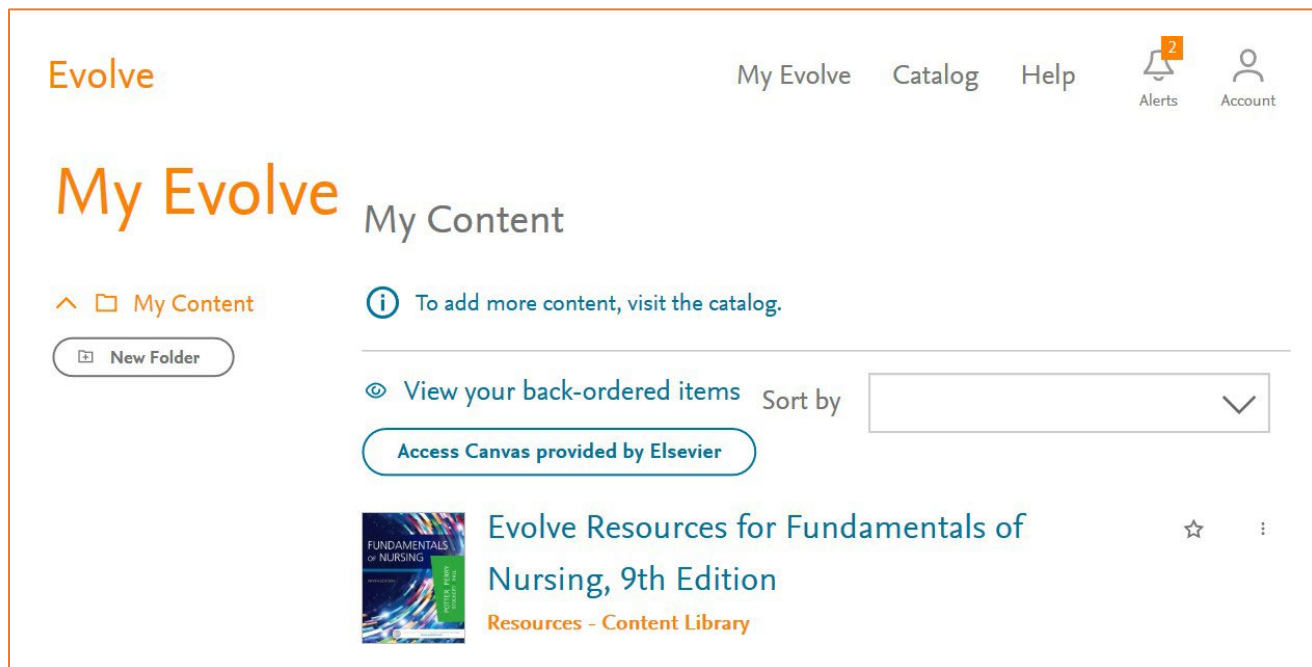


Canvas Test Bank Import and Quiz Creation

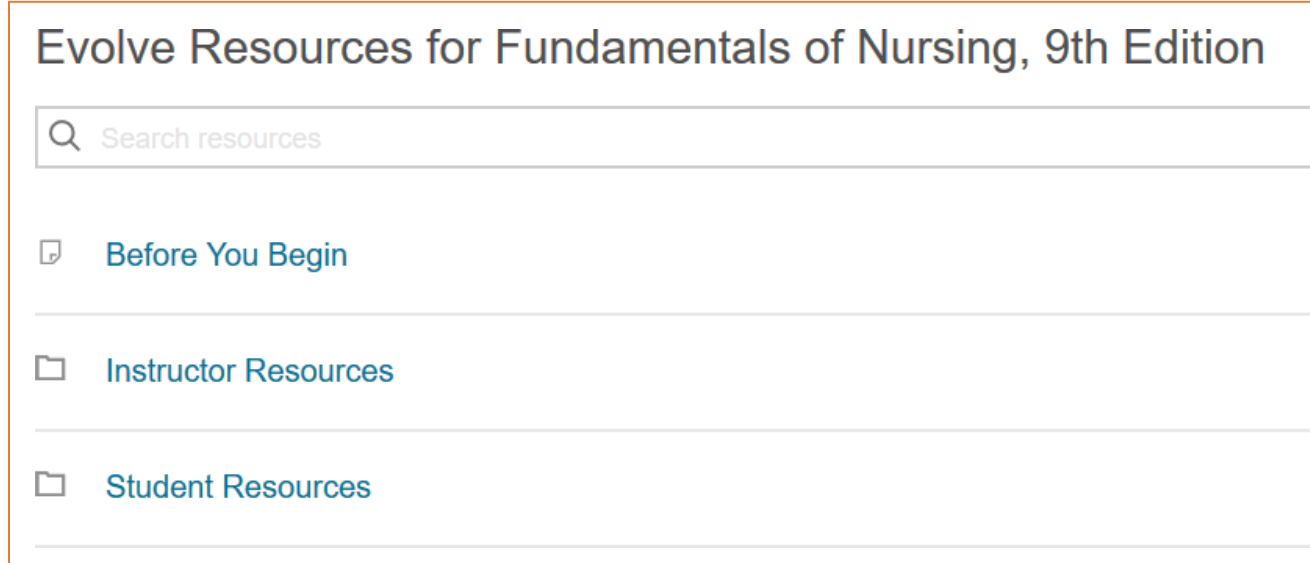
Introduction: This guide will walk you through downloading a test bank, uploading it into Canvas, and creating a quiz.

Accessing Downloadable Test Banks

