

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

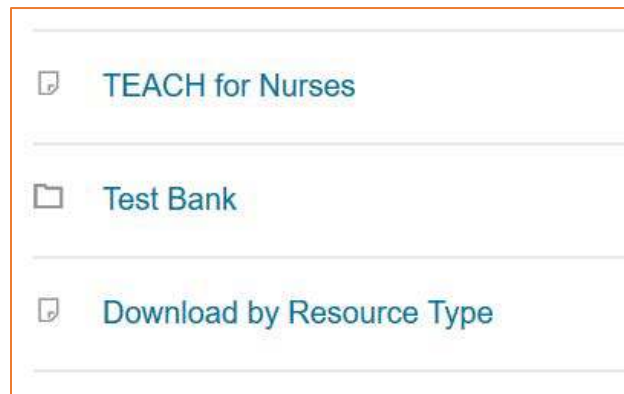
1. Start by logging into your Evolve account at evolve.elsevier.com. On your My Evolve page, click into your resource.

The screenshot displays the 'My Evolve' user interface. At the top left is the 'Evolve' logo. To the right are navigation links for 'My Evolve', 'Catalog', and 'Help'. Further right are icons for 'Alerts' (with a notification badge) and 'Account'. Below the logo, the text 'My Evolve' is prominently displayed, followed by 'My Content'. On the left side, there is a 'My Content' breadcrumb and a 'New Folder' button. A central message states 'To add more content, visit the catalog.' Below this, there is a 'View your back-ordered items' link and a 'Sort by' dropdown menu. A button labeled 'Access Canvas provided by Elsevier' is visible. The main content area features a resource card for 'Evolve Resources for Fundamentals of Nursing, 9th Edition', which includes a book cover image, the title, and the subtitle 'Resources - Content Library'. A star icon and a vertical ellipsis are positioned to the right of the resource card.

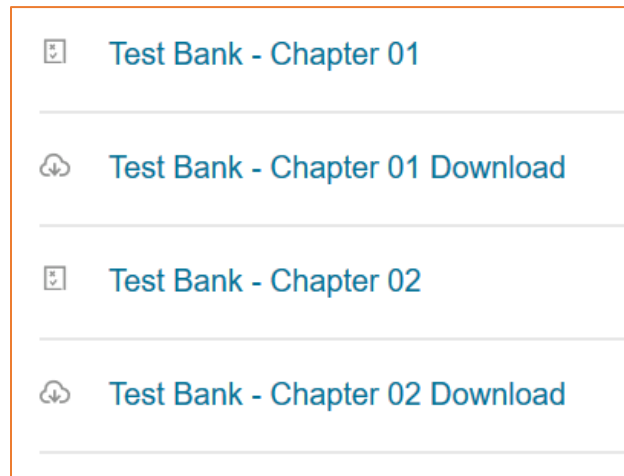
2. Inside of your resource, click into the **Instructor Resources** folder.



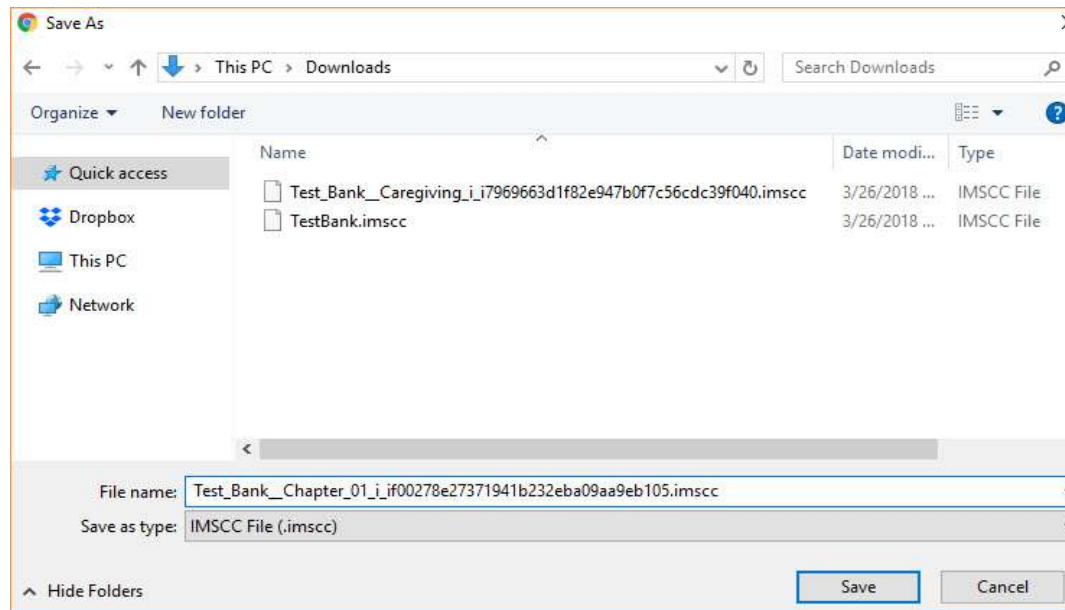
3. Inside the Instructor Resource folder, click into the folder labeled **Test Banks**. For most resources, this will be listed toward the bottom of the screen.



