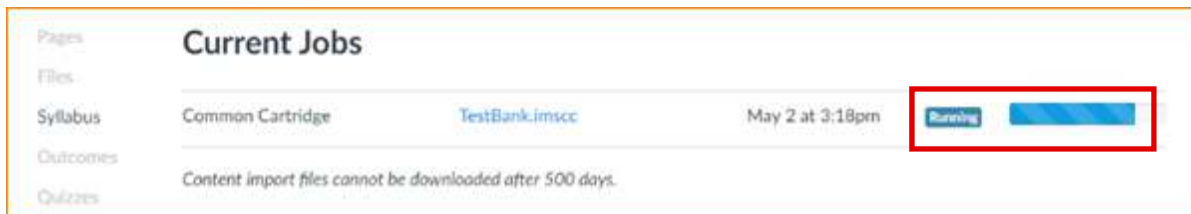
21. When the package is finished importing, click on **Modules** to see the imported content.
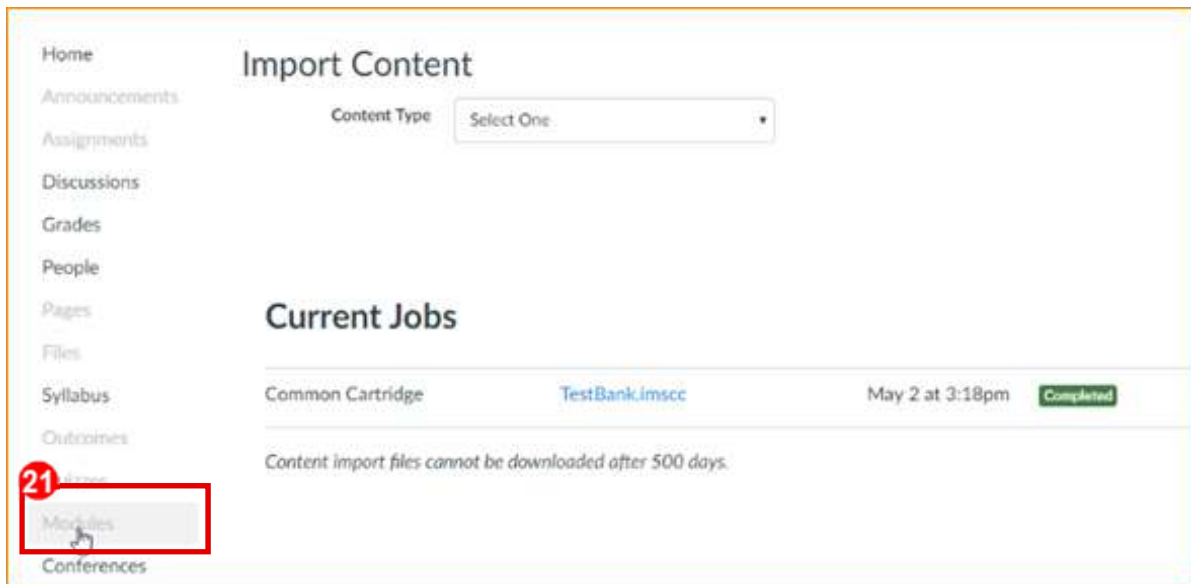
A new module, **Misc Module**, is created. All the quizzes and activities from the **Test Bank** are now displayed as items under the **Misc Module** heading. Also, the **Publish** icon for the **Misc Module** header is green after the Import, while the quizzes beneath remain unpublished.