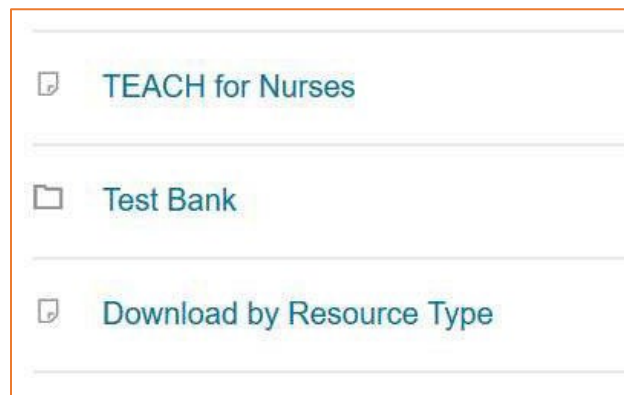
1. Start by logging into your Evolve account at evolve.elsevier.com. On your My Evolve page, click into your resource.



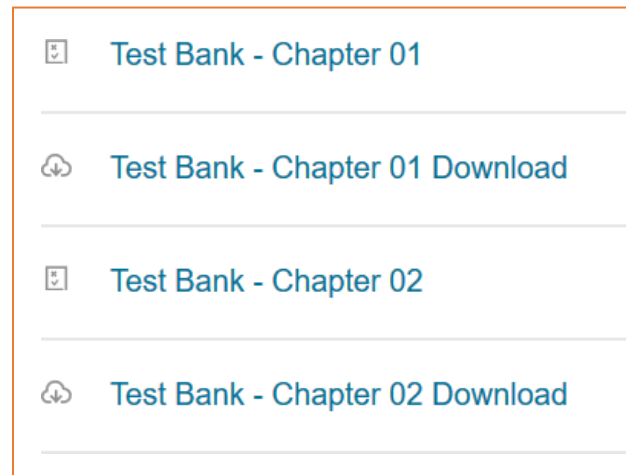
2. Inside of your resource, click into the **Instructor Resources** folder.