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

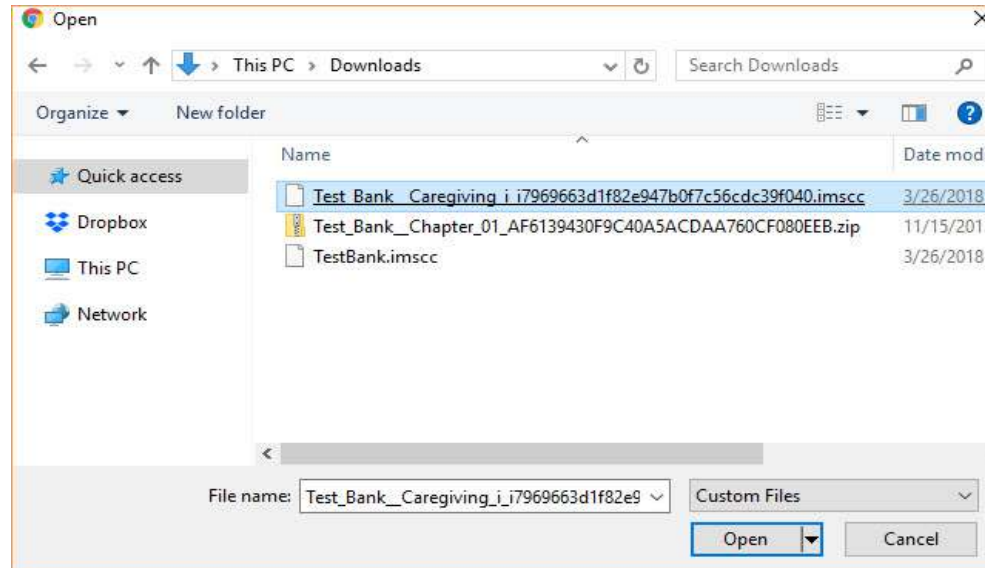
1. Log into Canvas and click on your course from the Dashboard.
2. Inside the course, click on **Settings** on the bottom left and then choose **Import Course Content** on the right.

The screenshot shows the Canvas course settings page. On the left sidebar, the 'Settings' button is highlighted in blue. A red arrow points from this button to the 'Import Course Content' button on the right sidebar. Another red arrow points from the 'Import Course Content' button on the right sidebar to the 'Import Course Content' button on the right sidebar. The right sidebar contains several options: 'Copy this Course', 'Import Course Content', 'Export Course Content', 'Reset Course Content', and 'Validate Links in Content'. Below these options is a section for 'Current Users' with a table showing 'Students: None', 'Teachers: 1', and 'TAs: None'.