22. Click the **Unpublish** icon on **Misc Module** so students won't see this module.
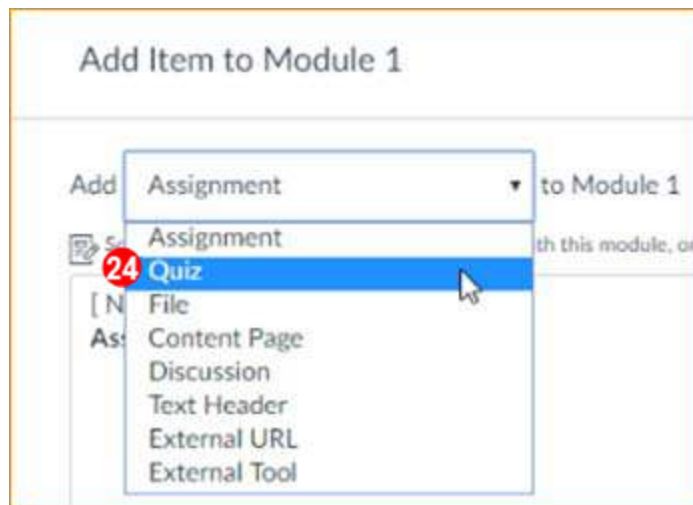
                       ELSEVIER
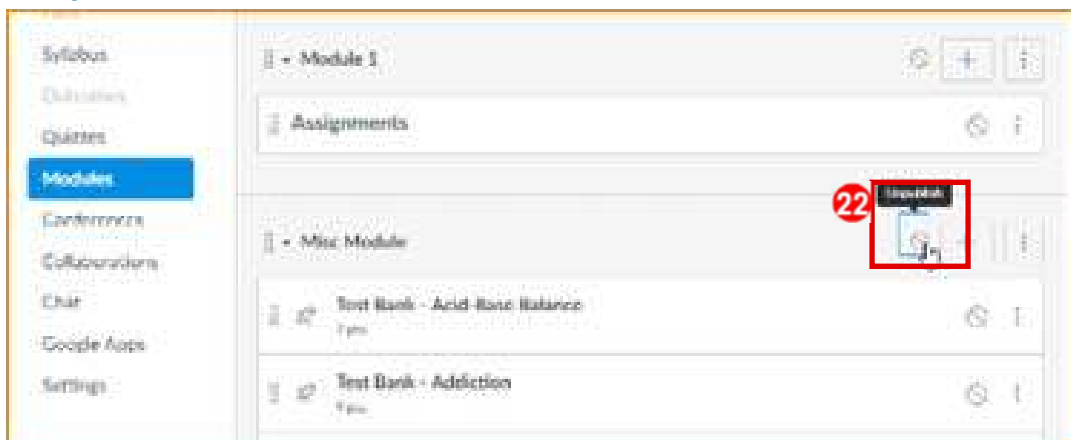
Copying the Test Bank Items to the Desired Module