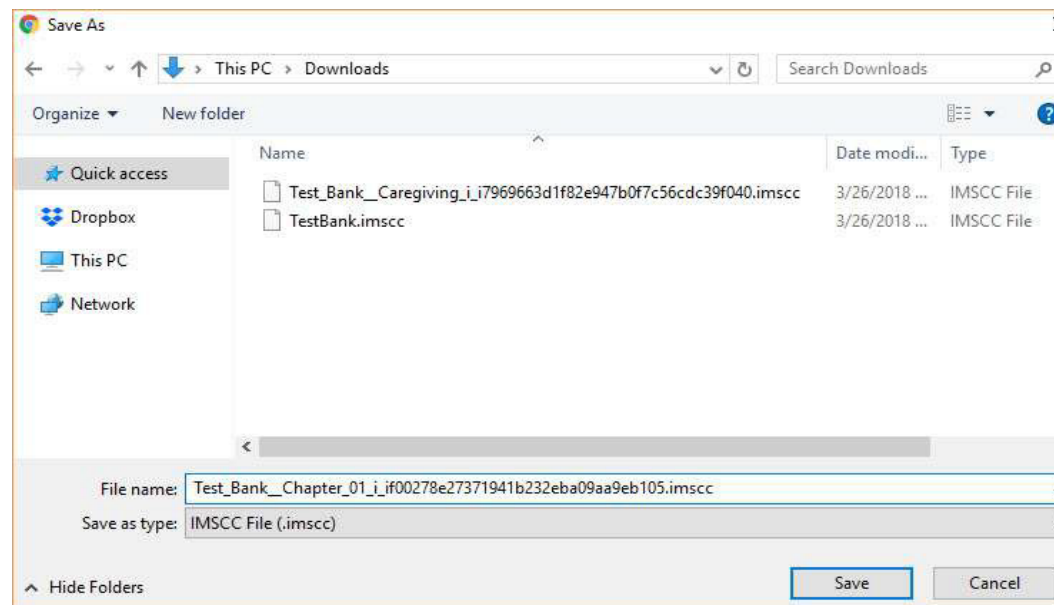
3. Inside the Instructor Resource folder, click into the folder labeled **Test Banks**. For most resources, this will be listed toward the bottom of the screen.



4. The Test Bank folder will contain two types of link. For uploading into your LMS, you will want to click the chapter test banks marked **“Download.”**

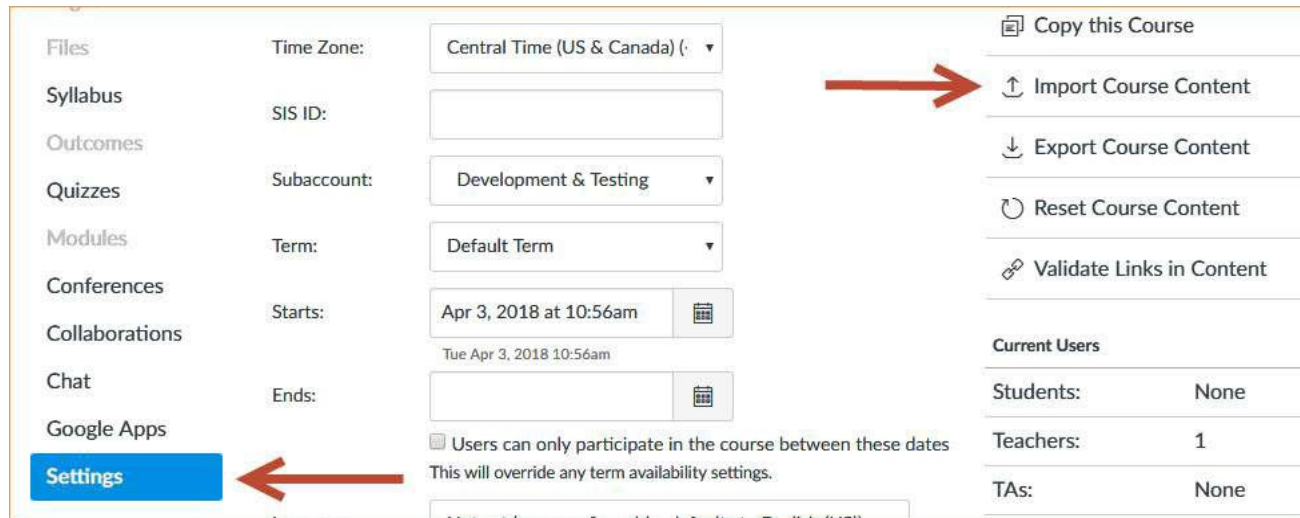


5. Save the file to your computer.



Importing Question Banks Into Canvas

1. Log into Canvas and click on your course from the Dashboard.
2. Inside the course, click on **Settings** on the bottom left and then choose **Import Course Content** on the right.