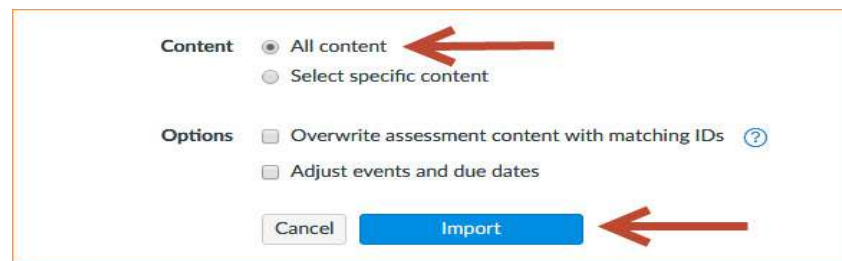
3. In the **Import Content** section, choose **Common Cartridge 1.x Package** from the Content Type dropdown menu.

The screenshot shows the 'Import Content' section. The 'Content Type' dropdown menu is set to 'Common Cartridge 1.x Package'.

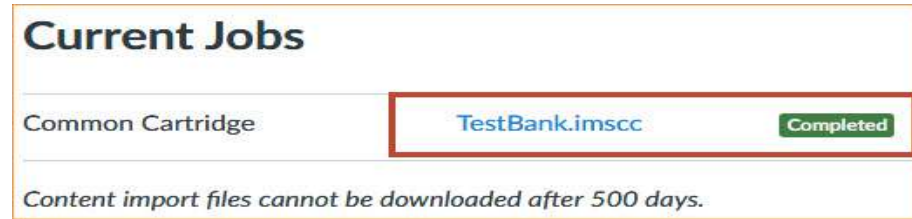
- Next to **Source**, click **Choose File** and find the Question Bank with the .imsc file extension you downloaded from Evolve, then click Open.