23. Click the **Plus+** sign at the far right of the **Module 1** listing to begin setting up some student assignments.

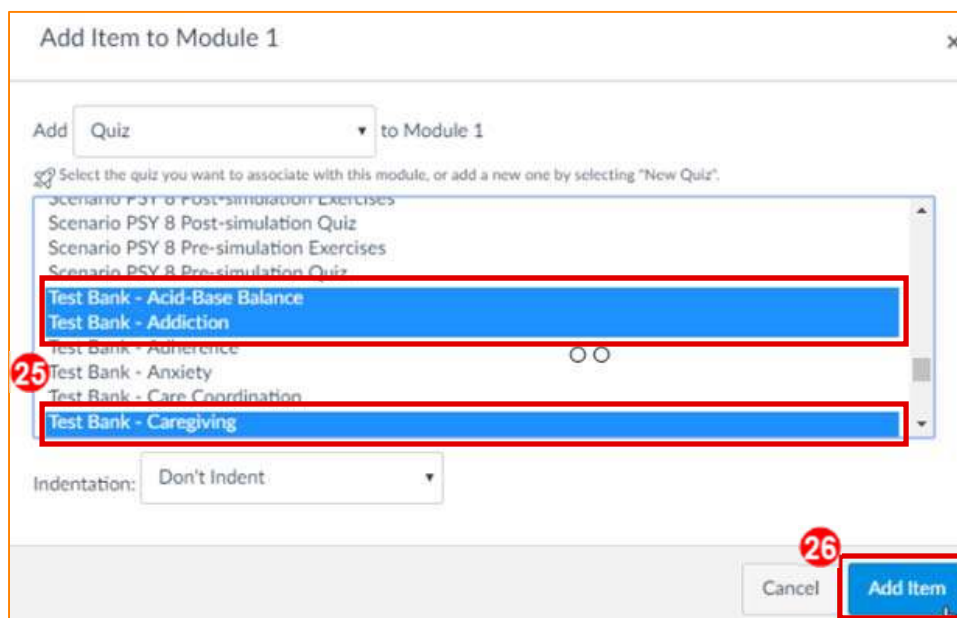24. On the drop-down menu that appears, select **Quiz**.
    All the quizzes and activities that were imported into the **Misc Module** display.
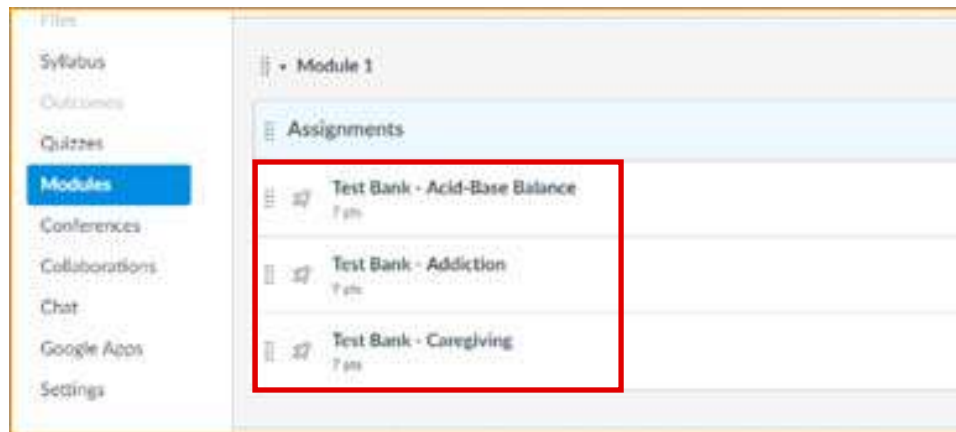

25. Select a single item, or several by holding down your **[Shift]** or **[Ctrl]** keys.
    Select **Test Banks** for **Acid-Base Balance**, **Addiction,** and **Caregiving**.

26. Click the **Add Item** button.

Back in the **Modules** screen, these **Test Bank** quizzes now appear under the **Module 1 Assignments** heading. You can organize the material however you desire.


Editing Test Bank Items

Assignments or quizzes can be previewed and edited through the **Assignments** link on the left navigation bar or in the **Module Assignment** specific Test Bank item (i.e. Test Bank – Acid-Base Balance).

27. Click on the **Assignments** link on the left navigation bar to display all Test Base quizzes, after they are imported. Instructors can preview and edit them as desired.