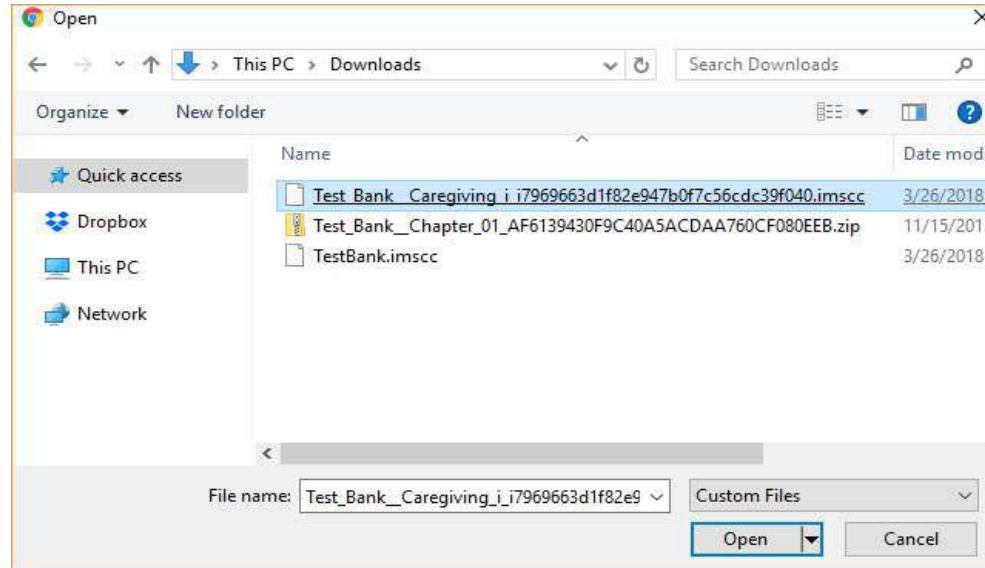
The screenshot shows the Canvas course settings interface. On the left, a sidebar menu lists various course components: Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Google Apps, and **Settings** (highlighted in blue). A red arrow points from the 'Settings' button to the 'Import Course Content' button in the right-hand 'Actions' column. The main content area displays course configuration options: Time Zone (Central Time (US & Canada)), SIS ID (empty field), Subaccount (Development & Testing), Term (Default Term), Starts (Apr 3, 2018 at 10:56am), and Ends (empty field). Below these, there is a checkbox for 'Users can only participate in the course between these dates' and a note 'This will override any term availability settings.' The right-hand 'Actions' column includes buttons for 'Copy this Course', 'Import Course Content' (highlighted with a red arrow), 'Export Course Content', 'Reset Course Content', and 'Validate Links in Content'. Below these buttons is a 'Current Users' section showing 'Students: None', 'Teachers: 1', and 'TAs: None'.

3. In the **Import Content** section, choose **Common Cartridge 1.x Package** from the Content Type dropdown menu.

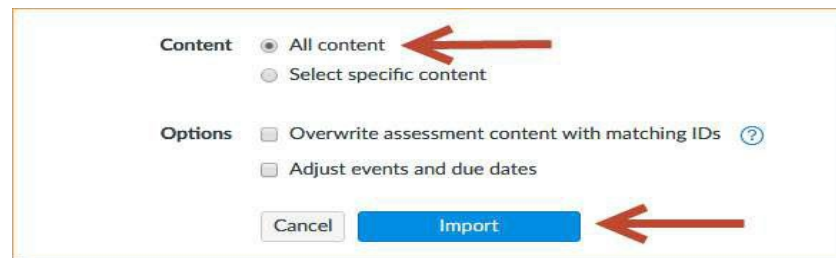


The screenshot shows the 'Import Content' section of the Canvas interface. It features a large heading 'Import Content' and a 'Content Type' dropdown menu. The dropdown menu is open, showing 'Common Cartridge 1.x Package' as the selected option.