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

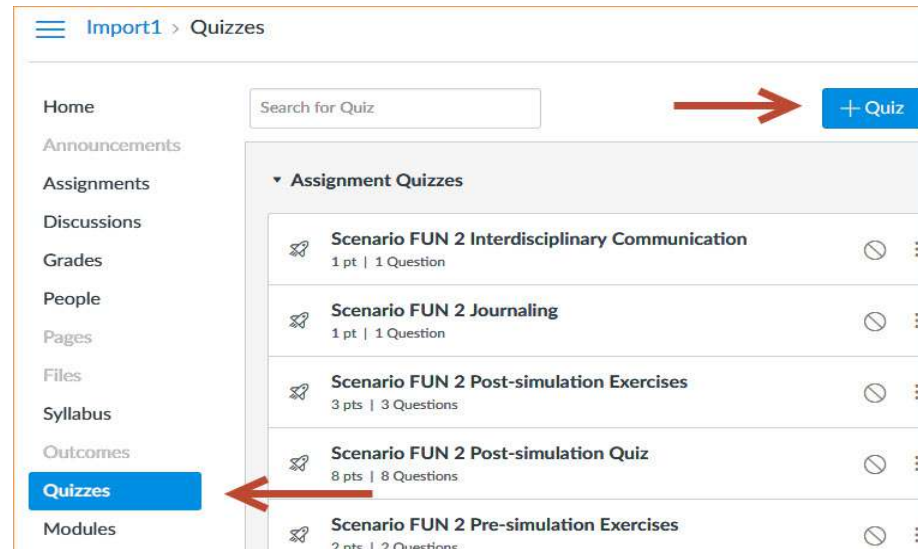


6. When the Import function is complete, your Test Banks will be available to use in the Quizzes section.

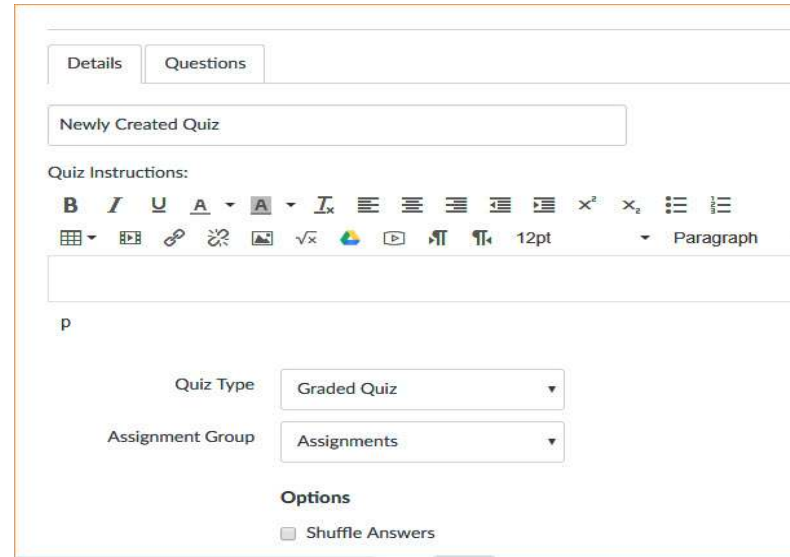


Creating a Quiz in Canvas using Imported Question Banks

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

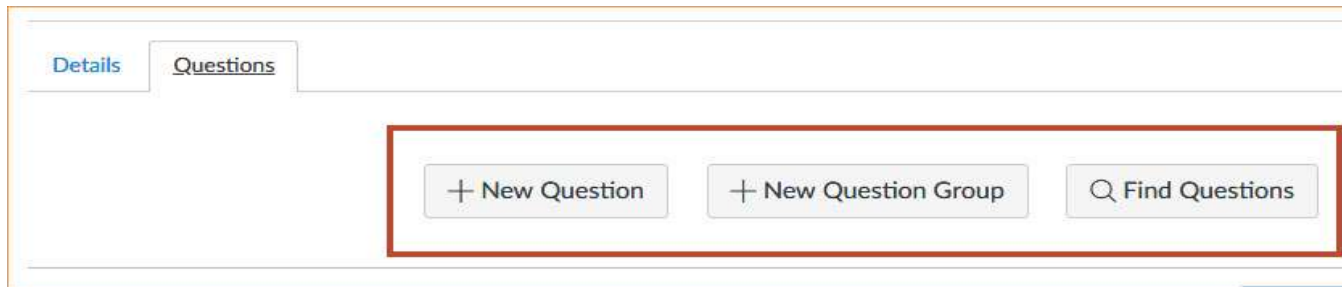


2. You will be on the **Details** tab. Give the Quiz a name, and add any details you would like such as a description, allowing multiple attempts, a due date, etc.



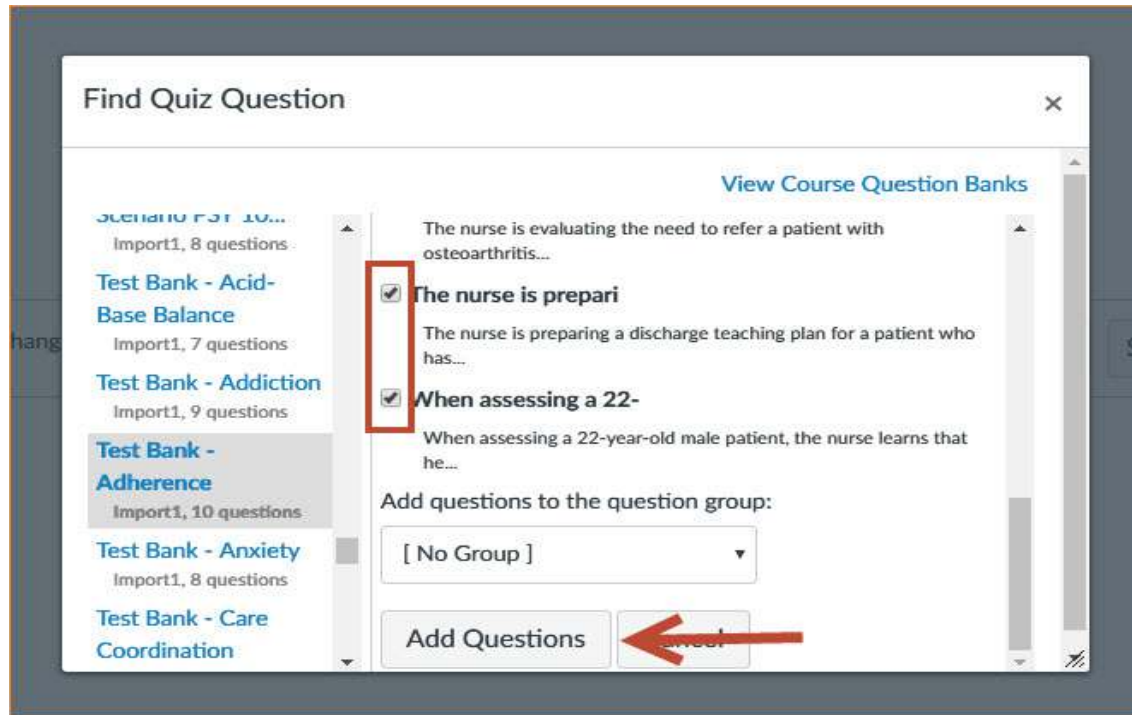
The screenshot shows the 'Details' tab of a quiz creation interface. At the top, there are two tabs: 'Details' (selected) and 'Questions'. Below the tabs is a text input field containing 'Newly Created Quiz'. Underneath is a 'Quiz Instructions:' section with a rich text editor toolbar. The toolbar includes icons for bold (B), italic (I), underline (U), text color (A), background color (A), link (I), list (ul), ordered list (ol), indent (L), outdent (R), subscript (x²), superscript (x₂), bulleted list (ul), and numbered list (ol). Below the toolbar is a text area with 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.