28. Click on one of the quiz title links, such as the **Test Bank – Acid Based Balance** link here. An informational screen with a **Preview** button displays.
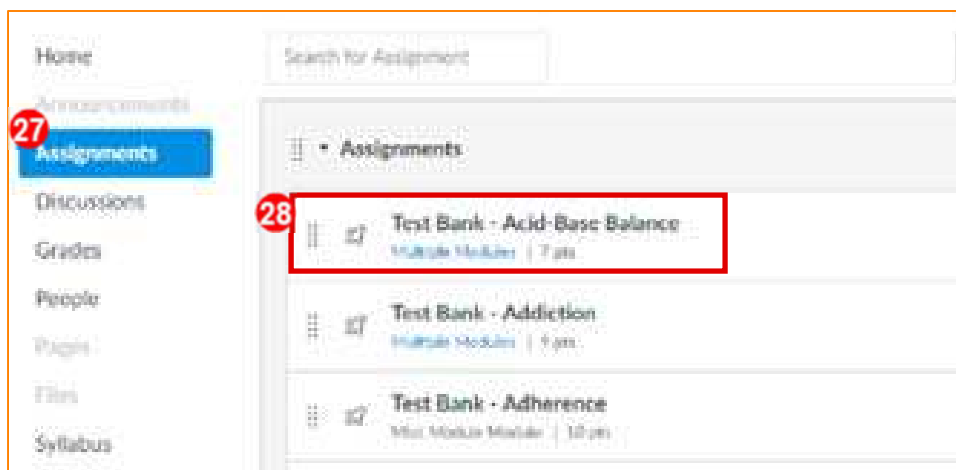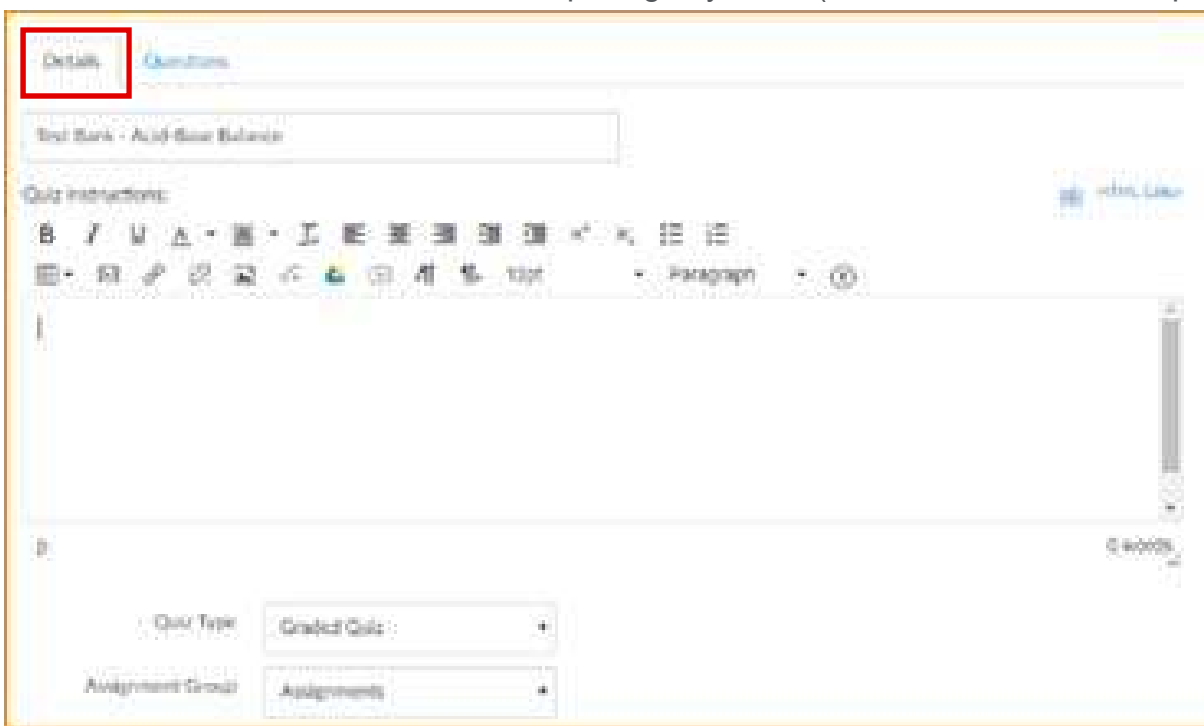