- Next to **Source**, click **Choose File** and find the Question Bank with the .imsc file extension you downloaded from Evolve, then click Open.



- Select **All Content**, and then press the **Import** button.

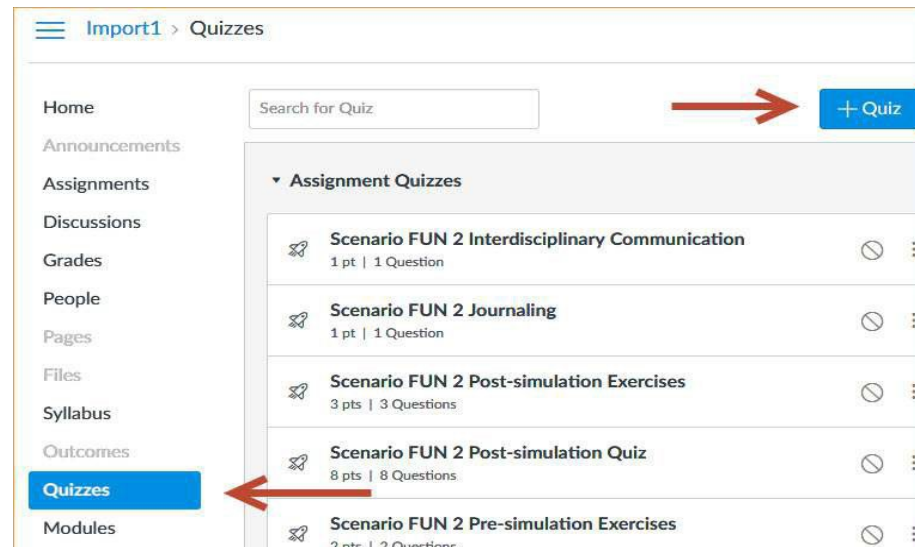


- When the Import function is complete, your Test Banks will be available to use in the Quizzes section.

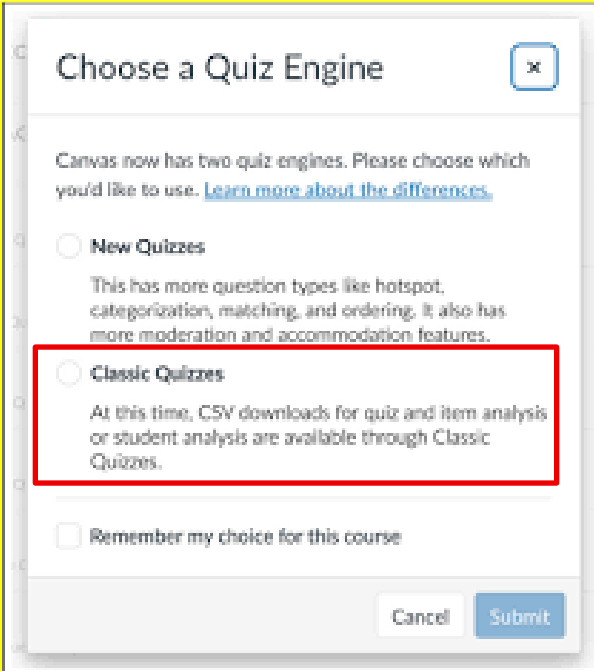


Creating a Quiz in Canvas using Imported Question Banks

- In your Canvas course, go to the **Quizzes** section and click on the **+Quiz** button at the top right.



2. In the pop-up prompt, choose **Classic Quizzes**. ONLY Classic Quizzes will allow you to find questions from imported Elsevier test bank.