3. Next to Details, click on the **Questions** tab.
4. 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.

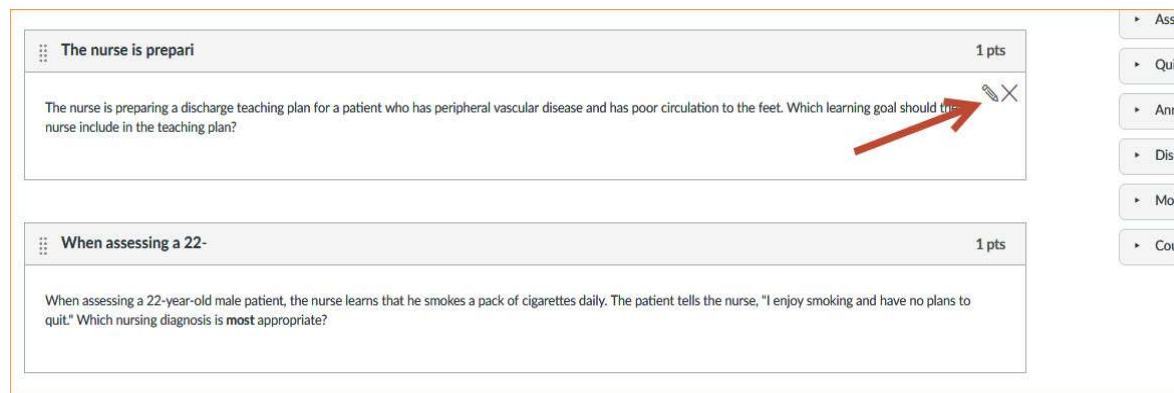


The screenshot shows the 'Questions' tab of the quiz creation interface. At the top, there are two tabs: 'Details' and 'Questions' (selected). Below the tabs, there is a large rectangular area containing three buttons: '+ New Question', '+ New Question Group', and 'Find Questions'. The buttons are arranged horizontally and are highlighted by a red rectangular border.

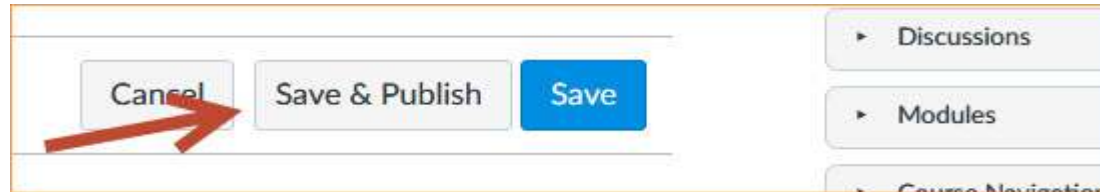
5. Select **Find Questions** and you will see the list of available banks and their questions.
6. Select the Test Bank you want to use, select the question(s) you want to use, and then scroll to the bottom and click **Add Questions**.