29. Click the **Edit** button.
    A **Details** tab displays with a variety of quiz options.
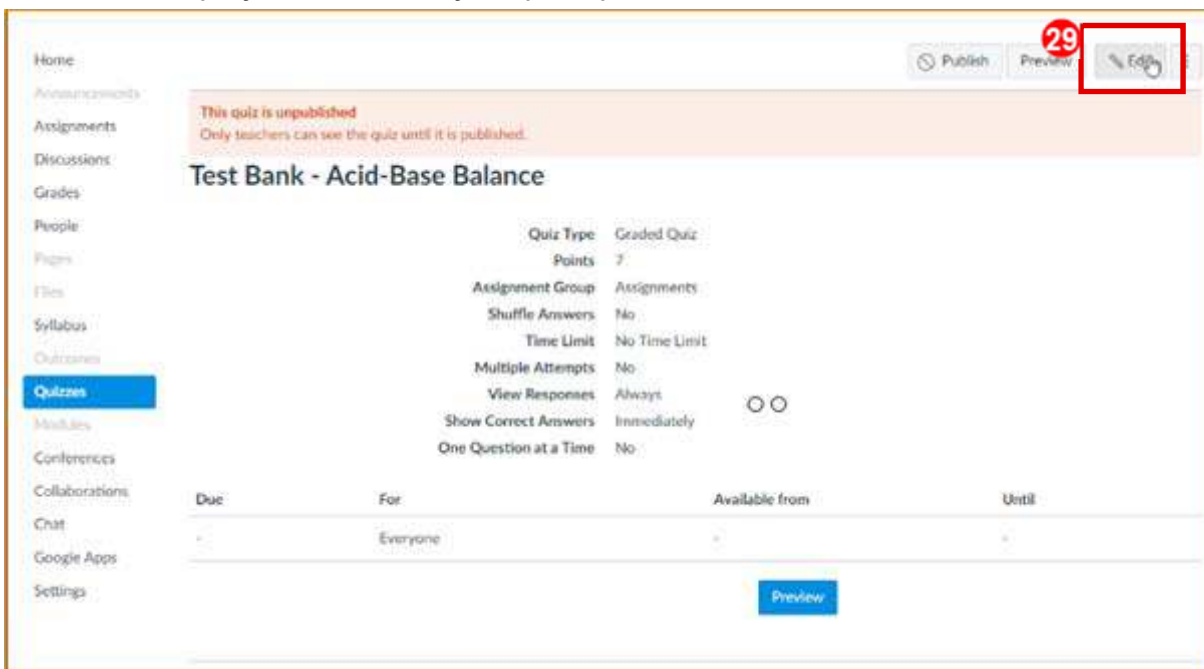
30. Click **Save** or **Save and Publish** after completing any edits. (See screenshot on next page.)