Choose a Quiz Engine [X]

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

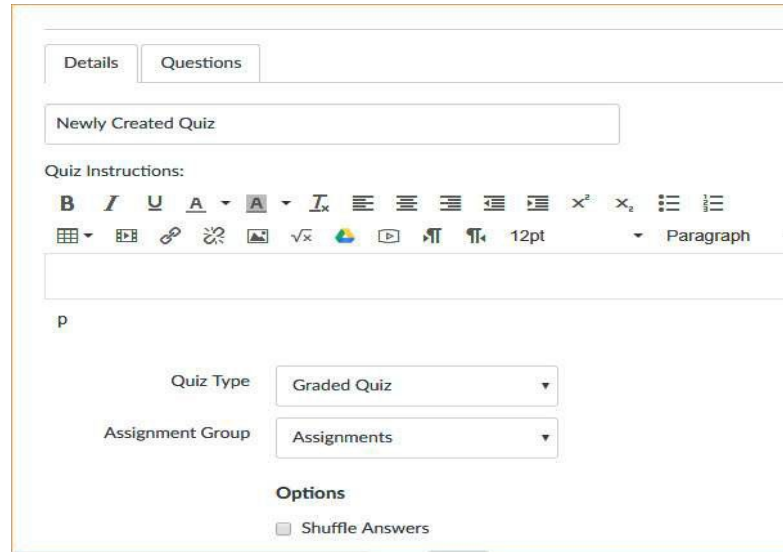
☐ **New Quizzes**
This has more question types like hotspot, categorization, matching, and ordering. It also has more moderation and accommodation features.

☒ **Classic Quizzes**
At this time, CSV downloads for quiz and item analysis or student analysis are available through Classic Quizzes.

☐ Remember my choice for this course

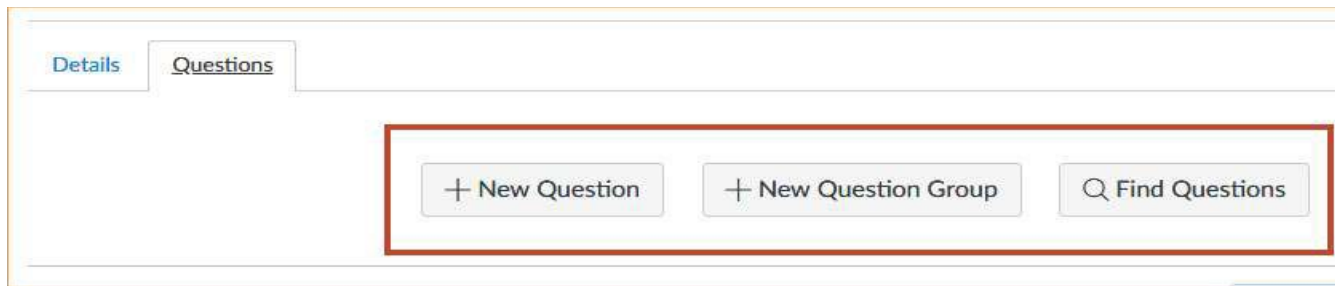
Cancel Submit

- On the **Details** tab, name the Quiz and add any details you would like such as a description, allowing multiple attempts, a due date, etc.