7. Repeat steps 5 and 6 to add more questions to the test if desired.
8. 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.



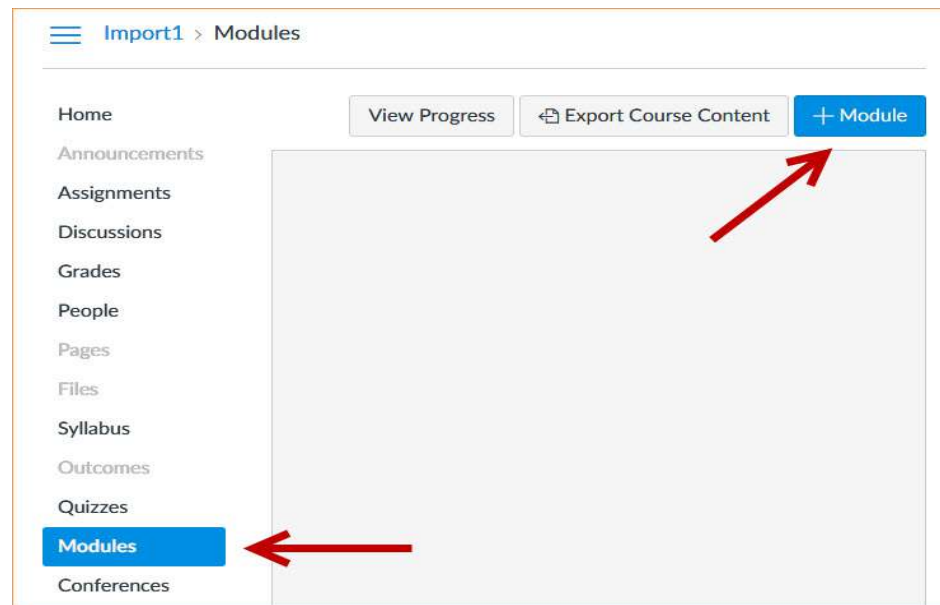
9. When finished adding and editing questions, click on **Save & Publish** at the bottom.



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.

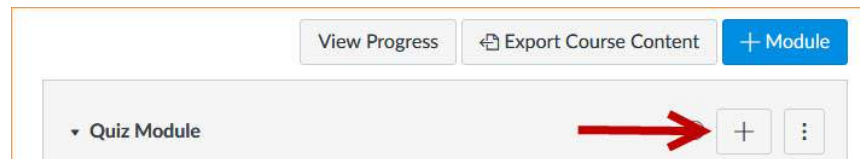
1. In your Canvas course, click on **Module**. To create a new Module, click **+Module** at the top right.



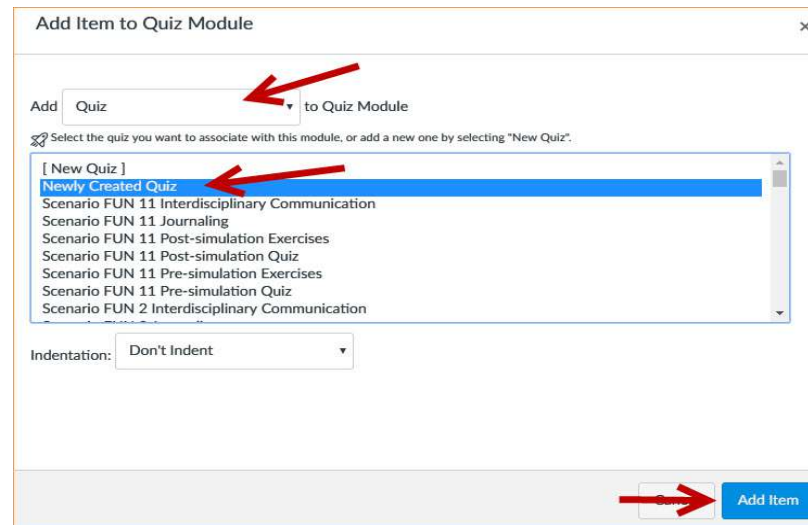
2. In the popup, give the Module a name, and then click **Add Module**.



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



4. 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.