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Options

☐ Shuffle Answers

☐ Time Limit   [   ] Minutes

☐ Allow Multiple Attempts

☑ Let Students See Their Quiz Responses (Incorrect Questions Will Be
Marked in Student Feedback)

☐ Only Once After Each Attempt

☑ Let Students See The Correct Answers

Show Correct Answers at   [   ] 🖩

Hide Correct Answers at   [   ] 🖩

☐ Show one question at a time

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

Assign to

[Everyone ×]

Due

[   ] 🖩

Available from   Until

[   ] 🖩   [   ] 🖩

+ Add

(30)

[Cancel] [Save & Publish] [Save]

31. Click on the **Questions** tab to review and edit individual questions.
32. Click the **Pencil** icon on an individual question.
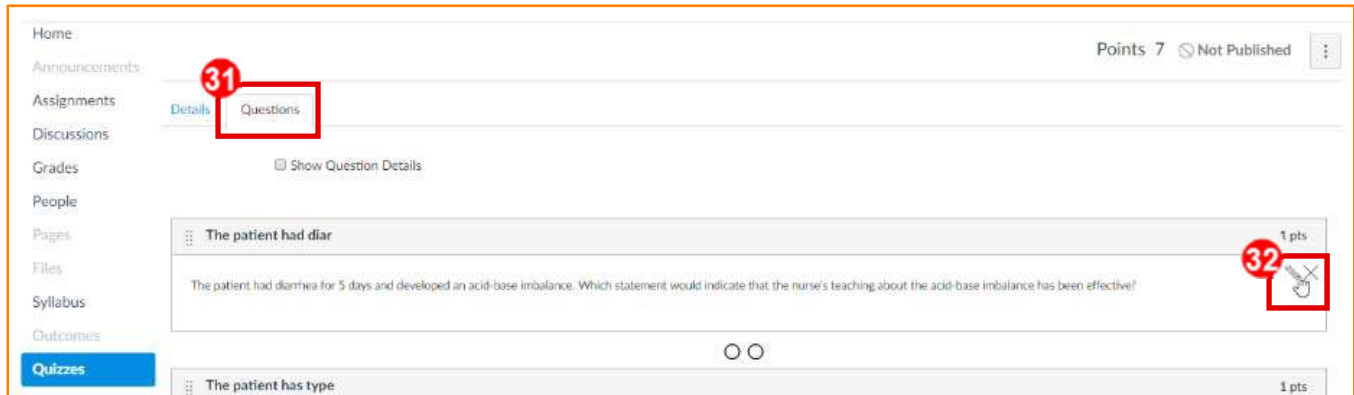
A box displays allowing the ability to edit the question. Scroll down to see additional options.
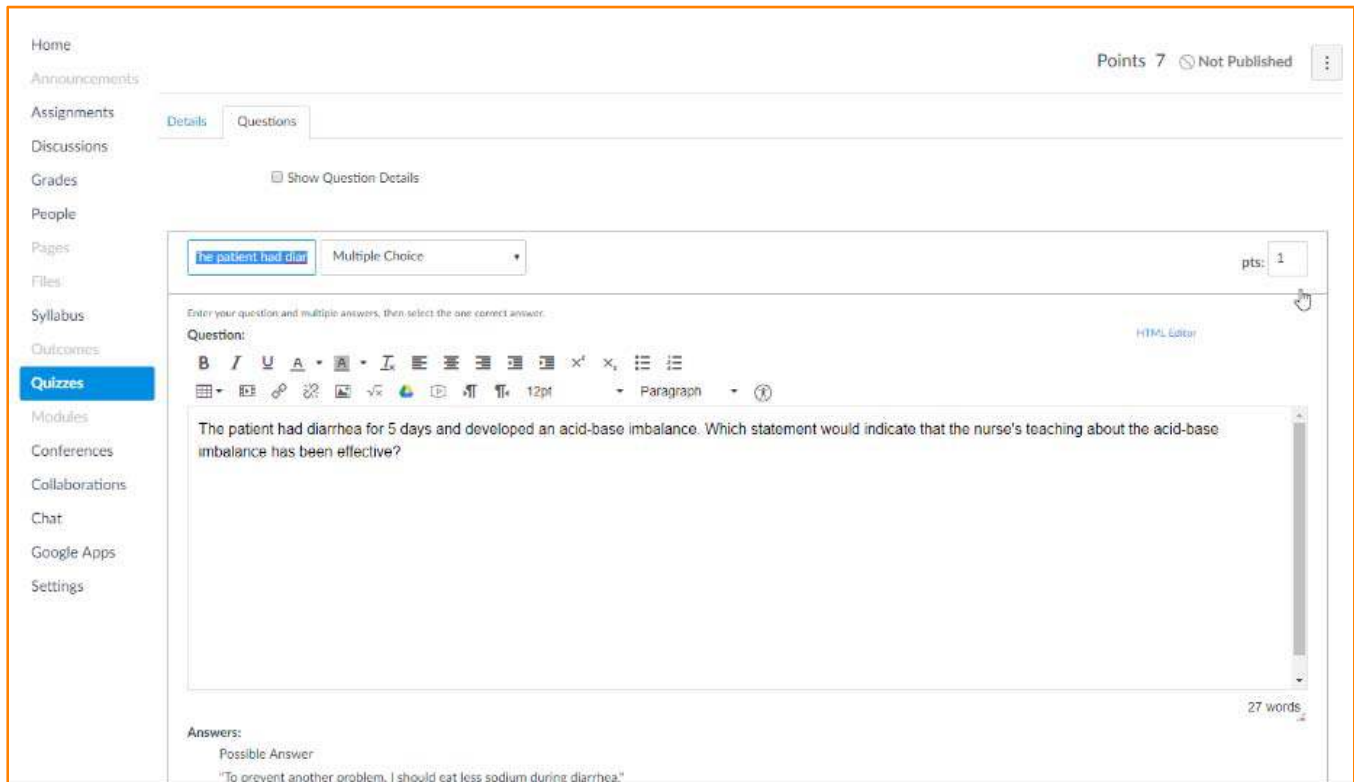
33. Add **New Question**, add **New Question Groups**, or **Find Questions** as needed.
34. Click **Save** or **Save and Publish** to keep your edits.

35. Click on **Modules** on the left navigation bar to return to our **Modules** screen.

36. Click on the specific Test Bank **Publish** icon to publish. In the example below, **Module 1** also needs to be published for any content in Module 1 to be viewable by students. Students are now able to view and access those specific Test Banks (i.e. Test Bank – Acid-Base Balance).