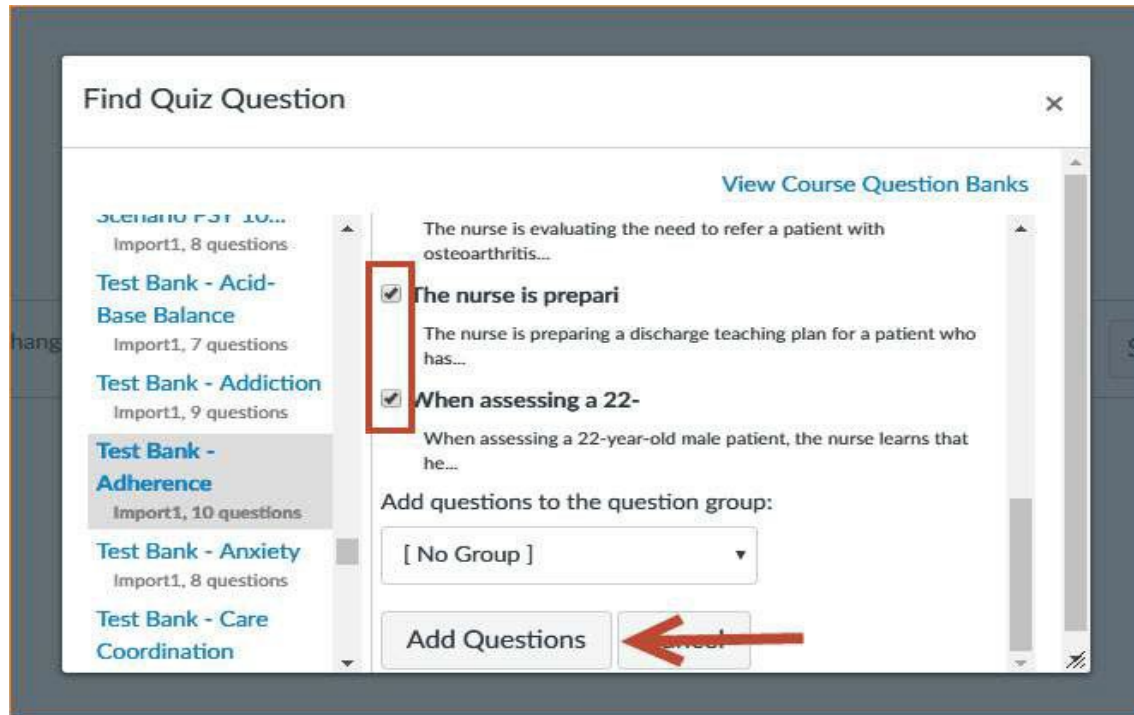
The screenshot shows the 'Details' tab of a quiz creation interface. At the top, there are two tabs: 'Details' (selected) and 'Questions'. Below the tabs is a text input field labeled 'Newly Created Quiz'. Underneath is a section for 'Quiz Instructions' with a rich text editor toolbar containing various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and a font size dropdown set to '12pt'. Below the editor is a text area containing the letter 'p'. At the bottom, there are two dropdown menus: 'Quiz Type' set to 'Graded Quiz' and 'Assignment Group' set to 'Assignments'. Below these is an 'Options' section with a checkbox for 'Shuffle Answers' which is currently unchecked.

- Next to Details, click on the **Questions** tab.
- On the Questions tab, select **+New Question** if you want to create/write your own questions, **+New Question Group** if you want to pull random questions from the Test Banks(s), or **Find Questions** to select specific questions from the Test Banks.

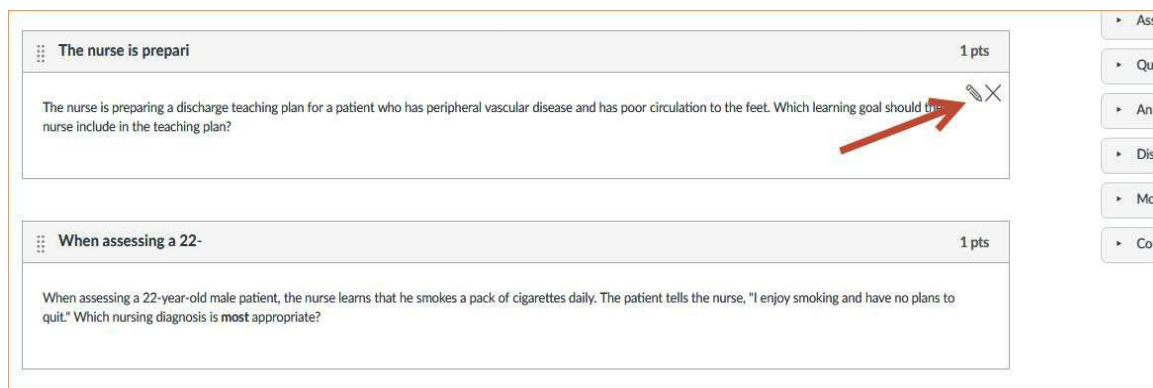


The screenshot shows the 'Questions' tab of the quiz creation interface. At the top, there are two tabs: 'Details' and 'Questions' (selected). Below the tabs, there is a large empty area. In the bottom right corner of this area, there is a red rectangular box highlighting three buttons: '+ New Question', '+ New Question Group', and 'Find Questions'.

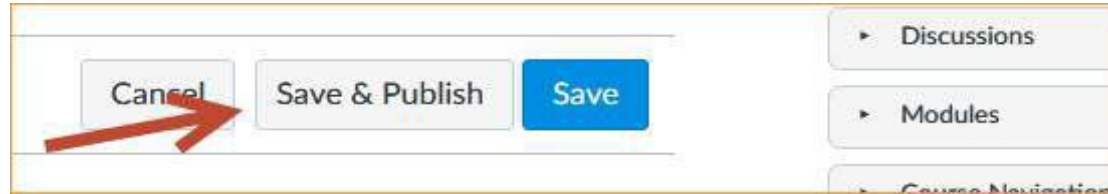
- Select **Find Questions** and you will see the list of available banks and their questions.
- Select the Test Bank you want to use, select the question(s) you want to use, and then scroll to the bottom and click **Add Questions**.



8. Repeat steps 5 and 6 to add more questions to the test if desired.
9. After adding questions, you'll be back on the Questions tab. Here, you can edit each question's properties including the wording, how many points each is worth, etc by clicking the pencil icon next to each question.



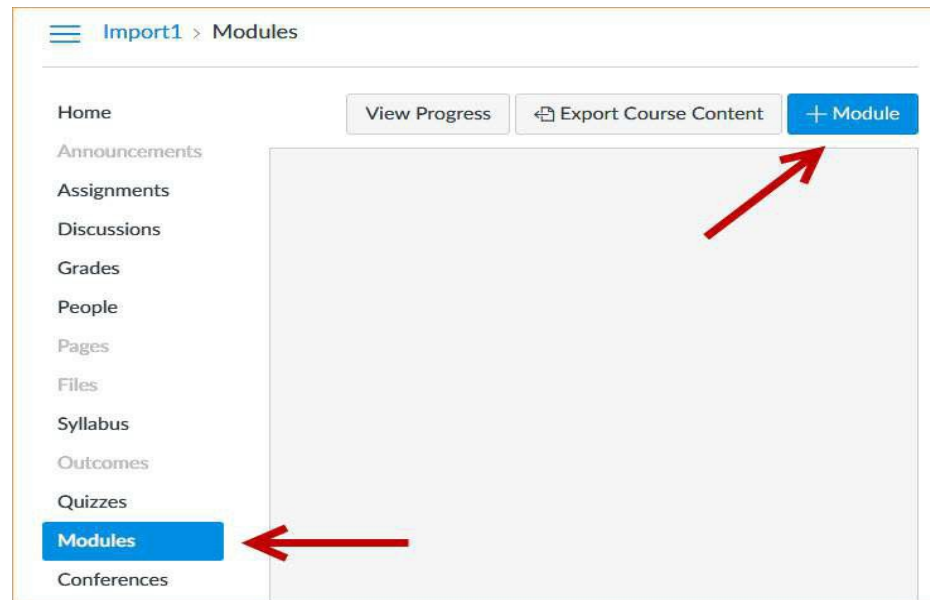
10. When finished adding and editing questions, click on **Save & Publish** at the bottom.



Adding a Quiz to a Module

Now that the Quiz has been created and Published, we need to add it to a new or existing Module so students can access it.

1. In your Canvas course, click on **Module**. To create a new Module, click **+Module** at the top right.



- In the popup, give the Module a name, and then click **Add Module**.

- In your new Module, click Plus sign at the far right to add new content.

- Select **Quiz** from the dropdown, select your created quiz, and then click **Add Item**.

5. The Quiz has been now added to the Module. If the Module isn't published (has a green check next to it) click the Publish button and it will be available for students to see and take.

